

DISCLAIMER

ALL EMPLOYEES OF DORCHESTER COUNTY ARE EMPLOYED AT-WILL AND MAY QUIT OR BE TERMINATED AT ANY TIME AND FOR ANY REASON. NOTHING IN ANY OF DORCHESTER COUNTY RULES, POLICIES, HANDBOOKS, PROCEDURES OR OTHER DOCUMENTS RELATING TO EMPLOYMENT CREATES ANY EXPRESS OR IMPLIED CONTRACT OF EMPLOYMENT. NO PAST PRACTICES OR PROCEDURES, WHETHER ORAL OR WRITTEN, FORM ANY EXPRESS OR IMPLIED AGREEMENT TO CONTINUE SUCH PRACTICES OR PROCEDURES. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE LIMITATIONS SET FORTH IN THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT UNLESS:

1) **THE TERMS ARE PUT IN WRITING,** 2) **THE DOCUMENT IS LABELED "CONTRACT",** 3) **THE DOCUMENT STATES THE DURATION OF EMPLOYMENT,** AND 4) **THE DOCUMENT IS SIGNED BY THE COUNTY ADMINISTRATOR WITH APPROVAL OF COUNTY COUNCIL.**

I understand that the Personnel Policies & Procedures Manual is available for review from my Department Head and the Human Resources Department. I ALSO UNDERSTAND THAT IT IS NOT A CONTRACT OF EMPLOYMENT.

Signature

Printed Name

Date

**DORCHESTER COUNTY
CUSTOMER SERVICE PLEDGE**

GOAL

It is our goal in Dorchester County to be ever-mindful of the needs of our community and to serve our citizens and other customers with the highest degree of professionalism, courtesy and resourcefulness.

Accordingly we

PLEDGE

to be:

HELPFUL – *to identify and solve our customers’ problems and directly address their concerns.*

HONEST – *to interact on the basis of truth and integrity using the most accurate and complete information available.*

RESPECTFUL – *to treat all of our customers with dignity and with consideration of their needs.*

EFFICIENT – *to meet our customers’ needs in a productive, accurate and timely manner.*

COMMITTED – *to be dedicated and diligent in our efforts to improve the quality of our service.*

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NOTE: Refer to Dorchester County Personnel Policies and Procedures Manual for complete details of policies.

DORCHESTER COUNTY PERSONNEL POLICIES AND PROCEDURES MANUAL

PREFACE

This manual has been developed in accordance with the Dorchester County Council's responsibility under Section 4-9-30(7) of the SC Code of Laws, 1976, as amended, to administer a comprehensive personnel program that is responsive to the needs of the employees and departments and essential to the efficient operation of County Government. It is distributed to the Directors of all Departments for Dorchester County. While the manual includes regulations and guidelines for administering personnel functions, we have sought to provide flexibility in programs that best support their respective needs and at the same time provide consistent, equitable practice throughout County Government.

Those personnel employed in departments under the direction of an elected official or an official appointed by an authority outside County Government are employed at the pleasure of such official. Although the fringe benefits described in this manual and other portions apply to these employees of elected and appointed officials, some provisions, including but not limited to, hiring and discharge, do not apply unless the elected official so chooses.

DEFINITIONS

The following definitions should be used in conjunction with the appropriate sections of Sections 100 through 1200:

ADMINISTRATOR: The Dorchester County Administrator.

A.I.A. COMMITTEE: The Administrative and Inter-governmental Affairs Committee of Dorchester County Council.

ANNUITY - an employee benefit. If an employee refuses health/dental coverage the county will deposit the value of that benefit into an annuity account for the employee. The county's insurance premiums may vary; therefore the annuity deposits will vary. Generally the amount for annuity is determined by the minimum premium the county pays for "employee only" coverage. If the employee refuses health and dental the two premiums are deposited in an annuity. The employee with **Tricare Supplement Insurance** can select to deposit the balance of premiums in an annuity. Therefore, if an employee is eligible to **Tricare Supplement**, they actually receive the annuity benefit in addition to **Tricare**.

APPEAL - a request to the County Administrator for review of action taken or decision rendered by the department head.

APPOINTING AUTHORITY - the administrator, department head, elected official, or other person or group of persons empowered to employ.

APPOINTMENT - the act of placing an employee into a position.

AUTHORIZED POSITION - a position authorized by County Council.

BASE PAY - the annual budgeted compensation for an employee in his/her position exclusive of any additional benefits.

BENEFITS ADMINISTRATOR MANUAL - a document issued by the South Carolina State Budget and Control Board - Employee Insurance Program that serves as a guideline for administration of benefits.

CLASSIFICATION PLAN - the document that describes the concepts, policies, and procedures utilized in the classification and reclassification of positions in the classified service.

CLASSIFIED POSITION - an authorized position that has been classified in accordance with the Classification Plan.

CLASS SERIES - a group of classes which are sufficiently similar in kind of work performed to warrant similar titles, but sufficiently different in level of responsibilities to warrant different levels and ranges of pay.

CLASS TITLE - the classification name assigned to a class of positions.

CONFLICT OF INTEREST - any action or situation which in the County's sole discretion an individual's personal or financial interest or that of a member of his/her household might conflict or appear to conflict with the public interest. In general, the Rules of Conduct and Rules and Regulations of the State Ethics Commission govern conflict of interest situations. Questions concerning an employment situation may be referred to the State Ethics Commission of the Office of the Attorney General for clarification.

CONTRACTUAL SERVICES - services that are provided on a fee or contractual basis.

COUNTY COUNCIL - the elected governing body of Dorchester County.

DEMOTION - change in an employee's position to one which is assigned a lower pay grade.

DEPARTMENT - any division under control of County Council that is engaged in the business or affairs of County Government.

DEPARTMENT HEAD - any person who has authority and responsibility for any department.

DISMISSAL - the action taken against an employee by the appointing authority to separate an employee from employment.

ELIGIBLE - any applicant or employee who meets the defined selection criteria for a given position.

EMPLOYEE - any person in the employ of a department who is paid a salary or hourly wage.

EMPLOYING (PRIMARY) DEPARTMENT - the department, or unit thereof, having primary control over the services of the employee, and/or for which the employee works the greatest number of hours in any workweek.

EVALUATION DATE - the month and day an employee's salary and status was last evaluated. The evaluation date may change as a result of a promotion or demotion.

EXEMPT POSITION - a position in which one is employed as a bona fide executive, administrative, or professional employee. Such employees are exempt from the overtime provisions of the FLSA - Wage and Hour Division.

FLUCTUATING WORK WEEK - an optional pay schedule applicable for positions when authorized by County Council. (Examples on Form P)

FULL-TIME BENEFITS - Benefits including health insurance per requirements of eligibility from the Employee Insurance Program of South Carolina.

FULL-TIME PROBATIONARY EMPLOYEE - an employee hired to a full-time position that is on a six-month probationary period during which time the employee will be evaluated for full-time employment. An employee hired under this stipulation begins accruing sick leave and annual leave from the date of employment.

GRADE POINTS - points assigned to a particular position to identify grade level.

GRIEVANCE COMMITTEE - a committee composed of Dorchester County employees that conduct hearings involving grievances filed by County employees. County Council appoints the Dorchester County employees to serve on the committee.

HIRE DATE: The month, day and year an employee commenced his most recent continuous full-time period of employment with the County in any position, regardless of previous County employment.

HOLIDAY COMPENSATION LEAVE CREDITS - time credited to an employee on an hour-for-hour basis for work performed on a holiday observed by the County. An employee eligible for holiday credit receives 8 hours pay for the holiday in addition to time and one-half compensatory time for each hour worked on that holiday.

LEGAL HOLIDAY - a day that has been approved by County Council to be observed by employees of Dorchester County with authorization to be absent from the normal work activities. A holiday is equal to 8 hours.

MINIMUM QUALIFICATIONS - minimum requirements of education and experience and other necessary special requirements necessary to establish eligibility/suitability as described in the class specification.

OFFICIALS APPOINTED BY COUNTY COUNCIL - an employee appointed by County Council who is eligible for full County benefits. All appointed officials are responsible for turning in a timesheet to the personnel office and accrue annual and sick leave. They are supervised by the County Administrator; however, they answer directly to County Council. Appointed officials appointed directly by County Council include: (1) County Administrator, (2) Clerk to Council (3) Delinquent Tax Collector.

OFFICIALS APPOINTED BY OTHER THAN COUNTY COUNCIL - an employee appointed by the Legislative Members, the Governor, or authority other than County Council who does not receive annual, sick, or compensatory time. These officials are not required to turn in a timesheet to the personnel department. Their two-week pay is calculated by dividing the budgeted salary by 26. These officials receive health and dental benefits if they are considered full-time. Any employee in this category who works at least 30 hours per week is considered a full-time employee. If an

official in this category is to be replaced, the personnel office must be notified in writing. Officials appointed by other than County Council include: (1) Magistrates, (2) Constables, (3) Master-in-Equity, (4) Veterans Affairs Director, and (5) Deputy Coroner.

OFFICIALS-ELECTED - an employee elected by the voting population of Dorchester County. These officials receive County benefits with the exception of sick, annual, and compensatory time. It is not necessary for elected officials to turn in timesheets to the personnel department. Elected official's pay is calculated by dividing their budgeted salary by 26. Elected officials for Dorchester County include: (1) County Council, (2) Probate Judge, (3) Clerk of Court, (4) RMC, (5) Sheriff, (6) Coroner, (7) Treasurer, and (8) Auditor.

PART-TIME HIRE DATE: The month, day and year an employee commenced his most recent continuous part-time period of employment with the County in any part-time position. Part-time employees are hired at the minimum of the classified position. When full-time employees become part-time employees, they are assigned a new hire date reflecting the commencement of their employment in the part-time capacity.

PAY CYCLE - the fourteen-day period which begins 12:01 A.M. on Saturday and ends fourteen days later. Employees who work a 28-day cycle receive an advance of wages every 14-day pay period.

PAY GRADE: A number assigned to a position which specifies the range of pay that is applicable to the position.

PAY PLAN - the document that describes the grades and their salary ranges and describes the concepts, policies and procedures for the administration of the pay schedule.

PAY RANGE: The minimum and maximum rate of pay applicable to a pay grade.

PAY SCHEDULE - the approved list of pay grades and their assigned pay ranges.

PERFORMANCE APPRAISAL - a department head's written evaluation of an employee on a form supplied by the Personnel Department.

PERFORMANCE APPRAISAL DATE - the date on which an employee's annual performance appraisal is due.

PERSONNEL DIRECTOR - the employee of Dorchester County immediately responsible for the personnel and payroll administration.

POSITION - a job classification.

PROBATIONARY PERIOD - a working test period of up to six months duration

following an initial appointment or a break in service. If an employee transfers to another position, a new probationary period may be required. Completion of the probationary period is not a future guarantee of employment.

PROMOTION - a change in an employee's position to one which is assigned a higher job grade.

RECLASSIFICATION - a change in the written job description of a position following a reevaluation with or without a change in pay grade to which the position is assigned.

RECLASSIFICATION COMMITTEE - a committee of employees selected by the County Administrator. The members direct the procedure for departments to follow concerning reclassifications of positions.

REDUCTION IN FORCE - a determination made by County Council to decrease the number of positions within a department.

REEMPLOYMENT - the return of an employee to County service following a break in service. A break in service begins when the employee receives his final paycheck or his final pay including leave credits.

REINSTATEMENT - the return of an employee to County service without a break in service.

REGULAR FULL-TIME EMPLOYEE - an employee hired into a full-time position (scheduled to work 40 hours/week) who successfully passes the six (6) month probationary period and attains a regular status and full County benefits.

REGULAR PART-TIME EMPLOYEE - employee scheduled to work less than 40 hours per week who is not eligible for full benefits but who may be eligible for some benefits.

RESIGNATION - a formal notification by an employee of his/her intent to terminate employment.

SALARIED EMPLOYEE - An employee performing services for the County for a guaranteed salary. The employee does submit a timesheet. The annual budgeted compensation is divided by twenty-six pay periods and the employee receives that amount every two weeks. If the position is classified as a full-time position, the employee is eligible for benefits.

SUITABLE EMPLOYEE - an employee most appropriate for a particular position.

SUPERVISOR - an individual who directs one or more subordinates and is designated as the rater on those subordinates' performance appraisals.

SUSPENSION - leave of absence without pay, for disciplinary reasons or pending investigation of charges against an employee for disciplinary purposes.

TEMPORARY EMPLOYEE - one who is employed on a full or part-time basis for an initial period of time not to exceed twelve months and who has no continuing status and receives no County benefits.

TEMPORARY POSITION - a position created for an indefinite period of time not to exceed twelve months.

TRAINEE - an employee who does not meet the minimum training and experience requirements of a position and who is appointed for a period not to exceed one year.

TRANSFER - a change in the employee's position to another which is assigned the same pay grade.

UNCLASSIFIED POSITION - an authorized position that has been established but is not subject to the Classification Plan.

WORK WEEK - a seven-day period which begins 12:01 A.M. on Saturday and ends seven days later.

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101 SCOPE AND PURPOSE

Section 100 sets forth the policies and procedures for the establishment, maintenance, and administration of the General Policies applicable to Dorchester County employees.

102 STATEMENT OF POLICY

- A. The Director of Personnel acts as the agent in the administration of all general policies applicable to Dorchester County employees.
- B. Posters, seminars, and personnel manuals along with other notifications are available to employees.

103 EQUAL EMPLOYMENT OPPORTUNITY POLICY

State & Federal laws prohibit discrimination against employees or applicants for employment, with regard to their race, religion, color, national origin, gender, age, veteran status, or disability. Furthermore, Dorchester County takes affirmative action to reduce and, if possible, remove the disparate effects of past discrimination because of race, religion, color, national origin, gender, age, veteran status, or disability. This policy applies to all levels and phases of the County's Personnel Administration such as recruitment or recruitment advertising, rates of pay, promotion, selection for supervisory positions, and employee benefit programs, disability, veteran status, or any other protected category.

If you believe this policy has been violated by anyone with whom you have contact (including supervisors, co-workers, or members of the public) you should notify the Personnel Department.

104 ANTI-HARASSMENT POLICY

Various laws and regulations generally prohibit employment decisions from being made on the basis of race, religion, color, national origin, gender, age, veteran status, disability, or similar distinctions. In addition, the County endeavors to provide a working environment in which employees are free from discomfort or pressure resulting from jokes, ridicule, slurs, threats and harassment either relating to such distinctions or simply resulting from a lack of consideration for a fellow human being.

The County does not tolerate harassment of any kind. The County forbids retaliation against anyone who has reported harassment in good faith.

Sexual Harassment

Sexual harassment warrants special mention. Unwelcome sexual advances, requests for sexual favors, and other physical, verbal, or visual conduct based on sex constitute sexual harassment when:

- (1) Submission to the conduct is an explicit or implicit term or condition of employment; or
- (2) Submission to or rejection of the conduct is used as the basis for an employment decision, or
- (3) The conduct has the purpose or effect of unreasonable interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing," "practical jokes," jokes about gender-specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material, "put-downs" or condescending or derisive comments or terms based on gender, and physical conduct, such as patting, pinching, or brushing against another person. Although most commonly the "perpetrator" of such conduct is male and the "victim" is female, this policy prohibits such conduct regardless of the gender of the perpetrator or victim.

Disputes sometimes arise as to whether conduct was "welcome" or "unwelcome." Conduct which would violate this policy if it were unwelcome is considered to violate the policy if anyone complains of it. Obviously, not all conduct which is prohibited by this policy constitutes a violation of the law.

Complaint Procedure and Investigation:

If you feel that this policy has been violated by anyone with whom you come in contact on the job, regardless of whether it is by a fellow worker, a supervisor, or a member of the general public, you should report the incident(s). There are several ways that you can do this:

- (a) By reporting to your supervisor or to a higher level in your "chain of command." Complaints against the Administrator should be made to the Chairman of County Council.
- (b) Report to the Personnel Director.

Supervisors and managers who receive complaints of or become aware of harassment have the duty to coordinate with the Personnel Department.

Every harassment allegation is investigated. Investigatory procedures may vary from case to case, depending upon the circumstances. The investigation is conducted as confidentially and quietly as possible. All employees have a responsibility both to cooperate fully with the investigation and to keep the matter confidential, whether the employee is the accused person, the complaining one, or merely a potential witness. Persons who are interviewed are not to discuss the matter with co-workers friends, or management. This does not mean, however, that employees may not complain to civil rights agencies. The County will keep the information it gathers as confidential as possible, consistent with state and federal laws and the needs of the investigation.

In appropriate situations employees may be asked to submit to a polygraph (lie detector) examination.

Corrective Action

If management concludes that a complaint of harassment has merit, appropriate action is taken. Employees may be disciplined. Non-employees may be reported to the appropriate law enforcement agency and/or barred from the premises.

IMPORTANT

In order to avoid misunderstandings, complaints made to members of management or to the Personnel Director involve the completion of a complaint report, either by you or by the person to whom the complaint is made, which summarizes the allegations and lists any witnesses to the alleged harassment. You should be sure to get a copy of this initial compliant report to confirm you have complied with this procedure.

These procedures have been established to enable you to get relief if you feel that you are the victim of harassment. The U.S. Supreme Court has said that as a general rule you may not sue the County for a violation of your rights unless you first give us notice and an opportunity to end the harassment. The reporting procedures which we have adopted are intended to establish a clear record of what has been reported.

105 NEPOTISM POLICY

Persons in the same family will not be employed or continue to be employed if one directly or indirectly supervises another or interacts with another in the handling of money or compensation. For purposes of this policy, immediate family is defined as spouse, parent, child, grandparent, grandchild, brother or sister, parent-in-law, grandparent-in-law, brother-in-law and sister-in-law. The immediate family will be considered to include step-parents, step-children, step-brothers, and step-sisters when the employee and the step-relative have lived together regularly in the same household.

If employees become related by marriage and create a situation prohibited by this policy, one of the employees must give up his position. If the employees cannot choose which of them it will be, the employee having the lower budgeted annual compensation will be removed. The County may attempt to find another position for the removed employee.

Unrelated employees (such as domestic partner, co-habitant or significant other) will be treated as being within the immediate family of each other for the purpose of this nepotism policy. Situations not addressed by this policy will be handled by the County in its sole discretion.

106 MOONLIGHTING/ETHICAL STANDARDS POLICY

Dorchester County, being dedicated to its role of serving the citizens of the County, has an obligation to ensure that there exists public confidence in the integrity of County employees. Therefore, it is important for the County to establish appropriate ethical standards to guide its personnel in the performance of their duties, so that there shall not exist, nor appear to exist, a conflict between private interest and public responsibilities. It may be necessary to consult counsel from the Office of the Attorney General of the State Ethics Commission to make such determination.

The following rules are to guide County employees in the discharge of their responsibilities:

1. Gifts and Favors

No employee may request or receive a gift, favor, or loan of anything of value for himself or another person if it tends to or appears to influence his opinion or judgment in the performance of his duties.

2. Confidential Information

No employee shall make use of or reveal confidential information acquired through his position with the County for his own private gain or for the gain of any other person or group.

3. Acquiring an Interest

No employee may acquire an interest in any contract at a time when he has reason to believe or should have reason to believe that his/her interest will be affected either by his own official actions or the County.

4. Disclosure and Disqualifications

An employee who has a financial interest in a business or activity that may be affected by his official actions or by the actions of the County must make disclosure of the exact nature and value of his interest in writing to the County Administrator and ask his opinion

regarding the priority of this interest. Any employee who has such an interest is expected to disqualify himself from participating in any action directly affecting this interest.

5. Contracts with Employees

The County does not enter into any contract for services or property with any employee. The County also does not enter into any contract with a business in which an employee has an interest if that interest might be, or might appear to be, affected by the contract. This section is not applicable under circumstances which constitute an emergency situation, so long as the report detailing the circumstances is later prepared by the County Administrator and submitted to the County Council.

6. Outside Employment

No employees may be employed by or render services for any private business or concern if such employment interferes with, or is adverse to, the proper performance of his official duties. Nor may any employee have employment with any business or concern in a more favorable position than its competitors to do business with the County. Any employee who desires secondary employment must complete a "Request for Secondary Employment" Form M. The County Administrator has the right to deny an employee's request for secondary employment and to withdraw any approval for secondary employment if in his opinion such employment conflicts with or gives the appearance of a conflict of interest with County employment.

107 WORKERS COMPENSATION POLICY

Workers Compensation Insurance was created to protect employees in the event of a work-related injury or illness. Employees pay no cost for their workers compensation coverage; the premiums are paid by the employer. If an employee is injured on the job, he must immediately report the injury to his supervisor. If an employee's claim is determined compensable, the employee may also qualify for FMLA leave. The employee must meet the requirements of the FMLA. (FMLA Section #500)

1. When an injury occurs, the first obligation is to make sure the injured employee receives medical attention. Atlantic Occupation Health is the County's medical provider.
2. The department must immediately send Personnel a completed FORM Q - (First Report of Injury). The Personnel Department is responsible for the administration of the claim.
3. The department must send a copy of the "First Report of Injury Form" to the Safety Coordinator. The Safety Coordinator will investigate the claim and take appropriate action.

If the injury occurs during office hours, contact Personnel for assistance. If the injury occurs after office hours or during a holiday or weekend, contact 911 and request the Safety Coordinator or his designee be notified.

Dorchester County is self insured by the South Carolina Association of Counties. Companion Property and Casualty Insurance Company is the administrator of the plan.

108 LIGHT DUTY POLICY

Dorchester County is concerned about the health and well being of employees. It is important that employees who are out for medical reasons, including on-the-job injuries, communicate periodically with their supervisors and department heads.

Departments are encouraged to seek light duty or modified duty for an employee who has been authorized by this physician to return to work. Upon receiving clearance to return to work, the employee must bring the doctor's medical release information, including work restrictions, to the supervisor. The County will review the release to determine if a light duty assignment is advisable. Personnel will assist the departments with the administration of this process.

This policy is not a guarantee of a light duty assignment.

109 HOURS OF WORK POLICY

The minimum full-time workweek is 40 hours.

Each department is required to keep an accurate record of all hours worked and all leave taken. Leave is to be recorded in the appropriate categories and shown as either leave with pay or leave without pay.

The department head should review all timesheets before transmitting to payroll.

Each department may develop and implement a variable work schedule. The core hours are 9:00 A.M. to 4:00 P.M. for departments open for business between 8:30 A.M. to 5:00 P.M., Monday through Friday. The Public Works and Utility Departments may implement a variable schedule with the core hours from 8:30 A.M. to 4:00 P.M.

110 CLOTHING POLICY

Non-uniformed full-time employees are eligible for County clothing.

Department heads are responsible for assuring that all orders are necessary and correct according to size, color, quantity, etc.

111 FIREARMS POLICY

Reporting requirements for employees whose positions require the employee to possess a firearm:

In order to ensure compliance with applicable federal gun control statutes, any employee who is required by his position to possess a firearm must notify his supervisor and the Personnel Department in the event the employee:

- (1) has been or is convicted of, pleads guilty to, or pleads nolo contendere (no contest) to a misdemeanor crime of domestic violence; **OR**
- (2) is or becomes subject to a restraining order that meets the following requirements:
 - (a) The order was issued after a hearing, the employee had actual notice of the hearing and an opportunity to participate; **AND**
 - (b) the order either:
 - (i) restrains the employee from harassing, stalking, threatening or engaging in any conduct against his intimate partner or child that could reasonably be expected to cause bodily injury;
OR
 - (ii) prohibits the use (or attempted/threatened use) of force against the intimate partner or child.

112 REIMBURSEMENT TO THE COUNTY POLICY

Employees of Dorchester County are required on a monthly basis to reimburse the County for personal long distance and cellular telephone charges. County employees must be aware and responsive to all personal expenses that may occur and must reimburse the County accordingly. Such expenses are considered an advance of wages which may be deducted from employee's paycheck. Contact the Finance Department for information regarding reimbursement procedures.

113 COUNTY PROVIDED VEHICLE POLICY

Dorchester County provides county vehicles for employees holding the position of: 1) County Administrator, 2) Deputy Administrator, 3)

Planning & Codes Director, 4) Economic Development Director, 5) Director of Public Works and 6) Deputy Director of Public Works.

Effective January 22, 1993 Dorchester County applied the IRS special valuation rules to all county-provided vehicles except for "qualified non-personal use vehicles" under IRS Code Section 1.132-5 (h) which includes Sheriff, Coroner and Emergency Preparedness Director.

- a) The County applies the Automobile Lease Valuation Rules (IRS Code Section 1.61-21 (d) (2)) to all control employees. A control employee is 1) an elected official, or 2) an employee whose compensation is at least as much as that paid to a federal government employee at Executive Level V.
- b) The County applies the Commuting Valuation Rules (IRS Code Section 1.61-21 (f) (3)) to all non-control employees who are provided or commute in a county-provided vehicle.

114 MEDIA CONTACT POLICY

The County Administrator is the primary contact point for all issues concerning Dorchester County. Employees should direct the media to contact the County Administrator concerning County issues.

115 WORKPLACE PRIVACY POLICY

The workplace is intended to be a place of work. An important part of work is communications and record keeping. No employee is at work 24 hours a day, seven days a week, and there are times when management needs access to communications or records maintained by employees in their individual workplaces. Each employee must understand that personal items and personal communications received or stored on County premises or County equipment are not entitled to a guarantee of privacy.

The County reserves the right to search County property and documents in employee desks, lockers, file cabinets, etc.

Electronic media raise similar issues. The County provides electronic and telephonic communication and, when necessary, computers to employees. Although assigned to the employee, these items still belong to the County. Similarly, any computer files created on a County computer belong to the County. Employees should not use County computers for personal business without the express written permission of the County. Unauthorized programs and files may not be used on County computers without the written permission of the County. The County reserves the right to review voice mail, electronic mail, computer files, and other electronic information generated by or stored in the County's electronic systems.

This policy addresses the compensation for elected officials and is subject to change in accordance with state law.

A. Elected

These positions include:

1. Auditor
2. Clerk of Court
3. Coroner
4. Probate Judge
5. Register of Deeds
6. Sheriff
7. Treasurer

B. Annual Increase

With the exception of Probate Judge, each elected official receives the same general increase (COLA) as regular County employees. The Probate Judge, whose salary is subject to increases by reason of statutory mandate, is entitled to the general increase or the statutory mandate, whichever is greater, but shall not receive both.

C. Productivity Increases

Subject to the availability of funding and based on the County Administrator's recommendation, County Council may consider granting annual increases for elected officials.

D. Re-election

Beginning with the term of office commencing after the General Election held in the year 2004, an elected official who is re-elected to the same office without a break in service continues at the same salary at the beginning of the new term.

E. Appointed to Unexpired Term

A person who is appointed to fill an unexpired term of an official will be compensated at the entry level for the remainder of that unexpired term of office.

F. Entry Level Salary Excluding the State Supplement

Newly elected officials entering office receive 5% less than the current salary the County is paying for a current office holder. This policy does not affect or alter the current South Carolina State supplement paid for some elected positions.

The base salary of the Probate Judge is set by the South Carolina Office of Court Administration in accordance with county population.

117 PAY PLANS

Council has determined that sound fiscal and administrative policy requires that it have available to it all pay plans and formulas for compensating employees which are permitted by applicable federal and state laws.

All employees of Dorchester County are classified by the County Administrator, with the advice of Department Heads and the Personnel Director, as exempt or non-exempt from the overtime and compensatory time requirements of the Fair Labor Standards Act. Salaried executive, administrative, and professional employees are considered exempt and are not eligible for overtime payments or compensatory time. Their salaries are subject to deduction when they fail to work their normal schedules, in full day increments, when they have no available annual or sick leave, or for disciplinary reasons in accordance with the discipline policy.

Compensatory time off means time off in lieu of overtime pay.

Non-exempt employees other than law enforcement and emergency medical services personnel receive overtime pay at the rate of one and one-half times their regular rate of pay for all hours worked or considered to have been worked in excess of 40 in one workweek or receive compensatory time at the rate of one and one-half hours for each hour worked or considered to have been worked in excess of 40 in one workweek, subject to a maximum accumulation of 240 hours of such compensatory time.

Non-exempt law enforcement and emergency medical services employees receive overtime pay at the rate of one and one-half times their regular rate of pay for all hours worked or considered to have been worked in excess of the maximum straight-time hours permitted by the Federal Fair Labor Standards Act for the overtime work period designated by the County Administrator any such employee, or shall receive compensatory time at the rate of one and one-half hours for each hour worked in excess of such maximum straight-time hours for the employee, subject to a maximum accumulation of 480 hours of such compensatory time.

Council may by Resolution direct that any employee or class of employees be paid a fixed salary for fluctuating hours in compliance with the Federal Fair Labor Standards Act. The regular rate of pay of any such employee is found by dividing his salary for the period in which overtime is worked by his total hours worked or considered to have been worked in such period. If the employee has worked or considered to have worked more than his normal or budgeted number of hours for such period his resulting hourly rate may be lower than that found in the official wage schedule. Such a result is consistent with this pay plan and ordinance. The employee's overtime premium for any particular period is equal to one-half of his regular hourly rate period for each hour worked in excess of the maximum number of straight time hours permitted for such period by

the Federal Fair Labor Standards Act. Employees paid by this method may not be given compensatory time off in lieu of cash overtime.

Employees paid fixed salaries for fluctuating hours receive pro-rata salaries for their first and last work periods if they begin employment after the beginning of the work period or terminate employment before the end of the work period, but otherwise receive their full salaries for any work period in which they actually perform any work. In the event that an employee actually works more than zero but less than his normally scheduled or budgeted hours for a particular work period, the difference between his normally scheduled or budgeted hours and his actual hours worked is charged to his holiday, annual leave and/or sick leave account. If the employee does not select which account is to be charged in accordance with the Personnel Policy, his Department Head shall do so. If the Department Head fails to do so, the employee's paid time off accounts shall be charged in the following order: (1) holiday, (2) annual leave, (3) sick leave. If these balances are insufficient to cover the un-worked hours, a deficit may be created as follows: The equivalent of one day of holiday and thereafter equally divided between annual leave and sick leave. If the employee's employment terminates while a deficit exists, the deficit is not deducted from the employee's paycheck.

Examples of payment using the fluctuating work week plan are noted on **Form P (Section 1200)**.

118 GRIEVANCE POLICY

1.0 General.

This procedure is adopted in accordance with the "County and Municipal Employees Grievance Procedure Act," Section 8-17-110, et seq., Code of Laws of South Carolina, 1976, as amended.

1.1 A grievance is defined as any complaint by an employee that he has been treated unlawfully or in violation of County policies with regard to matters pertaining to his employment by the County. This definition includes, but is not limited to, discharge, suspension, disciplinary involuntary transfer, promotion, and demotion. [Written warnings are not grievable.] Performance evaluations and non-disciplinary transfers are not grievable. Compensation is not a proper subject for consideration under the grievance procedure except as it may apply to alleged inequities within an agency or department of the county. However, if an employee believes that he has not received or been credited with or has otherwise lost wages or benefits to which he is entitled, his grievance is to be presented in accordance with this procedure or such wages or benefits may be forfeited.

1.2 An employee who believes that he has a grievance must follow the following procedure:

Step 1:

He must discuss the grievance with his department head within seven (7) calendar days of the event giving rise to the grievance. For purposes of this policy, the "event" is the day the employee receives notice of the employment action.

Step 2:

The department head has seven (7) calendar days from the time he meets with the employee to render his decision.

[For purposes of determining whether the time limits have been met, day one starts at 8:30 a.m. the calendar day after the employee receives notice and continues through the seventh day at 5:00 p.m. These time limits may be extended by agreement or if the department head needs additional time to conduct an investigation.]

Step 3:

Employees in Initial Probationary Period - The department head's decision is final as to any grievance brought by a probationary employee. A new employee is considered probationary until his probationary evaluation is completed and approved by his department head.

Regular Employees - If the department head is unable or unwilling to adjust the grievance to the satisfaction of the employee or if the department head is unavailable to discuss the grievance, the employee proceeds to Step 4.

Step 4:

Regular (non-probationary) employees may appeal to the Employee Grievance Committee the denial of their grievances by department heads by filing a written request for appeal at the county's personnel department. This must be done within seven (7) calendar days of the department head's denial of the grievance. If the department head fails to respond within the required time frame, the appeal must be requested within seven (7) calendar days of the time the department head should have responded to the grievance.

The written request for appeal must include the following information:

- (a) The purpose of the appeal and what recommendation is requested of the Grievance Committee; and
- (b) Statement that the employee has attempted to resolve the matter with the department head.

The personnel department staff may assist in preparing the appeal, if requested.

1.3 Within ten (10) calendar days of receipt of the employee's request, the chairman of the Grievance Committee is to schedule the requested hearing and notify the Grievance Committee, the employee requesting the hearing, the affected department, and the personnel department.

2.0 The Employee Grievance Committee

The County Council appoints a Committee composed of seven [7] employees to serve for terms of three (3) years, except that the members appointed initially are appointed so that their terms are staggered, and approximately one-third (1/3) of the terms expire each year. A member continues to serve after the expiration of his term until a successor is appointed. Any interim appointment to fill a vacancy for any cause prior to the completion of a member's term is for the unexpired term. Any member may be reappointed for succeeding terms at the discretion of County Council. Members are selected on a broadly representative basis from among county employees. In addition, County Council may appoint 1-2 alternates who may serve when a regular member is not available. Members of the committee employed in the same department as the grieving employee and members having formed an opinion on the issues prior to the hearing may not participate in that employee's hearing.

2.1 The Committee annually selects its own chairman from among its members. The chairman serves as the presiding officer at all hearings which he attends but may designate some other member to serve as presiding officer in his absence. The chairman has authority to schedule and to re-schedule all hearings.

2.2 A quorum consists of at least five (5) members, and no hearings may be held without a quorum.

2.3 The presiding officer has control of the proceedings. He may take whatever action is necessary to ensure an equitable, orderly, and expeditious hearing. Parties abide by his decisions, except when a Committee member objects to a decision to accept or reject evidence, in which case the majority vote of the Committee governs.

2.4 The Committee has the authority to call for files, records, and papers which are pertinent to any investigation and which are subject to the control of the County Council; to call for or consider affidavits of witnesses; to request and hear the testimony of witnesses; to consider the results of polygraph examinations; and to secure the services of a recording secretary in its discretion. The Committee has no authority to subpoena witnesses, documents or other evidence, nor may any county employee be compelled to attend any hearing. All proceedings may be tape recorded. Witnesses, other than the grieving employee and the department representative, are sequestered when not testifying. All witnesses testify under oath.

2.5 All hearings are held in executive session unless the grieving employee requests at the beginning of the hearing that it be held in open session. The official tape recording and the official minutes of all hearings are subject to the control and disposition of County Council.

2.6 Neither the grieving employee nor the department may be assisted by advisers or by attorneys during the hearing itself. However, the Committee may have an attorney available to it at any and all times it considers necessary and the personnel department may provide assistance in reading written materials to the Committee at the request of a grieving employee.

2.7 In disciplinary actions by department heads and their subordinate supervisors, the employee is to receive in reasonable detail written notice of the nature of the acts or omissions which are the basis for the disciplinary action. This notice may be amended at any time 24 hours or more before the commencement of the hearing. The department must demonstrate that the disciplinary action is for the good of the county. The department makes the first presentation. The Committee may base its findings and recommendations (and the administrator or elected or appointed officials their decision) on any additional or different grounds developed from the employee's presentation.

2.8 In non-disciplinary grievances the employee must establish that a right existed and that it was denied him illegally or in violation of a county policy. The employee makes the first presentation.

2.9 In all grievances, the grieving employee and the department are each limited to one (1) hour of initial presentation. The party required to make the first presentation is entitled to a ten (10) minute rebuttal of the other party's presentation. The chairman shall appoint himself or another member of the Committee as timekeeper.

2.10 In all grievances, presentations may be oral or in writing or both and may be supported by affidavits or unsworn signed statements from witnesses, by records, other documentary evidence, photographs, and other physical evidence. Presentations shall be made by the grieving employee and by a managerial employee of the affected department. Parties may request that the Committee call witnesses, and a list of potential witnesses should be submitted to the Committee five (5) days prior to the hearing. However, neither party may question the other party or question any witness called by the Committee.

2.11 Except as provided in 2.12 below, the Committee, within 20 days after hearing an appeal, makes its findings and recommendation and reports such findings and recommendation to the Administrator. If the Administrator approves, the recommendation of the Committee it is his decision and copies of the decision are transmitted by the Committee to the employee and to the head of the particular department involved. If, however, the Administrator rejects the decision of the Committee, the

Administrator makes his own decision without further hearing, and that decision is final. Copies of the decision are transmitted to the employee and to the head of the particular department involved.

2.12 In grievances involving the failure to promote or transfer, or the discipline or discharge of personnel employed in or seeking assignment to departments under the direction of an elected official or an official appointed by an authority outside county government, the Committee, within 20 days after hearing an appeal, makes its findings and recommendation and reports such findings and recommendation to such official. If the official approves, the recommendation of the Committee is his decision and a copy of the decision is transmitted by the Committee to the employee. If, however, the official rejects the decision of the Committee, the official makes his own decision without a further hearing, and that decision is final. A copy of the decision is transmitted to the employee.

2.13 Nothing in this grievance procedure creates a property interest in employment or a contract of employment, nor does this procedure limit the authority of the county or an elected or appointed official to terminate any employee when the county or respective elected or appointed official considers such action to be necessary for the good of the county.

119 DRUG POLICY

It is well recognized that drug abuse has a harmful effect on public health and safety, on the welfare of employees, on morale, and on productivity. Furthermore, it is the policy of Dorchester County to comply with the Drug Free Workplace Act, to comply with applicable government regulations, to establish and maintain drug-free workplaces, and to prohibit the unauthorized or unlawful manufacture, distribution, dispensation, possession, and use of controlled substances on or off the job. For these reasons, Dorchester County adopts the following policy;

I. GENERAL RULE

Effective immediately, all employees of Dorchester County are prohibited from swallowing, inhaling, injecting, dealing in, or otherwise using illegal drugs and substances (such as marijuana, cocaine, LSD, heroin, etc.) and prescription drugs which are not prescribed for the employees own use. Employees are also prohibited from abusing prescription drugs, including but not limited to obtaining multiple prescriptions for drugs or taking drugs contrary to physician's orders. This prohibition applies to use at any time, both on-the-job and off-the-job. County employees are, of course, permitted to possess any substance when required by their jobs or for the purpose of lawful delivery to another person.

II. APPLICANTS FOR EMPLOYMENT

The County conducts pre-employment drug tests for all applicants tentatively selected for employment in those categories of positions set out in Appendix A as may be amended from time to time. The County does not hire any applicants tentatively selected for employment in those positions who refuse to submit to a drug test, who tests positive of use of illegal or unauthorized substances or who adulterate or tamper with test samples. An applicant who is rejected under this policy may be considered for future vacancies if he can demonstrate that he is no longer a user of any such substances.

III. CURRENT EMPLOYEES

All County employees are subject to drug testing by urinalysis where "particularized suspicion" of drug use in violation of this policy exists or under other lawful conditions.

1. Particularized suspicion is deemed to exist when:
 - A. information that an employee has used illegal drugs or substances is provided by a reliable Informant;
 - B. a serious accident occurs due to the apparent fault of the employee:
 - (1) "serious accident" is defined as:
 - (a) an accident involving a fatality; Note: (CDL drivers are tested regardless of fault after all accidents)
 - (b) an accident causing bodily injury which requires medical treatment away from the scene of the accident;
 - (c) an accident causing total aggregate property damage of at least \$2,000 based on reliable estimates; or

*Note: The \$2,000 threshold simply provides you an argument that you are not using minor accidents as a pretext for testing employees.
 - (d) an accident in which one or more motor vehicles incurs disabling damage as a result of the accident, requiring the towing of one or more of the vehicles from the scene by a tow truck or other vehicle.

- C. an employee exhibits any of the following:
 - 1. extreme mood swings
 - 2. slurred speech
 - 3. unusual clumsiness
 - 4. staggering
 - 5. dilation of pupils
 - 6. sleeping on the job or lethargy
 - 7. excessive unexplained sweating
 - 8. other aberrational behavior
 - D. an employee's gross carelessness or reckless disregard of safety rules reflects or is consistent with impaired judgment;
 - E. an employee has been arrested for violation of drug laws;
 - F. an employee has admitted violating the County's drug policy;
 - G. an employee has tested positive for illegal drugs within the past 5 years.
2. Employees required by their jobs to possess a Commercial Drivers License must provide a specimen for testing within 32 hours following a serious accident for which they arguably are at fault. (Such employees who are injured and cannot provide a specimen at the time of the accident will provide necessary authorization for obtaining hospital reports or other documents, which would indicate the presence of controlled substances in the employees' system.)
 3. Employees required by their jobs to possess a Commercial Driver's License must submit to a drug test whenever they are issued a citation for a moving violation in connection with an accident.
 4. Particularized suspicion testing is not conducted without the approval of the County Administrator or his designee after consultation with the Department Head.
 - A. Effective immediately, random testing for illegal or unauthorized drug use may be conducted for all sworn law enforcement officers, drug interdiction personnel (including support staff with access to drug Interdiction information), and detention center employees. (A list of positions subject to random testing is attached as Appendix A. Attached as Appendices B and C are special provisions regarding sworn law enforcement officers, drug interdiction personnel, and detention center employees.)
 - B. Effective immediately, random testing for illegal or unauthorized drug use shall be conducted for all employees who are required by their jobs to possess a Commercial Driver's

License. (A list of positions subject to random testing is attached as Appendix A.)

- C. If an employee refuses to submit to a drug test when ordered to do so, or adulterates or substitutes a test sample, the employee shall be terminated.

IV TESTING PROCEDURE

1. Drug testing will be by urinalysis.
2. The collection of samples will be performed under reasonable and sanitary conditions.
3. Urine normally will be collected under conditions of semi-privacy--that is, a person of same gender will be in a position to observe obvious attempts to substitute or adulterate a urine sample. Collection of the urine sample may be directly observed by a person of the same gender, however, where the person supervising the collection believes an employee has tampered with an earlier urine sample or the employee has previously admitted or been proved to have used drugs in violation of this rule.
4. Urine samples will be sealed, labeled, and documented in accordance with the procedure of the drug testing laboratory. Labeling, storage, and transportation of samples shall be performed so as reasonably to preclude the probability of erroneous identification, sample contamination, or sample adulteration.
5. Specimens will be checked for at least the following six substances.
 1. marijuana and related substances
 2. cocaine
 3. opiates
 4. amphetamines
 5. phencyclidine
 6. barbiturates *
6. Applicants and employees will have an opportunity to provide any information that they consider relevant to the test, including identification of currently used prescription or nonprescription drugs, or other relevant information.
7. Samples, which initially result in a positive finding for drug use, will be re-tested by the gas chromatography-mass spectrometry (GCMS) method. If the GCMS test results in a positive finding of drug use, and is verified by the Medical Review Officer, the written report of the Medical Review Officer shall be conclusive for all employment-related purposes.

8. The County's Medical Review Officer normally will allow an employee whose drug test results have been confirmed as positive the opportunity to adjust the results before the Medical Review Officer notifies the County of the test results.

***Not for DOT regulated employees.**

V. NOTICE TO EMPLOYEES

Department Heads are encouraged to review this policy to employees.

**VI. NOTICE TO EMPLOYER, STATE AND FEDERAL GRANTOR/
CONTRACTING AGENCIES, AND LAW ENFORCEMENT AUTHORITIES**

1. As a condition of employment, employees agree to notify the County within five calendar days after any criminal conviction for the workplace manufacture, distribution, dispensation, possession, or use of illegal drugs and prescription drugs not prescribed for the individual employee's use. The County shall notify all state and federal grantors/contracting agencies of such employee convictions as required by the state and federal Drug Free Workplace Acts. "Conviction" means a finding of guilt, imposition of a sentence, a plea of no contest or a plea of guilty.
2. The County shall notify law enforcement authorities whenever illegal drugs are found in the workplace.

VII. CONSEQUENCES OF VIOLATING THIS POLICY

Violations of this policy will result in termination.

VIII. CONFIDENTIALITY

Any drug test results or information supplied by employees and applicants as part of the County's drug testing program will be kept as confidential as possible, consistent with the purposes of this policy.

IX. TESTING COSTS

The County will pay the costs of all drug tests to which the County requires an employee to submit.

X. NOTIFICATION OF TEST RESULTS

1. Applicants will be notified of the results of a pre-employment drug test, provided the applicant requests the results within 60 days of being notified of the disposition of the employment application.
2. Employees will be notified of the results (including the drug(s) discovered) of all drug tests, provided the results are positive.

XI. EMPLOYEE EDUCATION PROGRAM

The use of illegal drugs and similar substances is a serious threat to our nation's collective health, safety, and welfare. Drug abuse in the workplace is dangerous because it leads to physical impairment, loss of judgment, safety violations, and the risk of injury and death. Periodically, the County will make available to employees information regarding substance abuse. All employees are encouraged to attend any scheduled programs on this topic and to review any material supplied. Some employees may be required to attend such programs or to review such material.

XII. NOT A CONTRACT

This policy creates neither a contract nor a property interest in employment.

APPENDIX A

The following positions are subject to random testing:

1. All employees required as a condition of employment to possess a Commercial Driver's License.
2. All sworn Law Enforcement Officers.
3. All EMS Personnel.
4. Detention Center employees described in Appendix B.

APPENDIX B

Detention Center personnel are in constant contact with hardened criminals, many of whom are violent and/or are charged with drug-related offenses. Detention Center employees have the very serious task of protecting society from such persons. These employees at all times must be alert and physically capable of carrying out their responsibilities. In performing their duties, Detention Center Personnel are subject to inmate requests and bribes to compromise their professional standards regarding controlled substances. Furthermore, Detention center employees have opportunities to transfer contraband to inmates through direct and indirect contact with them. Public interest mandates that an effective program designed to ensure the integrity and fitness of Detention Center employees be established and implemented.

Detention Center employees are subject to the provisions of the general Drug Use and Drug Testing Policy to which this Appendix B is attached. Several provisions within the general policy apply uniquely to Detention Center employees. In order to avoid any misunderstandings, this Appendix B has been added for the purpose of highlighting the special provisions applicable to Detention Center employees.

I. RANDOM DRUG TESTING

[Cross Reference-General Policy Section III (B)]

Random testing for illegal or unauthorized drug use shall be conducted for all Detention Center employees who:

- 1) are authorized to carry a firearm; or
- 2) have direct or indirect contact with inmates which would provide an opportunity to transfer contraband to or from inmates; or
- 3) are involved in drug interdiction activities or have access to drug interdiction information.

II. TESTING OF PROMOTION APPLICANTS

Effective immediately, all promotion applicants may be required to pass a drug test before being considered for a promotion to a position, which is subject to random testing. ("Promotion" is defined as the assignment of an employee to an established position having a higher rate of pay.)

III. TESTING OF PROBATIONARY EMPLOYEES

Effective immediately, all probationary employees employed in the Detention Center and subject to random testing may be required to pass a drug test before being accorded non-probationary status.

IV. TERMINATION FOR A VIOLATION OF THIS POLICY

[Cross Reference-General Policy Section VII]

All Detention Center employees who are found to be in violation of the policy will be terminated.

APPENDIX C

The negative effects of drug abuse in the workplace are amplified when drug abuse exists within a Sheriff's Department. The Sheriff has a compelling interest in ensuring that his employees are physically capable of performing their duties while possessing unimpeachable integrity and judgment.

Sheriff's Department personnel engage in drug interdiction activities, carry firearms, operate vehicles under dangerous conditions at high rates of speed, and have access to highly sensitive, confidential information involving drug traffickers. As a result, Sheriff's Department personnel pose a threat to personal temptation as well as bribery attempts in administering drug laws even when not impaired by drug use.

Sheriff's Department personnel cannot be permitted to violate the laws, which they enforce, and the public has a right to expect that its Sheriff's Department employees are both physically and mentally fit to perform their duties. Public interest demands that effective measures be taken to identify, deter, and eliminate drug use in the Dorchester County Sheriff's Department.

Several provisions within the County's general Drug Use and Drug Testing Policy to which this Appendix C is attached are uniquely applicable to Sheriff's Department employees. In order to avoid any misunderstandings, this Appendix C has been added for the purpose of highlighting the special provisions applicable to Sheriff's Department employees.

I. RANDOM DRUG TESTING [Cross Reference-General Policy Section III (B)]

Effective immediately, random testing for illegal or unauthorized drug use shall be conducted for all Sheriff's Department employees and who:

- 1) are authorized to carry a firearm; or
- 2) are involved in drug interdiction; or
- 3) have access to drug interdiction information.

II. TESTING OF PROMOTION APPLICANTS

Effective immediately, all promotion applicants may be required to pass a drug test before being considered for a promotion to a position which is subject to this policy and designated for random testing. ("Promotion" is defined as the assignment of an employee from one established position to a different established position having a higher rate of pay.)

III. TESTING OF PROBATIONARY EMPLOYEES

Effective immediately, all probationary employees employed in the Sheriff's Department may be required to pass a drug test before being accorded non-probationary status.

IV. TERMINATION FOR A VIOLATION OF THIS POLICY

[Cross Reference-General Policy Section VII]

All Sheriff's Department employees who are found to be in violation of the policy will be terminated.

DRUG TESTING PROCEDURES RANDOM

- A. Personnel eligible for random selection are listed in the Appendices to the policy. Each group will be handled separately. Each year 50% of these employees will be drug tested and 25% will be alcohol tested. CDL drivers will be tested in accordance with federal regulations. This will be done on a quarterly basis. Once this list has been established, the first names on the lists will be both drug and alcohol tested.

- B. The selection will be random in that there are eight different ways to run queries from Access. We draw from a hat one of the eight methods. The following are the eight methods of random selection:
 - 1. alphabetically by last name - ascending order
 - 2. alphabetically by first name - ascending order
 - 3. SS# order - ascending order
 - 4. position id - ascending order
 - 5. alphabetically by last name - descending order
 - 6. alphabetically by first name - descending order
 - 7. SS# order - descending order
 - 8. position id - descending order

- C. Once the names have been determined, we will call AOH to set up necessary appointments. We will provide employees' names and social security numbers.

- D. When we are given the appointments we will notify the Public Works Operations Manager of CDL personnel to be tested, the Director of Support Services of the Sheriff's Department and Jail personnel to be tested, and the Emergency Medical Director of EMS personnel to be tested. They will keep this information confidential until the named personnel report to work. At this time they will see to it that the employees are transported to an AOH facility for testing.

- E. Once the results are in, we will keep them on file in Personnel along with a list of the people selected.

DRUG TESTING PROCEDURES PRE-EMPLOYMENT

All prospective County employees included in Appendix A will be tested for drugs prior to being hired. The procedure will be as follows:

1. Once a department head has selected a prospective employee for hire in any County position, he or she will notify the Personnel Department who will set up an appointment at an AOH facility. Personnel will provide the name and social security number of the prospective County employee.
2. Once the appointment has been established, the Personnel Department will notify the prospective employee of the date and time of the appointment. The prospective employee, who will be responsible for providing his/her own transportation to and from AOH, will show up for the appointment with a picture ID.
3. Once the results are in, the Personnel Department will notify the department head. Appropriate steps will be taken to process the new employee, to proceed with further testing, or to terminate any affiliation.
4. The Personnel Department will keep copies of all results on file.
5. All part-time employees transferring to full-time status in positions listed in Appendix A are required to submit to a drug screen.
6. All employees transferring to positions requiring a commercial driver's license (CDL) are required to submit to a drug screen.

DRUG TESTING PROCEDURES FOR PARTICULARIZED SUSPICION

- A. All County employees will be subject to drug testing by urinalysis where "particularized suspicion" of drug use exists.

- B. For "particularized suspicion," testing will not be conducted without the approval of the County Administrator or his designee after consultation with the Department Head. If it is approved by the County Administrator to conduct a drug test on an employee, the County Administrator will notify the Personnel Director. This information will be kept confidential. The Personnel Director will set up an appointment for the test to be conducted, and arrangements will be made for the employee to be taken to the facility for testing. The employee may be placed on leave without pay until the results are confirmed. The results will be sent directly to the Personnel Director who will notify the employee of the results. If the results are positive, the employee will be terminated, and the time the employee was off pending the investigation will remain "no-pay." If the results are negative, the time the employee was off pending the investigation will be paid leave. All information regarding the incident will be documented in the employee's personnel file and kept confidential.

***Note: There are limitations on taking drivers "out of service" in the DOT regulations.**

DRUG TESTING PROCEDURES FOR A VEHICLE ACCIDENT

- A. All County employees will be subject to drug testing by urinalysis (and alcohol testing by breath-alcohol) when involved in an accident involving a County vehicle that results in damage excessive of \$2000 or when involved in an accident during the employee's scheduled working hours.

***Note: The \$2,000 threshold simply provides you an argument that you are not using minor accidents as a pretext for testing employees. However; the provision of "gross" carelessness is a much higher standard if a concern occurs.**

- B. When an accident occurs and the employee is responsive, he is to notify his department head. The department head is to notify the Director of the Dorchester County's Emergency Services Department. The Director, will notify the County's designated drug/alcohol-testing agent.
- C. When an accident occurs and the employee is non-responsive, EMS personnel will notify the Director of the Dorchester County's Emergency Services Department. The Director will page the County's designated drug/alcohol-testing agent or the appropriate Medical facility.
- D. The employee will be placed in a no-pay status pending the results of the investigation. If the drug test (or the alcohol test) is positive, the employee will be terminated. If the drug test (and the alcohol test) is negative, the employee will be paid for the time off.

The abuse and misuse of alcohol is a very serious problem which threatens our nation's collective health, safety, and welfare. The County of Dorchester is committed to maintaining a safe and productive work environment. Alcohol in the workplace is dangerous because it leads to physical impairment, loss of judgment, safety violations, and the risk of injury and death. Furthermore, it is the policy of Dorchester County to establish and maintain alcohol free workplaces, to comply with applicable government regulations, and to prohibit the unauthorized, improper, or unlawful use of alcohol on County premises or time.

For these reasons, Dorchester County has implemented the following Alcohol Use and Alcohol Testing Policy.

I. GENERAL RULE:

All employees of the County are prohibited from using or possessing alcoholic beverages on County premises or time. (The term "County premises or time" includes: County vehicles and private vehicles on County premises; parking lots and recreation areas; and any circumstances in which an employee is representing Dorchester County. Employees are not prohibited, however, from having unopened containers of alcoholic beverages in their personal vehicles.) County Council or the County Administrator may approve moderate alcohol use at designated social or business functions.

Furthermore, all employees of the County are prohibited from reporting to or being at work while under the influence of alcohol. **(An employee shall be considered to be "under the influence" of alcohol if he has any detectable amount of alcohol in his system.)**

Finally, employees who are required by their jobs to possess a Commercial Driver's License are subject to the Federal Department of Transportation's Motor Carrier Safety Regulations and, more specifically, to 49 CFR Part 382 which addresses the misuse of alcohol among DOT regulated employees. These regulations prohibit the following:

- * using alcohol within four hours of reporting for duty;
- * reporting for work with an alcohol concentration of .04 or greater;
- * using alcohol while on duty;
- * using alcohol within eight (8) hours following an accident which requires an alcohol test or until a post-accident test is conducted, whichever occurs first;
- * possessing alcohol while on duty;

- * transporting alcohol in any DOT regulated vehicle (except when alcohol is manifested cargo).

II. CURRENT EMPLOYEES:

A. All County employees are subject to alcohol testing where "particularized suspicion" of alcohol use in violation of this policy exists.

1. Particularized suspicion is deemed to exist when:

- (a) information that an employee has used or possessed alcohol in violation of this policy is provided by a reliable informant;
- (b) a serious accident occurs due to the apparent fault of an employee. "Serious accident" is defined as: 1) an accident involving a fatality; 2) an accident causing bodily injury which requires medical care away from the scene of the accident; 3) an accident causing total aggregate property damage of \$2000 or more based on reliable estimates; or 4) an accident involving one or more Commercial Motor Vehicles which results in one of the vehicles having to be towed from the scene by a tow truck or other vehicle.

***Note: The \$2,000 threshold simply provides you an argument that you are not using minor accidents as a pretext for testing employees. However, the provision of "gross" careless is a much higher standard if a concern occurs.**

- (c) an employee exhibits behavior consistent with alcohol use such as but not limited to:
 - 1. erratic behavior (mood swings, slurred speech, staggering, bloodshot eyes, sleeping on the job or lethargy, excessive unexplained sweating, etc.)
 - 2. the apparent odor of an alcoholic beverage on an employee's breath
 - 3. an employee's gross carelessness or reckless disregard of safety rules which reflects or is consistent with impaired judgment
 - 4. other aberrational behavior such as but not limited to excessive absenteeism or tardiness, significant deterioration in job performance, repeated errors or rule violations, etc.

- (d) an employee has admitted violating the County's alcohol policy
- (e) an employee is arrested for or convicted of an alcohol related offense
- (f) an employee has tested positive for alcohol in violation of this policy within the past five years

2. Particularized suspicion testing shall not be conducted without the approval of the Administrator or his designee;

- B. Effective immediately, all employees occupying positions designated by the County as "safety sensitive" will be subject to random selection alcohol testing to determine compliance with this policy. A list of safety sensitive positions is attached as Appendix A. All DOT regulated employees are subject to random selection testing pursuant to 49 CFR Part 382. (DOT regulated employees will be randomly tested at an annualized rate of at least 10% in accordance with 49 CFR Part 382), Random selection testing is unannounced.
- C. If an employee refuses to submit to an alcohol test when directed to do so, the employee shall be discharged.

III. TESTING PROCEDURE:

- A. Employees will have an opportunity to provide any information which they consider to be relevant to the test.
- B. Alcohol tests will be conducted to determine if an employee has violated this policy.
- C. The County shall use only DOT approved non-evidential screening devices and DOT approved evidential breath testing (EBT) devices for alcohol testing pursuant to this policy.
- D. A non-evidential screening device will normally be utilized to initially determine compliance with this policy. If the screening device indicates the presence of alcohol, or if the results of the screening device are deemed questionable by the County, then a confirmatory test will be conducted utilizing an EBT device.
- E. The EBT confirmatory test will be conducted by an individual properly certified to use the equipment. (In situations involving DOT regulated employees, the EBT operator will be properly certified in accordance with applicable DOT regulations.)
- F. A confirmatory test result generated through the use of an EBT which indicates the presence of alcohol in violation of this policy will be conclusive for purposes of this policy.

IV. NOTICE TO EMPLOYEES:

Department Heads are encouraged to review this policy with employees.

V. CONSEQUENCES OF VIOLATING THIS POLICY:

Violations of this policy will result in termination.

VI. CONFIDENTIALITY:

Any alcohol test results or information supplied by employees as part of the County's alcohol testing program are kept as confidential as possible, consistent with the purposes of this policy.

VII. TESTING COSTS:

The County will pay the costs of all alcohol tests to which the County requires an employee to submit.

VIII. EMPLOYEE EDUCATION PROGRAM:

The use of illegal drugs and similar substances is a serious threat to our nation's collective health, safety, and welfare. Alcohol abuse in the work place is dangerous because it leads to physical impairment, loss of judgment, safety violations, and the risk of injury and death. Periodically, the County will make available to employees information regarding alcohol abuse. All employees are encouraged to attend any scheduled programs on this topic and to review any material supplied. Some employees may be required to attend such programs or to review such material.

IX. NOT A CONTRACT:

Nothing contained in this policy or in any other policy creates a contract right. Consistent with South Carolina law, all employees are employed "at will," which means that the employee has the right to terminate his or her employment at any time, with or without notice or cause, and that the County retains the same right. Exceptions to the policy that all employees are "at will" may be made only by written agreement signed by the Chairman of County Council after a properly conducted vote by Council on the matter.

APPENDIX A

The following positions are subject to testing:

1. All employees required as a condition of employment to possess a Commercial Driver's License.
2. All Sworn Law Enforcement Officers.
3. All EMS Personnel.

ALCOHOL TESTING PROCEDURES RANDOM

- A. Personnel eligible for random alcohol selection are all CDL holders and specific Sheriff's Dept, EMS and Jail employees. Each group will be handled separately. Each year 50% of these employees will be drug tested and 25% will be alcohol tested. (CDL holders will be tested at a rate established by DOT regulations) This will be done on a quarterly basis. Once this list has been established, the first names on the lists will be both drug and alcohol tested.

- B. The selection will be random in that there are eight different ways to run queries from Access. We draw from a hat one of the eight methods. The following are the eight methods of random selection:
 - 1. alphabetically by last name - ascending order
 - 2. alphabetically by first name - ascending order
 - 3. SS# order - ascending order
 - 4. position id - ascending order
 - 5. alphabetically by last name - descending order
 - 6. alphabetically by first name - descending order
 - 7. SS# order - descending order
 - 8. position id - descending order

- C. Once the names have been determined, we will call AOH to set up necessary appointments. We will explain that we are requesting Breath-Alcohol testing for Dorchester County employees. We will provide employees' names and social security numbers.

- D. When we are given the appointments, we will notify the Public Works Operations Manager of CDL personnel to be tested and the Director of Support Services of Sheriff's Department and Jail personnel to be tested. They will keep this information confidential until the named personnel report to work. At this time, they will see to it that the employees are transported to an AOH facility for testing.

- E. Once the results are in, we will keep them on file in Personnel along with a list of the people selected.

ALCOHOL TESTING PROCEDURES FOR PARTICULARIZED SUSPICION

- A. All County employees will be subject to alcohol testing by breath-alcohol where "particularized suspicion" of alcohol use exists.

- B. For "particularized suspicion," testing will not be conducted without the approval of the County Administrator or his designee after consultation with the Department Head. If it is approved by the County Administrator to conduct an alcohol test on an employee, the County Administrator will notify the Personnel Director. This information will be kept confidential. The Personnel Director will set up an appointment for the test to be conducted, and arrangements will be made for the employee to be taken to the facility for testing. The employee will be placed on leave without pay until the test results are confirmed. The results will be sent directly to the Personnel Director who will notify the employee of the results. If the results are positive, the employee will be terminated, and the time the employee was off pending the investigation will remain "no-pay." If the results are negative, the time the employee was off pending the investigation will be paid leave. All information regarding the incident will be documented in the employee's personnel file and kept confidential.

***Note: There are limitations on taking drivers "out of service" in the DOT regulations.**

ALCOHOL TESTING PROCEDURES FOR A VEHICLE ACCIDENT

- A. All County employees will be subject to alcohol testing by breath-alcohol (and drug testing by urinalysis) when involved in an accident involving a County vehicle that results in damage excessive of \$2000 or when involved in an accident during the employee's scheduled working hours.

***Note: The \$2,000 threshold simply provides you an argument that you are not using minor accidents as a pretext for testing employees. However, the provision of "gross" carelessness is a much higher standard if a concern occurs.**

- B. When an accident occurs and the employee is responsive, he is to notify his department head. The department head is to notify the Director of the Dorchester County's Emergency Services Department. The Director, will notify the County's designated drug/alcohol-testing agent.
- C. When an accident occurs and the employee is non-responsive, EMS personnel will notify the Director of the Dorchester County's Emergency Services Department. The Director will page the County's designated drug/alcohol-testing agent or the appropriate Medical facility.
- D. The employee will be placed in a no-pay status pending the results of the investigation. If the alcohol test (or the drug test) is positive, the employee will be terminated. If the alcohol test (and the drug test) is negative, the employee will be paid for the time off.

121 SOLICITATION AND DISTRIBUTION POLICY

Recognizing that each department is legally responsible for promoting the efficiency of the public service it performs, this regulation is promulgated in furtherance of the legal responsibility.

1. Solicitation or distribution by persons other than employees of the department who are on official County business is prohibited.
2. Solicitation by employees during working time is prohibited. Working time of the employee is expected to be engaged in the official duties of a position.
3. Distribution of literature by employees in working area is prohibited.

It is management's responsibility to ensure that this regulation is consistently applied to all types of solicitation and distribution.

122 COUNTY INTERCHANGE POLICY

Dorchester County may find the need to authorize an interchange program for government employees in order to facilitate federal-state-local cooperation through short-term assignment of skilled manpower. County Council may delegate the County Administrator the authority to administer an interchange of Government Employee's program.

123 POLICE RETIREES - RETURNING TO COVERED EMPLOYMENT POLICY

Effective July 1, 2002, (by the SC Retirement System) if an employee is covered by the S. C. Police Retirement System and has been retired for at least 15 consecutive calendar days, the employee may return to work for an employer covered by the Retirement Systems with no earnings limitation.

Per County Council (March 5, 2003) the County, in response to the provisions of the SC Police Retirement policy, will allow the employee to return on the 16th day to employment at the last held salary.

124 INSURANCE COVERAGE FOR RETIREES POLICY

Effective August 19, 2002, employees who retire from Dorchester County service with retirement benefits under the State or Police Officers Retirement System are eligible for insurance (Health and Dental) as administered by the Office of Insurance Services through the South Carolina Budget and Control Board. Dorchester County will pay 100% employer portion of the premiums for the retiree, provided:

1. The retiree has a minimum of fifteen (15) years of continuous fulltime time service with Dorchester County; whereby, the employee's paycheck was issued from the Dorchester County Personnel Department.
2. The retiree has reached eligibility for **full retirement** benefits, Police or State Retirement (Reference to SC Retirement Service Eligibility).

State Retirement: The employee is age 65 or has 28 year's of state service retirement.

Police Retirement: The employee is age 55 or has 25 years of Police service retirement.

The County will pay 25% of the employee's spouse premiums if the employee has 20 years of continuous full time service with Dorchester County. The retiree's final twenty years of service must be with Dorchester County; whereby, the employee's paycheck was issued from the Dorchester County Personnel Department.

If the retiree refuses coverage, the retiree must sign a "refusal of retiree health insurance" (Form O. The retiree will forfeit any future rights to such coverage paid for by the County.

EXAMPLE 1: Total cost for employer portion of the employee only health and dental coverage = \$400.00

EXAMPLE 2: Total cost for employer portion for health and dental for employee/spouse coverage = \$500.00

EXAMPLE 1: County would pay \$400.00

EXAMPLE 2: $\$500 - \$400 = \$100$ difference between employee only coverage vs. employee/spouse. County would pay \$400 (all employee portion) + $\$25$ (25% of \$100) = \$425.00. County would pay \$425.00.

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201 SCOPE AND PURPOSE

Section 200 sets forth the policies and procedure for the establishment, maintenance, and administration of the ordinance applicable to Dorchester County employees.

202 STATEMENT OF POLICY

- A. The Director of Personnel acts as the agent in the administration of all policies applicable to Dorchester County employees.
- B. Posters, seminars and personnel manuals along with other notifications are available to employees.

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301 SCOPE AND PURPOSE

This Section sets forth the policies and procedures for the establishment, maintenance, and administration of the uniform Classification Plan applicable to all positions in the classification service.

302 STATEMENT OF POLICY

- A. The Director of Personnel acts as the agent in the administration of all policies and procedures relating to the Classification Plan.
- B. Dorchester County Council has established a uniform Classification Plan to consist of (1) all approved classes of position, (2) the allocation of each position to its proper grade, (3) the grade specifications for all approved grades of positions, and (4) the policies and procedures governing the administration of the Classification Plan.
- C. A grade has been established for each definable category of work and its level of difficulty and responsibility.
- D. Each position is defined by a class specification and is assigned to an appropriate pay grade and a numerical class code.
- E. Approved classes are listed in the Personnel Classification Listing.
- F. Positions shall not be allocated to a class that has not been approved as part of the Classification Plan.
- G. No action may be taken to fill any position until it has been classified in accordance with the Classification Plan.

303 ADMINISTRATION OF THE PLAN

- A. The responsibility for routine administration of the Classification Plan rests within the limits of these policies and procedures.
- B. The County Administrator is responsible for the overall coordination, review, and control of the Classification Plan and its administration.
- C. The following actions must be approved by County Council prior to any action being taken by a department to fill or alter a position, or effect other personnel changes:
 - 1. The initial classification of all positions;
 - 2. The reclassification of all positions; and
 - 3. The establishment of new classes and the revisions or abolishment of existing classes.

- D. The County Administrator is responsible for conducting periodic studies to ensure that the Classification Plan is current and uniform.
- E. The Personnel Director shall develop forms to be used by all departments in describing assigned duties and other information necessary to determine the proper classification of each position.
- F. The Personnel Director shall require the submission of position descriptions, organizational charts and other related information and shall require the audit of any position as necessary for maintenance of the Classification Plan.

304 POSITION DESCRIPTIONS

- A. The position description serves as a record of the official assignments of the positions to be used in the comparison of positions to ensure uniformity of classification, for the establishment and revision of classes, and as a basis for other personnel matters.
- B. The position description includes a description of assigned duties and responsibilities and other pertinent information concerning a position. In contrast to general definitions of the level of work and responsibilities, the position description includes specific duties and responsibilities assigned to a position by the appropriate authority. All position descriptions include ADA requirements and FLSA status as exempt or non-exempt.
- C. Both the department and the Personnel Department on a current basis are to maintain all position descriptions. Position descriptions are reviewed by the supervisor with the employee upon conducting performance appraisals to assure they are current.
- D. When duties change, revised position descriptions are to be forwarded to the Personnel Director. The reclassification committee determines the process involved. County Council must approve all changes in classification.

305 CLASSIFICATION OF NEW POSITIONS

Each new position shall first be authorized by the County Administrator and in accordance with the policies of the Personnel Department. Each position is classified in accordance with the classification plan and approved by the County Administrator. County Council must approve the classification before any action is taken to fill the position.

- A. An established position may be re-classified from one class to a different class as a result of change in duties and responsibilities of the position. Reclassification may result from changes in the duties and responsibilities, a redistribution of work assignments that significantly alter the duties and responsibilities of a position, or revisions of class specifications that have the effect of creating a new position.
- B. Re-classifications do not apply to situations involving the assignment of new duties and responsibilities that have the effect of creating a new position.
- C. County Council must approve all re-classifications.

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401 INTRODUCTION

- A. **Dorchester County Mission Statement:** Dorchester County government delivers essential services that contribute to the well being and quality of life of its citizens. In doing so we seek to meet the collective needs of our citizens in a cost effective manner.
- B. **Purpose of Pay Plan:** The purpose of this pay plan is to provide fair compensation to county employees, and to establish an equitable system of wage increases for employees whose efforts play a vital roll in helping the County fulfill its Mission.

402 POSITIONS AND PAY GRADES

A. Positions:

1. A list of classified positions is attached as Appendix A.
2. County Council is not obligated to fill any particular position. County Council may create new positions at any time, and may create new positions in lieu of filling any particular position, based upon the recommendation of the Administrator and the approval of the A.I.A. Committee and final approval of County Council.
3. New positions will be added to Appendix A as the positions are approved and classified. All classified positions require final approval by County Council.

B. Pay Grades:

1. An open pay range is established.
2. There are 32 pay grades applicable to the pay structure.
3. The pay grades are approximately 50 percent in width.
4. The minimum entry levels are 5 percent apart.
5. A job classification has an assigned pay grade determined by an evaluation of the position's written job description that takes into account the necessary previous experience and qualifications. (See Appendix A)
6. A job classification is assigned to a pay grade. The pay grade for any classification shall not change until the job description has been re-evaluated by such consulting firm as the County Council may deem appropriate to engage.

C. Hourly Employees:

1. Employees regularly scheduled to work 40 hours per week and are paid hourly rates ordinarily have their hourly rates determined by dividing their annual budgeted compensation set forth in the pay plan by 2,080 hours (40 hours per week multiplied by 52 weeks per year).
2. The hourly compensation of employees who do not normally work 40 hours per week (such as Sheriff's Department and Emergency Medical Service employees) are determined by some other formula as approved by County Council.

403 EMPLOYEE COMPENSATION

A. Pay for Performance Program

Dorchester County's Pay for Performance program is designed to improve employee productivity and morale and provide all employees with an incentive to excel and obtain greater pay. This is accomplished by a pay system which distinguishes differences in employee performance monetarily by rewarding higher performing employees with greater pay increases. Council will approve through the budget process, the percentage applicable to the performance measures.

B. Performance Pay For Full-Time Employees

Dorchester County shall implement a schedule every year to evaluate the performance of full-time employees. Each full-time employee's performance is reviewed at the end of each fiscal year. At that time, the employee may be recommended for a performance increase, effective on the first pay period of the next fiscal year.

C. Performance Pay For Regular Part Time Employees

Dorchester County will implement a schedule to evaluate the performance of part-time employees. Each part-time employee's performance shall be reviewed on the anniversary of their employment with the County. Part-time employees shall receive a second performance appraisal when they achieve equivalent number of full-time hours for one year of service. At that time, the part-time employee may receive a performance increase if recommended.

D. Cost of Living Adjustment (COLA)

In order to retain the currency of the plan, the pay structure should be adjusted each year, (CPI) dependent upon local market conditions. Dorchester County shall apply the applicable percentage for the cost of living adjustment to the salary table as approved by Council. The COLA may also be applied to part-time positions. Positions that are

not classified may also receive the same COLA increase applied to their current salary.

E. Grievances

If an employee is given a rating of satisfactory or less on the annual performance review and evaluation, the employee should report his concerns in writing to his supervisor.

F. Pay Table

1. A current pay table is attached as Appendix A.
2. The pay table may be adjusted each year, (CPI) dependent upon local market conditions.
3. All employees including elected and appointed officials, with the exception of the Solicitor's office and County Council, are granted the cost of living percentage increase as applied to the pay table.
4. Nothing in this pay plan precludes County Council from freezing pay rates in any particular year, or from granting a greater or lesser increase in the pay table in any particular year.

404 NEW HIRE COMPENSATION, PROVISIONAL APPOINTMENTS, PROMOTIONS, TRANSFERS, RECLASSIFICATIONS, DEMOTIONS, SECURING ADDITIONAL FUNDING, AND FUTURE ADMINISTRATION OF THE PLAN

A. New Hire Compensation:

1. New employees normally are hired at the minimum rate of the applicable range. However, due to the availability of applicants, recognition of highly unusual qualifications or situations, and other market factors it could be necessary or appropriate to pay a rate above the minimum in order to fill the position. The County Administrator has the authority to approve hiring of 10% above the minimum.
2. If a department head believes the individual warrants a salary higher than the minimum rate of the applicable range, the department head must submit justification for the applicant to exceed minimum salary level. The request must be made in writing and Form T must be completed along with a copy of the applicant's application/resume and job description. The package should be submitted to the Personnel Director. The Personnel Director shall submit the package to the County Administrator for approval

3. Once the department head is notified of the Administrator's decision, the department head submits the entire package to the Personnel Department for processing. The package consists of:
 - a. The New Employee Request Form (Form G)
 - b. The documentation requesting to hire above minimum (Form T)
 - c. The supporting documentation of the request
 - d. The new hire's application and or resume'
 - e. The completed Overtime Policy Form U

4. Section 123 allows Police Retirees who return to covered employment after 15 days to return at the same salary prior to retirement.

B. Provisional Appointments

Although the County actively seeks the most suitable and qualified applicant for all positions, due to competitiveness in the various labor markets the County may find it difficult to fill a position with an applicant that meets the minimum qualifications set forth in the job description. Therefore, the department head may find it necessary to select an applicant for a position that does not meet the minimum qualifications of the job description. With the approval of the County Administrator, the department head may offer employment to the applicant with a starting salary of five percent less than the minimum of the applicable grade. The employee has 6 months to meet the minimum qualifications of the position. At the end of the six month period, the Department Head must present to the County Administrator the justification for the employee to move to the minimum of the grade or terminate employment.

C. Promotions:

1. Vacancies are advertised and qualified employees are encouraged to apply. Departments are encouraged to promote qualified current employees. However, promotions are awarded to the most qualified applicant. Any employee who receives a promotion shall be placed in the grade of his new position. When an employee is promoted to a position of a 1 grade difference between the old and new grade, the employee shall receive a percentage increase for that promotion as stated below. The new applied salary will be the higher salary of either the current salary plus the applied percentage for the number of grades as noted below or the minimum salary of the new grade to which the employee is being promoted.

- 1 grade increase = 5% pay increase
- 2 grade increase = 6% pay increase
- 3 grade increase = 7% pay increase
- 4 grade increase = 8% pay increase
- 5 grade increase = 10% pay increase

2. In an emergency, or in cases where the County Administrator deems it in the interest of the County, an employee may be placed in "acting" status, typically up to 30 days without additional compensation. If the employee remains in the acting position longer than 30 days, the County Administrator may compensate the employee retro to the time of the promotion based on promotion policy as stated above.

D. Transfers

Employees requesting to be transferred to a vacant position must complete an Internal Application Form (Form W) and submit to Personnel. The County Administrator may transfer an employee temporarily, or permanently, when said transfer is deemed to be in the best interests of the County.

1. An employee who transfers to another position of the same grade is placed in the range applicable to the grade. The salary of the employee remains the same.
2. A transferred employee does not lose longevity due to the transfer.
3. The annual budget authorizes a fixed number of crew member positions (Basic, Intermediate, Paramedic) within the EMS Department. However, the EMS Director, with the approval of the County Administrator, is authorized to move personnel and position classifications within the authorized crew member slots as the training and certification of personnel and the needs of the department warrant.
4. The Public Works Director, with the approval of the County Administrator, is authorized to move within the Water and Sewer Department personnel and position classifications within the authorized slots as the training and certification of personnel and the needs of the department warrant. A license operator requires 4 years experience and the passing of a written test. A B-license operator requires 3 years experience and the passing of a written test. A C-license operator requires 2 years experience and the passing of a written test. A D-license operator requires 1 year experience and the passing of a written test.

E. Reclassifications

In order to maintain the County's compensation and classification system, positions may be reclassified when job duties and requirements change significantly due to work re-design, technological requirements, legislative requirements service demands, or department mission changes. The department head is required to complete a Job Content Questionnaire and submit the necessary documents to the chairman of the reclassification committee.

Dorchester County has appointed employees to serve on the reclassification committee. The members receive the request and recommend to the Administrator those positions that, in their opinion, qualify for a reclassification. The Administrator will review the committee's decision and recommend to Council those request for a re-evaluation.

1. Any employee whose position is reclassified and assigned a higher pay grade is assigned to the salary within the new range of the grade. If the position is reclassified to a higher pay grade, the same provisions apply as stated under **Section C: Promotions**.
2. Any employee whose position is reclassified and assigned a lower pay grade is assigned to the salary, within the new range of the grade. If the position is reclassified to a lower pay grade, the provisions under **Section F: Demotions** should apply.

F. Demotions

A demotion is the assignment of an employee to a position in a lower classification.

1. The Department Head may recommend the demotion of an employee prior to advertising the vacancy. Recommendation for a demotion should be done in writing, citing the reasons.
2. Approval to demote an employee is within the authority of the County Administrator.
3. Normally the employee should receive a salary decrease that is appropriate to the pay grade being entered. It is important to consider all factors when assigning a pay for a demotion: the history of the employee, the reason for the demotion, the current employee's salary, performance and disciplinary record and other related facts. With that being considered, the department may recommend a salary for consideration for the County Administrator's approval. In the event an employee's salary is above the maximum established for the pay grade being entered, the salary should not exceed the maximum of the lower grade.

G. Securing Additional Funding

The department is responsible for securing the additional funding, if necessary, for the request. Approval from the Finance Department is required. An Employee Change Request Form (F) is required for any and all changes in the status of an employee.

H. Future Administration of the Plan

In order to retain the currency of the plan, the pay structure is adjusted each year, (CPI) dependent upon local market conditions. The County can also exercise an optional maintenance agreement with consulting firms as County Council may deem appropriate to engage. The consulting firm may assist the County Administrator to review requests for reclassification, conduct spot surveys for market sensitive positions, and develop or change class descriptions.

405 EXEMPTIONS AND QUALIFICATIONS

A. Elected Officials:

1. Compensation increases for elected officials are determined by County Council.
2. **Annual Increase** - With the exception of Probate Judge, each elected official receives the same general increase (COLA) as regular County employees. The Probate Judge, whose salary is subject to increases by reason of statutory mandate, shall be entitled to the general increase or the statutory mandate, whichever is greater, but shall not receive both.
3. **Productivity Increases** - Subject to the availability of funding is based on the County Administrator's recommendation. County Council approves the granting of annual productivity increases for elected officials.

B. Part-time Employees Hired Pursuant to Budget Allocations for Specified Departments:

1. From time to time, it has been the practice of Council to allocate a determined amount of funds for part-time help for departments whose workload is seasonal or which have special projects of limited duration.
2. Nothing in this plan precludes such allocations. Persons hired pursuant to these allocations are subject to the provisions of this pay plan.

C. Magistrate Judges:

(County Council approved on April 5, 1999.)
(Amended July 1, 2000)

Section 22-8-40, SC Code of Law establishes the salary schedule for Magistrate Judges.

Full-time Chief Magistrate receives a supplement of \$3,000 as required by law.

Council approved on June 4, 1993, an attorney supplement of \$2500.

The compensation for Magistrates is determined by County Council.

406 EFFECTIVE DATES

- A. The provisions of this pay plan were effective for County employees on February 17, 1998. The pay plan was amended to comply with the compensation/classification study adopted and funded by County Council on February 17, 1998.
- B. Effective July 1, 2000 an amendment to the compensation for Magistrate's was addressed under section 405.
- C. Effective July 1, 2003 the pay plan was amended to comply with the compensation/classification study adopted and funded by County Council on April 14, 2003.
- D. On November 3, 2003, County Council repealed elected Ordinance # 98-07.

407 APPENDICES

Appendix A: Current Classified Positions/Current Pay Table

408 SUMMARY OF APPROVED PAY PROCEDURES

Fluctuating Work Week: (effective 7-27-02)(Terminated plan 2-27-03)

Council adopted the fluctuating work week pay plan for the Sheriff's department deputies and jailors. In summary, the employee is paid bi-weekly a salary for all hours worked during a 14-day work period. The salary is determined by dividing the annual budgeted compensation by 26 (number of pay periods in one year). Overtime premiums are paid after they actually work 86 hours in the 14-day work period. (Examples: Form P) 2236 hours per year (86/hrs per pp X 26 pps)

28-Day pay/ 171 hours: (effective 9-26-98)(Terminated plan 7-27-02) (Reinstated 2-27-03)

In accordance with the Fair Labor Standards Act, Dorchester County has determined to use the 7(k) partial exemption plan. Sheriff's deputies and jailors are paid overtime compensation for all hours actually worked over 171 hours in a 28-day work period. The hourly rate is determined by dividing their annual salary by 2184 hours. The employee will be paid this hourly rate for each hour worked up through 171 hours in a 28-day work period. They are paid time and one-half this hourly rate for all hours over

171 in the 28-day period. The employee will receive any earned overtime premiums in the second paycheck of the 28-day cycle. The employee does not accrue compensatory time.

Dispatchers Pay- effective 9-26-98:

The dispatchers for the sheriff's department prefer to work 12-hour shifts. This schedule results in a dispatcher working 36 hours one week followed by 48 hours the second week. Therefore, to accommodate the dispatchers' schedule and to assure fiscal accountability, the following changes are made to the pay plan: All dispatchers are paid an hourly rate for all hours physically worked up through 40 hours each week. The hourly rate is determined by dividing the annual salary by 2192 hours. The dispatchers receive time and one-half this hourly rate for all hours actually worked over 40 hours in one week.

All other employees of the Sheriff:

Other employees are given time and one-half overtime compensation for all hours actually worked over 40 in each work week or time and one-half compensatory time.

Holiday Pay:

All non-exempt employees that are eligible for holidays receive compensatory time at time and one-half for all hours actually worked on a holiday. An employee eligible for holiday credit receives 8 hours pay for the holiday in addition to time and one-half compensatory time for each hour worked on that holiday.

Emergency Medical Services Pay: (Personnel Policy 510)

24/48 Hour Schedule:

EMS employees work 24 hours on and 48 hours off. The employees are paid overtime at time and one-half for all hours actually worked over 40 hours in a work week. The hourly rate is determined by dividing the annual budgeted compensation (Base Salary) by 3310 hours. EMS employees are not eligible for holidays; therefore they are not eligible for any extra pay whether or not they are scheduled to work on a holiday.

409 PAYMENT OF WAGES

1. Employee's checks are ready for disbursement no later than the Friday following the last day of the pay period. Holidays or emergency situations may change this schedule.
2. The Personnel Department is responsible for notifying employees of any change in the schedule of a pay-off day.

3. The checks are distributed to the department heads for them to disburse to the employees.
4. Electronic Direct Deposit is available for all employees.
5. Employees are allowed up to three (3) direct deposit transactions for their payroll check (Form C).

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ATTENDANCE AND LEAVE

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501 SCOPE AND PURPOSE

This section sets forth guidelines and procedures for governing the attendance and leave of Dorchester County employees.

502 STATEMENTS OF POLICY

- A. All full-time departments are open to serve the citizens not less than 40 hours per week except when an authorized holiday or emergency occurs.
- B. The granting of any leave of absence with or without pay must be in writing and approved by the department head. An employee who is granted leave of absence with or without pay is considered an employee of the County while on such leave.
- C. Any leave of absence must be approved in advance except in case of emergencies that may occur due to illness or personal problems. These situations must be justified to the Supervisor who may take whatever action he/she deems necessary, with the approval of the County Administrator.

503 HOURS OF WORK AND RECORD KEEPING

- A. The minimum full-time workweek for a full-time employee is 40 hours.
- B. Each department is required to keep an accurate record of all hours worked and all leave taken. Leave is recorded on the appropriate timesheet - Form A - and shown as either paid leave or leave without pay. A "Request for Leave" (Form B) signed by the employee and the employee's supervisor must accompany the related timesheet in order for proper credit to be given.

As of October 2001, Dorchester County implemented the process of entering time worked electronically therefore eliminating the storage of timesheets in the Personnel Department. Each department has an assigned time entry clerk. The time is entered on the computer and transmitted to payroll. It is the responsibility of each department to maintain signed timesheets of hours worked for employees of their office. It is also required that a signed "Request for Leave" (Form B) accompany each leave entry on the timesheet. It is further the responsibility of each department to archive the individual signed timesheets for each employee.

It is the department's responsibility to maintain these records in the individual departments. The retention of such records is three years per the retention schedule established by South Carolina Archives and History.

The payroll system generates a "proof listing report" after time is entered. Each department head is required to sign and send this report to Personnel. Personnel will retain these reports on file for up to three years.

- C. The ultimate responsibility for the accuracy and proper maintenance of attendance and leave records rests with the department head.

504 OVERTIME-COMPENSATORY TIME

A. General Statements:

1. Policy 117 establishes the use of a fluctuating workweek pay plan, applicable for deputy sheriffs and jailors.
2. "Hours Worked" is defined as all hours actually worked during an established work period. In general, "Hours Worked" includes all the time an employee is required to be on duty and any additional time the employee is required or permitted to work for the employer. Mealtime is not considered work time. Vacation, sick leave, holidays, and all other paid time off are not considered work time.
3. It is the intention of Dorchester County government that overtime not be incurred. The use of overtime should be an exception to the regular work schedule in any unit. An employee should only be required to work overtime on an occasional basis to meet a sudden increase in the workload, to overcome productive time lost due to some mechanical failure, or to meet the demands of a crisis situation. Overtime must be approved by the County Administrator prior to being earned.
4. When any unit and/or individual is found to be consistently charging overtime, the functions of that unit and/or individual should be reviewed by the County Administrator. Every attempt should be made to avail the repetitive and chronic use of overtime. It is the responsibility of each department head to control overtime.

B. Non-exempt Employee Procedures:

1. Payment for Overtime:

Non-exempt employees are paid or given compensatory time for hours actually worked in excess of 40 hours in a given work period of seven consecutive days. Payment for overtime or the accrual of compensatory time shall be at the rate of time and one-half the employee's regular rate.

2. Compensatory time:

Compensatory time off is an alternative to overtime compensation for non-exempt employees. Public safety employees may accrue not more than 480 hours of compensatory time. All others may accrue no more than 240 hours of compensatory time. Any such employee who has accrued 480 or 240 hours, of compensatory time, must for additional overtime hours of work, be paid overtime compensation. However, it is the responsibility of the department head to schedule as soon as practicable an employee's earned compensatory time to eliminate overtime pay. It is required for the department head to schedule the employee's earned overtime so that an employee does not accumulate time over 240/480 hours.

There may be occasions when the County may choose to pay overtime compensation instead of granting compensatory time to non-exempt employees. However, sufficient funds for overtime compensation must be granted in the respective departmental budget as approved by County Council.

Upon termination of employment, non-exempt employees are paid for unused compensatory time at a rate of compensation not less than whichever of the following is the higher:

- a. The average regular rate received by such employee during the last 3 years of the employee's employment, or;
- b. The final regular rate received by such employee.

3. Record Keeping for Non-exempt Employees:

Records are required to be kept for each employee. If compensatory time cannot be scheduled within the same 7-day work week and it is agreed compensatory time be given the employee, then at the end of the pay period in which the overtime was earned, a leave report (Form B) stating the reason and number of hours earned must be recorded with the timesheet. Department heads are advised that allowing overtime unnecessarily will not be tolerated.

- a. **Form B** - "Request For Leave Form" is to be completed bi-weekly to record compensatory time. Form B will be turned in with respective timesheet.
- b. The compensatory time is not recorded without the signature of the department head or elected/appointed official of the department.
- c. All compensatory time in excess of 40 hours worked for the pay period is recorded on Form B as actual time worked; however, it will be computed as time and one-half over 40 hours worked.

4. **Exempt Employees:**

Exempt employees are not eligible for overtime compensation or compensatory time. However, the Administrator has authority to approve time off or authorize a flex time schedule.

505 CONTINUOUS SERVICE

- A. Continuous service is service without a break in service as described below.
- B. Any employee who receives a lump sum payment for accrued annual leave shall be considered to have had a break in service. An employee separated from employment receives compensation for leave on record on the next pay cycle. Once the final paycheck has been cashed by the employee, the leave time cannot be credited back to the account of the employee if that employee were to be reinstated for employment.

506 HOLIDAY GUIDELINES

A. Eligibility:

All full-time employees of Dorchester County Government, with the exception of EMS, observe with pay the following holidays:

1. Legal Holidays:

| | |
|----------------------------|-----------------------------------|
| New Year's Day | January 1 |
| Martin Luther King Jr. Day | 3 rd Monday in January |
| President's Day | Third Monday in February |
| Confederate Memorial Day | May 10 |
| Memorial Day | Last Monday in May |
| Independence Day | July 4 |
| Labor Day | First Monday in September |
| Veteran's Day | November 11 |
| Thanksgiving Day | Fourth Thursday in November |
| Day after Thanksgiving | |
| Christmas Day | December 25 |
| Day after Christmas | December 26 |

2. Holidays Declared by the Governor:

The Governor is empowered to declare Christmas Eve of each year a holiday for State employees. If the Governor declares Christmas Eve a holiday, Dorchester County employees will adhere to the same Christmas schedule as State employees.

B. Holiday Observance Procedures:

1. Holidays are to be taken on the prescribed day unless it is necessary for the employee to be at their work station.
2. A holiday is equivalent to 8 hours of regular pay.
3. In the event an employee is scheduled to work on a holiday, the employee will receive compensatory time or pay at a rate of time and one-half hours for each hour worked and is credited with hours. It is the department head's responsibility to request funding in the budget for holiday pay. If the department is granted funding for overtime in the budget, then the department is responsible for managing the funding. The department head must authorize Personnel to pay cash versus compensatory time for time worked on a holiday.
4. An employee who must work a portion of the holiday due to a shift that begins on one day and ends on another is granted compensatory time or monetary compensation for all hours of the entire holiday shift at a rate of time and one-half for each hour worked.
5. Some departments (EMS) are not eligible for County holidays.

C. Holiday Compensatory Leave Records:

Computer records are maintained by the Payroll Department for all employees who receive compensatory time or monetary compensation for holidays. The records are subject to audit by the County Administrator. Information contained in the record reflects compensatory leave or monetary compensation earnings and charges in terms of hours.

D. Miscellaneous:

1. When a legal holiday falls on a Saturday or a Sunday, it is observed on the preceding Friday or the following Monday, by employees working a Monday through Friday schedule. Employees scheduled to work on a Saturday or Sunday that is a legal holiday observe the actual holiday or receive compensatory time or monetary compensation in accordance with Section 504.
2. When a legal holiday falls during a period of sick or annual leave, that day will not be counted as a sick or annual leave day.
3. The holiday compensatory time or monetary compensation is awarded only to those employees who are required to be on the job and performing authorized work.

4. Employees who are on leave without pay status do not receive credit for holidays falling during this period of leave without pay unless they have a minimum of 8 hours of annual or sick leave on the books on the day prior to the holiday. An employee's request to use this leave (sick or annual) must be in compliance with the sick and/or annual leave regulations. An employee who has sufficient sick leave but no annual leave and who requests to use annual leave on the day before the holiday may not use the accrued sick leave for reasons other than sickness. The employee would instead be considered in a no-pay status and would consequently forfeit the holiday pay. If an employee has adequate compensatory time on the books, he has the option of sending a written request that this compensatory time be used to satisfy the 8-hour requirement. This written request must be received along with the applicable timesheet.
5. Upon termination from employment, a non-exempt employee is compensated for all holiday compensatory time.
6. When a holiday falls on a day an employee on paid military leave would have been scheduled to work, it will be counted as a day of military leave. Compensatory time will not be allowed.

507 ANNUAL LEAVE GUIDELINES

A. Eligibility:

Annual leave is accrued by and granted to full-time and probationary full-time employees at date of hire. Eligible employees receive annual leave provided they are in pay status.

For ease of administration, records on leave accrued and leave taken are converted to the hourly equivalent.

B. Records:

1. A leave record is maintained by the Personnel Department for each employee. It is subject to audit by the County Administrator. Such record:
 - a. Reflects leave accrual and charges in terms of hours;
 - b. Indicates the number of leave hours accrued during the current calendar year;
 - c. Indicates the number of leave hours used during the current calendar year;
 - d. Indicates the number of leave hours carried forward from the previous calendar year, not to exceed the maximum accrual authorized;

- e. Indicates the number of hours in the employee's official work week; and
 - f. Includes any other information the Personnel Department may require.
2. It is the employee's responsibility to request a review of their accrual with the Personnel Department.

C. Rate of Accrual:

1. Eligible full-time and full-time probationary employees shall accrue annual leave per month. Leave accrues as follows:
- a. Employees that work the forty hours per week schedule, eighty-six hours per 14-day schedule, or one-hundred seventy-one hours per 28-day schedule accrue annual leave as:
 - 1-4 years of service = 3.7 hours per pay period.
(12 days per year);
 - 5-9 years of service = 4.62 hours per pay period.
(15 days per year);
 - 10-14 years of service = 5.54 hours per pay period.
(18 days per year);
 - 15-19 years of service = 6.47 hours per pay period.
(21 days per year);
 - 20 years of service or greater = 7.39 hours per pay period.
(24 days per year).
 - b. Employees that work twenty-four/forty-eight hours work schedule accrue annual leave as:
 - 1-4 years of service = 8 hours per pay period;
 - 5-9 years of service = 13.85 hours per pay period;
 - 10-14 years of service = 16.62 hours per pay period;
 - 15-19 years of service = 19.39 hours per pay period;
 - 20 years of service or greater = 22.17 hours per pay period.
2. Annual leave accrual begins at date of hire.
3. Leave credits accrue bi-weekly; however, no more than 45 annual leave days (360 hours) may be carried over from one calendar year to the next.
4. An eligible employee accrues annual leave while on sick leave or other authorized leave as long as the employee is receiving

a paycheck equivalent to a minimum of 8 hours worked per pay period.

5. If an employee is in a non-pay status but is receiving compensation from other sources related to employment, i.e. Worker's Compensation Insurance, etc., the employee does not accrue annual leave.

D. Using and Scheduling Leave:

1. An employee may use annual leave at any time agreeable to the employee and the supervisor.
2. A signed "Request For Leave Form", (Form B), for the leave time must be turned in to the Department Head with the corresponding timesheet in order for proper credit to be given.
3. Each supervisor may use whatever methods of compiling and scheduling leave request as long as the methods are consistent and not discriminatory. Supervisors shall not schedule annual leave in such a way that department operations break down or are undermined.
4. Supervisors are expected to respond to an employee's request for annual leave as quickly as possible.
5. All requests for leave must be approved by the department head prior to taking leave.
6. If an employee is out on authorized annual leave and has exhausted all accumulated annual leave, the employee cannot use sick leave credits unless he becomes ill. Sick leave is addressed under Section 508. All annual and sick leave must be exhausted before going into a no-pay status.
7. An employee's annual leave credit is charged for the actual time (at a minimum in one-half-hour increments) an employee is away from the job.
8. A holiday observed by Dorchester County while an employee is on a period of annual leave that falls on a day that the employee would otherwise have been scheduled to work is not charged as a day of annual leave.

E. Hiring Additional Employees:

Additional employees may not be hired to replace employees on annual leave without authorization of the County Administrator. When a vacancy occurs due to termination of employment, a replacement may be employed.

F. Termination of Employment:

Upon termination of employment with the County, for reasons other than retirement or death, employees shall be paid in lump sum for the authorized unused annual leave earnings accumulated to their credit, except that:

1. An employee must give and work a 2-week notice (14 calendar days) to his supervisor. A department head may waive this requirement by submitting Form N "Waiver of Two-Week Notice" to the Personnel Director prior to the submission of the employee's final timesheet.
2. The total number of days paid in lump sum to such employee will not exceed the maximum allowable number of hours (360) that may be carried over. Leave credit is determinable as of the last day of work. No additional annual leave earnings apply during the period represented by a lump sum payment.
3. If an employee is terminated for disciplinary reasons, he/she does not receive payment for annual leave credits unless the department head waives the requirement (Submits Form N).

G. Payment Upon Retirement or Death of Employee:

Upon retirement from County employment or upon the death of an employee while in active service, a lump sum payment will be made for unused annual leave, not to exceed 360 hours.

508 SICK LEAVE GUIDELINES

A. Eligibility:

Sick Leave is accrued by and granted to full-time and probationary full-time employees at date of hire. Eligible employees accrue sick leave as long as they are in pay status, i.e. receiving a paycheck for a minimum of 8 hours worked per pay period from Dorchester County.

For ease of administration records on leave earned, leave taken, and leave accumulated is converted to the hourly equivalent.

B. Records:

1. A leave record is maintained by the Personnel Department for each employee. It is subject to audit by the County Administrator. Such record:
 - a. Reflects leave accrued and charges in terms of hours;
 - b. Indicates the number of leave hours accrued during the current calendar year;
 - c. Indicates the number of leave hours used during the current calendar year;
 - d. Indicates the number of leave hours carried forward from the previous calendar year, but not exceeding the maximum accrual authorized;
 - e. Indicates the number of hours in the employee's official work week; and
 - f. Includes any other information the Personnel Department may require.
2. It is the employee's responsibility to request a review of their accrual with the Personnel Department.

C. Rate of Accrual:

1. Eligible full-time and full-time probationary employees accrue sick leave per month. Leave accrues as follows :
 - a. Forty hours per week schedule equivalent to 3.7 hours per pay period.
 - b. Eighty-six hours per 14-day schedule equivalent to 3.7 hours per pay period.
 - c. Twenty-four to forty-eight hours schedule equivalent to 4 hours per pay period.
 - d. One hundred seventy-one hours per 28-day schedule equivalent to 3.7 hours per pay period.
 - e. The weekly rotation schedule of 3 12-hour days, 4 12-hour days, i.e. 84 hours per 14-day schedule equivalent to 3.7 hours per pay period.

2. Sick leave accrual begins at date of hire.
3. Leave credits are accrued bi-weekly; however, no more than 720 hours, (90 days), may be carried over from one calendar year to the next.
4. An eligible employee accrues sick leave while on annual leave or other authorized leave as long as the employee is receiving a paycheck for a minimum of 8 hours actually worked from Dorchester County.
5. If an employee is in a non-pay status but is receiving compensation from other sources related to employment, i.e. Worker's Compensation, insurance, etc., the employee does not accrue sick leave.

D. Using and Scheduling Leave (Regarding Sick Leave, "immediate family" is defined as "spouse, child, or parent.")

1. An employee may use sick leave for the following situations:
 - a. Illness, sickness of the employee or immediate family;
 - b. Injury due to accidents;
 - c. Doctor, dental, or other medical-related appointments for an employee or immediate family;
 - d. Serious illness or accident involving an immediate family member.

Sick leave is to be taken only when an employee or immediate family member is sick as defined above

2. Only a department head can approve employee sick leave.
3. A department head may require a doctor's statement or a "fitness for duty" examination.
4. "Request for Leave" Form B must be completed and signed by the employee and supervisor. Form B must accompany the corresponding timesheet in order for proper credit to be given.

Units of Leave:

5. An employee's leave account is charged for the actual time (or at a minimum in one-half-hour increments) an employee is away from the job.

6. If an employee is out on approved sick leave and has exhausted all accumulated sick leave, the employee can use annual leave. An employee must exhaust all sick (and annual) leave before going into a no-pay status.
7. A holiday observed by Dorchester County while an employee is on sick leave that falls on a day that the employee would otherwise have been scheduled to work is not charged as a day of sick leave.

E. Leave With or Without Pay:

1. Family Medical Leave is addressed in detail in Policy 513. It is the responsibility of the department head to contact Personnel when an employee of their department may qualify for FML. The Personnel Department will assist the department head with the procedure to place that employee on FML.

** Generally, an employee on Workers' Compensation qualifies for FML. The two benefits can run concurrently.

2. Worker's Compensation - Atlantic Occupational Health (AOH) is Dorchester County's provider for Worker's compensation injuries.
 - a. When an employee is out on Worker's Compensation, the employee receives pay charged against accrued sick leave unless the employee requests in writing to be placed in a no-pay status.
 - b. After all sick leave is exhausted, then the employee will receive pay charged against annual leave unless the employee requests in writing to be placed in a no-pay status.
 - c. The County continues payment of the employee's benefits while he is drawing a paycheck against his accrued leave.
 - d. When the employee enters a no-pay status and all accrued leave has been exhausted and the employee is not drawing a paycheck from Dorchester County, payment of all County benefits are the responsibility of the employee. The employee will pay Dorchester County for the benefits he/she wishes to retain while the no-pay status remains. It is the employee's responsibility to contact Dorchester County about his/her insurance needs. See Family Medical Leave Act, Policy 513.

Dorchester County is interested in the health, well being, and safety of all the employees. The Personnel Office can assist departments on issues, but it is the department head's

responsibility to request assistance, to implement policies, and to closely monitor the employees' well being.

F. Hiring Additional Employees:

Additional regular employees shall not be hired to replace employees on sick leave or leave without pay due to illness, disability, or maternity. Temporary or substitute employees may be hired for limited periods of time to provide coverage during the absences of regular employees on extended leave. The supervisor must receive approval of the County Administrator prior to requesting additional help.

G. Termination of Employment:

1. Upon Retirement:

After March 31, 1991, upon retirement, the South Carolina Retirement System gives an employee credit for not more than 90 days of his/her unused sick leave at no cost to the employee. The leave is credited at a rate where 20 days of unused sick leave equals one month of service. This additional service credit may not be used to qualify for retirement.

2. Upon termination of employment with the County (other than retirement), employees forfeit all accrued sick leave credits.

509

OTHER LEAVE

A. Court Attendance:

1. Any regular or probationary employee who is summoned as a member of a jury panel is granted jury duty leave with pay up to 80 hours per year, and any jury fees and travel payment shall be retained by the employee. This policy does apply to departments whose employees are exempt from jury duty by law. Employees who are summoned to jury duty are expected to work on any given day the number of hours that, when added to the hours required to be at court, equal to the normal workday for the employee. Any day an employee is excused from service on a jury, the employee is expected to return to the job; otherwise, the time the employee is excused from court service will be charged to annual leave.

2. Any regular or probationary employee subpoenaed as a witness on behalf of the County is entitled to leave with pay. If subpoenaed for other purposes, an employee may use annual leave or leave without pay.

3. Any regular or probationary employee subpoenaed to represent Dorchester County as a witness or defendant is reimbursed according to Section 803 for meals, lodging, and travel expenses that may be incurred while serving in this capacity.
4. In no case, is administrative leave with pay granted for court attendance when an employee is engaged in personal litigation. However, an employee may be granted annual leave or leave without pay when annual leave is not available. In such cases the supervisor must approve the request.

B. Elections:

County Council may authorize a maximum of two hours of leave with pay for the purpose of voting. An employee may not be granted administrative leave to work at the polls during elections.

C. Bereavement Leave:

1. Any regular or probationary employee, upon request, may be granted up to three (3) workdays of leave with pay for the death of any member of the employee's immediate family. Immediate family is defined as the spouse, children, parents, sisters, brothers, brother-in-law, sister-in-law, grandparents, grandchildren, great-grandparents, great-grandchildren of either the employee or the spouse. The supervisor may request the employee submit verification of the relationship of the deceased. After the supervisor approves the funeral leave, the supervisor submits the timesheet indicating funeral leave.
2. The granted 3 days must be taken consecutively and within 30 calendar days of the death. The employee must submit Form B "Request For Leave Form" with accompanying timesheet. No charge will be made against accumulated leave for the above. If additional time is required, the employee may charge accrued leave at the discretion of the supervisor. If the employee does not have sufficient accrued leave, then the charge will be made to leave without pay.
3. A funeral attendance form may be required of the employee. The department head will notify the employee if this form is required for authorized leave to be given.
4. When the funeral of an employee's immediate family takes place while on annual or sick leave, the period of such leave shall be reduced accordingly.
5. The County Administrator, at his/her discretion, may grant reasonable leave to employees for the purpose of attending the funeral of a deceased employee or other individuals associated

with the facility or department. Such absence shall not be charged against accrued leave. The department head, at his discretion, may determine the number of hours the employee is given to attend the funeral.

510 HAZARDOUS WEATHER AND EMERGENCY LEAVE

- A. The County Administrator has the sole authority to excuse employees of County government from reporting to work during extreme weather or other emergency conditions. The County Administrator will issue a Declaration of Emergency stating that because of extreme weather or other specified emergency conditions employees should not report to work. Unless such a Declaration of Emergency has been issued, all County employees are expected to report to work.
- B. Nothing contained in this section precludes the necessary immediate evacuation of a facility by an individual in a supervisory capacity in the interest of personal safety.
- C. The hazardous weather and emergency policy is applicable to all employees of County government.
- D. "Emergency conditions" means circumstances that would expose County employees to harmful or unsafe conditions, as determined by the County Administrator.
- E. Notification of Declaration of Emergency:
 - 1. Normal Working Hours:
 - a. Once a decision for closing has been made, it will be transmitted from the County Administrator's office to the Director of Emergency Preparedness.
 - b. The Emergency Preparedness Director or his designee will transmit the message to each department in accordance with the list of department representatives to be contacted in the case of an emergency declaration. Each department is responsible for informing the Director of Emergency Preparedness of the representatives to notify.
 - c. The County Administrator's office will issue a statement to the news media concerning the release of County employees due to emergency.
 - 2. Off-duty Hours :
 - a. Between the hours of 5:00 P.M. and 8:30 A.M., all Declarations of Emergency will be transmitted by the County Administrator's office to the Emergency Preparedness Director to give to the news media. Employees are

responsible for responding in an appropriate manner to closings as they may be announced.

- b. The Office of Emergency Preparedness will contact each department in accordance with the list of department representatives in the case of an emergency declaration. Each department is responsible for informing the Director of Emergency Preparedness of the representatives to notify.

F. Compensation During Declaration of Emergency:

1. Employees are expected to report as instructed. Employees who do not report to work or who are late to work may use accrued annual or compensatory leave to make up the time lost, take leave without pay, or be allowed to make up the time lost from work at a time to be scheduled by the department head.
2. It is the responsibility of the employee to notify his/her department head of hours worked during the emergency. All employees (exempt, non-exempt, appointed officials and elected officials), that are required to work will receive monetary payment.

A. Calculations:

1. Workweek of 40 hours: Time and one-half will be paid for all hours worked during the emergency that the employee was required to work.
 2. 28-day 171 hour pay plan. Time and one-half will be paid for all hours worked during the emergency that the employee was required to work.
 3. 24/48 hour schedule. Time and one-half will be paid for all hours worked during the emergency that the employee was required to work.
 4. Fluctuating Work Week: Time and one-half will be paid for all hours worked during the emergency and that the employee was required to work.
3. If the County resumes operations and the employee fails to report to work, the employee's annual leave will be charged for the hours the employee did not work.

511 MILITARY LEAVE

Employees are entitled to such leave of absence and reinstatement upon return from leave of absence for military service (including Reserve and National Guard duty) as may be provided by applicable state and federal law. The provisions of such laws change from time to time and for that reason no effort is made to set forth the law in this policy. Department heads should assist their employees by contacting Personnel for further details.

512 PHYSICAL DISABILITY AND PERSONAL LEAVE

Applies only to employees employed less than 12 months and to employees who have worked fewer than 1250 hours in the preceding 12 months. Such leave is not a guarantee of employment.

General

Employees are requested to apply for leave of absence as far in advance as possible, but an employee may be placed on leave status without application when the circumstances warrant such action.

Reason for Leave of Absence

An employee who has completed his initial probation (and any extension thereof) is eligible to apply for a leave of absence for up to six months when unable to work because of sickness, pregnancy, or injury on or off the job. Such an employee may also apply for leave of absence for personal reasons. Leaves are granted only at the discretion of the County Administrator upon recommendation by the employee's department head. Employees still in their probation periods who are absent for more than 5 consecutive scheduled workdays because of any physical disability are automatically terminated but are eligible for rehire. Employees may be placed on leave without application when circumstances warrant.

Length of Leave

Physical disability leaves begins on the first day of absence. The request for leave shall not exceed 12 weeks. Employees on leave of absence may not engage in other employment.

Effect of Leave on Paid Time Off

After the employee has exhausted his vacation and/or sick leave, as a general rule, he is considered to be on a leave of absence and is not entitled to wages or fringe benefits and does not accrue fringe benefits. Certain exceptions may be established by law.

Termination of Leave of Absence

Employees desiring to return to work from an unpaid leave of absence should notify the County Administrator in writing at least 10 days prior to their desired date of return.

Reinstatement

If Dorchester County finds that the employee is fit to resume his duties, the employee may be recalled to his former job if a vacancy exists which is to be filled. If no vacancy exists, the employee may be recalled to any job in which there is a vacancy which is to be filled and for which he is suitable. If no such vacancy exists at the time the employee desires to return to work, the employee's leave of absence may be continued. Any employee who has not been reinstated within 6 months following the commencement of a leave of absence is terminated. This action shall not affect the employee's eligibility for hire as a new employee at some future time.

513 FAMILY AND MEDICAL LEAVE ACT

Applies only to employees employed 12 months or longer and who have worked 1250 hours or more in the preceding 12 months, both prior to commencement of leave.

General

Employees who meet the length of service and hours worked requirements described above have rights under the Family and Medical Leave Act. As a general rule, employees must request leaves of absence under this law and policy, but in appropriate situations employees may be placed on leave status without application.

Reason for Leave of Absence

An eligible employee will be granted a leave of absence under this law and policy if a serious health condition (including on-the-job injury) prevents the employee from being able to perform his job, if the employee's spouse, child, or parent has a serious health condition and the employee must be absent from work in order to care for that relative, or to care for a natural child, an adopted child, or a formally placed foster child, provided that entitlement to leave to care for a child who is newly born or newly received in the employee's household ends 12 months after a natural child is born or 12 months after an adopted or foster child is received in the employee's household. Proof of need for leave of absence may be required.

Length of Leave

An eligible employee is entitled to the equivalent of a total of 12 work weeks of leave during a "rolling" 12-month period. Leave to care for a newly born or newly received child must be taken consecutively. Leave required because of the employee's own serious health condition or that of a spouse, child, or parent may be taken intermittently or by means of a modified work schedule when necessary.

Effect of Leave on Paid Time Off

An employee who must be absent due to his own disability is paid for the time lost from work first from accrued sick leave balances. An employee

who takes leave for any other reason is paid for the time lost from work from his annual leave balance and similar balances.

Effect of Leave on Accrual of Fringe Benefits

Employees taking leave under this policy must continue to pay their portion of health plan premiums on the same date that such portion of premiums would be deducted from the employee's wages. Unpaid time lost from work due to leave granted under this policy is not considered time worked for the purpose of accrual of paid time off.

Employee Responsibility

Employees who request leave under this policy must give 30 days advance notice or such lesser amount as is possible in the particular circumstances. Employees may not engage in any type employment while on leave of absence.

Light Duty

Employees who accept a light duty assignment because of a condition which qualifies them for FMLA leave have a right to restoration to their regular positions for only 12 weeks counting both FML leave and light duty.

Termination of Leave of Absence

A leave of absence under this policy will end when the need for the leave of absence ends or when the maximum leave described above has been taken - whichever occurs sooner.

Reinstatement

At the conclusion of the leave of absence (or 12 week combination of leave of absence and light duty), the employee is entitled to reinstatement to his former position or to a position equivalent to his former position. The employee must demonstrate that he is fit for duty and must give reasonable notice of intent to return to work.

Extension of Leave Without Benefits

An employee who is unable to perform the duties of his position due to his own disability and who has exhausted his entitlement to leave under the Family and Medical Leave act by taking 12 weeks of leave during any 12 consecutive months may, upon written application, be granted up to an additional 14 weeks of leave. This additional leave of absence does not entitle the employee to reinstatement nor to payment of any portion of his health benefit plan premiums. If the employee is able to return to work prior to the exhaustion of his extended leave, he may be returned to his previous position if there is a vacancy which is to be filled, or to some other position of equal or lesser compensation for which he is best suited and in which there exists a vacancy which is to be filled. If the employee is not returned to active employment, he may be continued on extended leave of absence status until he is returned to active duty status or his extended leave of absence expires, whichever occurs sooner.

Employees who have exhausted their FML leave under other circumstances, but who continue to require leave which would qualify for FML leave if such leave had not been exhausted, may apply for an extended leave of absence for personal reasons for up to 14 weeks. Such extended leaves are granted only in the discretion of the Department Head upon recommendation of the employee's immediate supervisor.

Automatic Termination of Employment

An employee's employment will automatically terminate if he does not return to full active employment status at the conclusion of his leave of absence or extended leave of absence.

Special Limitations

- A. Spouses - When both a husband and a wife are employed, their combined leave of absence to care for a child or parent is 12 weeks in a 12-month period.

- B. Key Employees (salaried employees in highest 10% of all employees) - Such employees may be denied reinstatement rights if reinstatement would cause substantial and grievous economic injury to operations.

Procedures to Apply for FML

When an employee wants to apply for leave under the Family or Medical Leave Act, he must request applicable forms from Personnel. He will need a "Request for Family Medical Leave Form" - Form H - and a "Certificate of Health Care Provider Form" - Form I. If practical, these forms should be completed and returned to Personnel at least 30 days prior to the date the requested leave is to begin. Personnel will then evaluate the request for FML and complete the "Employer Response to Employee Request for FML Form" - Form J - which will indicate if the request is approved and what steps should be taken next.

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601 SCOPE AND PURPOSE

This Section sets forth the rules, procedures, and responsibilities for disciplinary actions.

602 STATEMENT OF POLICY

- A. It is the responsibility of each supervisor to administer discipline to employees who work for them.
- B. The purpose of discipline is to effect a change in behavior.
- C. It is the supervisor's responsibility to record infractions as they occur and forward them to the Personnel Director for placement in the employee's personnel file.
- D. An employee subject to disciplinary action, which results in suspension and/or termination, shall not receive compensation (back pay) if re-employed by the County at a later date.
- E. Employees may file a grievance under the conditions of the Dorchester County Grievance Policy, Policy 118.

603 DISCIPLINARY ACTIONS

As in the case with all organizations, instances arise when an employee must be reprimanded, suspended or discharged. When this happens a supervisor should turn in an Employee Warning Notice in which he outlines the circumstances involved and the action being taken. The supervisor reviews the report (with the exception of oral warnings and terminations) with the employee for his signature with the understanding that this only acknowledges that the employee has seen the report. The employee's signature does not necessarily indicate agreement with the contents of the report or the action taken, nor does it prevent appealing the action. **The employee is expected to sign the report.**

If the employee refuses to sign the report he is suspended from work without pay and, if he does not sign the form by 5:00 p.m. at the end of his second full scheduled work day, he will be presumed to have quit his job.

The County may procedurally suspend an employee without pay pending an investigation into the circumstances surrounding alleged misconduct.

1. Types of Disciplinary Action

Disciplinary action which may be taken includes but is not limited to:

- a. Informal counseling

- b. Oral reprimand
- c. Written reprimand
- d. Suspension without pay
- e. Probation
- f. Demotion
- g. Dismissal

2. Examples of Conduct Warranting Disciplinary Action

It is not possible to list all acts and omissions which may result in disciplinary action. The disciplinary action which is administered for any particular act or acts of misconduct rests in the sole discretion of the County. The following list is merely a **guideline** of some of the more obvious types of misconduct which may result in disciplinary action. **The disciplinary action that is administered for any particular act or acts of misconduct rests in the sole discretion of the County without regard for the way it has treated other employees and without regard to the way it has handled similar situations.**

- 1. Unexcused or excessive tardiness or absenteeism.
- 2. Failure to provide immediate notice of any absences to department.
- 3. Defacing of or littering on County property.
- 4. Contributing to unsanitary conditions or poor housekeeping on County premises.
- 5. Using material or parts to be scrapped due to carelessness.
- 6. Wasting time, loafing, or loitering during working hours or conducting personal business during work time.
- 7. Soliciting, selling, or collecting contributions on County premises at any time, unless previously authorized.
- 8. Distributing any written or printed matter on County property during work time or at work sites unless previously authorized.
- 9. Posting or removing any matter on County property during work time unless previously authorized.
- 10. Unauthorized possession or removal of County property or the property of others.
- 11. Gambling, possession of gambling paraphernalia, participating in or promoting gambling activity or violating any public policy as defined by the Code of Laws

of the State of South Carolina on County property at any time.

12. Misusing, destroying, or damaging any County property or the property of any employee.
13. Restricting work or interfering with others in the performance of their jobs or engaging or participating in any interruption of work.
14. Fighting, provoking, or instigating a fight on County premises at any time.
15. Failure to meet work standards.
16. Discrimination or harassment against any applicant or employee.
17. Failure to maintain professional license, certification, or other job requirement.
18. Refusal to sign disciplinary notice, evaluation, or other document as requested by supervisor.
19. Any conduct, on or off County premises, which affects County's reputation or which reasonably could create concern on the part of citizens.
20. Unauthorized possession or use of alcoholic beverages or drugs on the County premises at anytime.
21. Violating a safety rule or safety practice or causing injury to another employee or engaging in any conduct which tends to create a safety hazard.
22. Unauthorized sleeping or giving the appearance of sleeping during working hours.
23. Entering the work area prior to the regular starting time or remaining on the premises for an unreasonable period of time beyond working hours unless requested by supervisor.
24. Leaving work area of job assignment without permission.
25. Failure or refusal to follow supervisor's orders.
26. Neglect by an employee of his job, duties, or responsibilities or refusal by him to perform work assigned.

27. Falsifying, omitting information, or supplying misleading information for County records.
28. Abusive, immoral, or obscene language to any employee, supervisor, or member of the public.
29. Threatening, intimidating, coercing, or interfering with other employees or supervisors at anytime. This includes "joking" threats.
30. Harboring a communicable disease, which may endanger other employees.
31. Acceptance of improper activities or using one's position of public employment to gain personal advantage.
32. Engaging in political activity during working hours or violation of the Hatch Act.
33. Violation of County rules and regulations.
34. Any other reason not listed above which, in the County's sole discretion warrants disciplinary action.

D. These disciplinary actions are to be issued to the employee as the infraction occurs and copies sent to the County Administrator within 24 hours.

E. The County's policy allows for a deduction of an exempt employee's salary for unpaid disciplinary suspensions of one or more full days imposed in good faith for infractions of workplace conduct rules.

NOTE:

The discharge of an employee must be approved by the County Administrator. Supervisors should suspend an employee if approval from the County Administrator cannot be secured in a timely manner. The Personnel Department should be notified within 24 hours.

604 RESIGNATIONS

An employee who resigns is expected to submit a written resignation that provides a minimum of 2-weeks (14 calendar days) notice. Employees who do not give and work the requested notice time forfeit accrued vacation time. The notice requirement can be waived by the department head, Section 507 (Form N).

An employee who resigns may not rescind a resignation unless the County Administrator agrees to the rescission.

605 DISMISSALS

A dismissal is the action taken by the department head to separate the employee from Dorchester County employment. The department head may dismiss any employee for any reason. All dismissal notices are to be in writing and should be submitted to the employee stating the reason for the dismissal. An employee who has full-time status may appeal his dismissal under Dorchester County Grievance policy.

606 EXIT INTERVIEW

- A. At the time of termination of employment, (resignation, dismissal, reduction in force, retirement), all employees should arrange for an exit interview with the Personnel Department. The Personnel Department is responsible for explaining final compensation and benefit coverage to persons leaving Dorchester County Government employment. If an employee leaves employment and refuses to attend to an exit interview, the necessary information will be mailed to his last known address as listed in the personnel file.

- B. The department head is responsible for obtaining all County-owned property including tools, radios, and uniforms. Items that are not returned are considered an advance of wages, the value of which may be deducted from an employee's final paycheck. The department head is also responsible for the billing and collecting of any County property a terminated employee has possession of.

- C. The final paycheck will be issued on the pay cycle following the last day worked.

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701 SCOPE AND PURPOSE

This section sets forth the policies and procedures for the establishment and maintenance of required personnel programs and records.

702 STATEMENT OF POLICY

- A. The policy and procedures contained within are applicable to all departments.
- B. Overall responsibility for countywide coordination of personnel records is the responsibility of the Personnel Director. However, day-to-day administration of personnel records rests with the individual department heads.
- C. Each department head is to maintain all records, policies, and procedures governing personnel programs in accordance with Resolution 97-13. (1101)
- D. All annual and sick leave records are subject to audit by the County Administrator or his/her designee.
- E. The County Administrator may issue interpretive memoranda as necessary concerning all policies and procedures.

703 EMPLOYEE RECORDS

- A. The Office of Personnel maintains for each employee an official personnel file which includes but is not necessarily limited to the following:
 - 1. A copy of the employee application,
 - 2. Copies of all personnel actions reflecting a history of the employee's service,
 - 3. Correspondence directly related to the employee's work record, and
 - 4. Copies of all performance appraisals.
- B. An employee's official individual personnel file is available for the employee's review upon request.

704 ATTENDANCE AND LEAVE RECORDS

Attendance and leave records are established and maintained for all employees and include all documentation required in the policies and procedures governing the types of leave and attendance.

705 CLASSIFICATION RECORDS

A copy of each position description prepared in accordance with Section 300 of these policies and procedures is maintained on a current basis for each established position. Other documents used in the classification of positions are filed with the appropriate position descriptions.

706 RECORDS RELEASE

All requests for personnel information should be directed to the Personnel Department. In responding to requests for information from personnel files, whether pursuant to the Freedom of Information Act or otherwise, the Personnel Department may provide an employee's name, date of employment, title, and position description. Requests for salary information should be answered in accordance with the Freedom of Information Act. When responding to requests pursuant to the Freedom of Information Act, the department should coordinate with the County Attorney. A reasonable charge for the cost incurred in providing the information requested, as provided in the Freedom of Information Act, may be assessed.

707 RECORD RETENTION

The County's Workers' Compensation Carrier is the primary keeper of employee medical information. The County maintains all other necessary files for the required length of time. Applications, Timesheets, W-2 forms, and Terminated Personnel Files will be destroyed per the retention schedule established by the S.C. Archives and History.

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801 SCOPE AND PURPOSE

This section sets forth the policy on staff development and training for departments of Dorchester County.

802 STATEMENT OF POLICY

This document sets forth the regulations of Dorchester County Government concerning staff development and training by departments of Dorchester County Government. The regulations are developed so that each department may sponsor training for employees to improve or secure those skills necessary for the efficient and effective operations of the department and to ensure uniformity in the administration of staff development and training programs.

803 DEPARTMENT REGULATIONS FOR ADMINISTRATION AND EXPENDITURES

The County Administrator is responsible for the administration of the Staff Development and Training Regulation. The Finance Director will review the expenditures of funds spent in each of the following categories as a part of each department's budget input.

- A. Workshops, seminars, and other in-service training programs,
- B. The department's convention or conference,
- C. Conventions or conference of professional organizations and associations,
- D. All other forms of staff development assistance, and
- E. All Dorchester County employees must submit any claims for reimbursement expenses including, but not limited to, mileage, meals, or authorized travel expenses. The claims must be submitted to their department head in a timely manner. The Department Head will then review the claims before submitting them to the Finance office for payment.
- F. Reimbursement to employees will be made upon presentation of a County requisition form to the Finance Department along with substantiating receipts and statements.
 - 1. **County owned vehicles:** Automobiles, trucks, and other vehicles are provided to facilitate the work of the County and to attend to public business and are not to be used for any other purpose.
 - 2. **Use of private vehicles:** When private vehicles are authorized by the County Administrator for use in County business, reimbursement is made at the rate provided in the annual budget

upon submission of the required form approved by the department head. The following is a schedule of the mileage between each of the County buildings. This schedule should be adhered to when traveling to these buildings:

| | |
|---------------------------------------|----------|
| Courthouse to Public Works | 14 miles |
| Public Works to LEC | 11 miles |
| LEC to Human Services Building | 3 miles |
| Courthouse to Human Services Building | 28 miles |
| Courthouse to LEC | 25 miles |
| Public Works to HSB | 14 miles |

County employees traveling in their own automobiles to approved county functions are reimbursed for actual mileage traveled at the Internal Revenue Service approved rate. When 2 or more employees traveling the same vehicle, only the individual owner of the vehicle being used shall be reimbursed mileage.

3. **Out-of-Town Travel:** - Employees are compensated only for official travel that has the prior approval of their department head. Travel expenses come out of the travel and training budgets. Any travel request which exceeds the budget must be submitted to the County Council for approval.

4. **For all authorized trips:** - The County reimburses employees for the following expenses when a travel expense form is submitted, along with receipts, and signed by the employee and the department head:

a. Registration. The County pays the registration costs for authorized conventions, conferences, and seminars.

b. Hotel/Motel. The County pays actual cost of single occupancy rates when supported by appropriate receipts.

c. Meals. The County pays a flat rate per diem for meals missed. This rate includes tip, and a receipt is not necessary.

Employees are reimbursed for breakfast only if they leave the County prior to 7:00 A.M. and are reimbursed for dinner only if they return to the County after 7:00 P.M.

d. Commercial Fare.

Airplane: The County pays round-trip coach fare for employees attending County-related functions. In the event that tourist fare is not available on any reasonable travel schedule, the County shall pay the entire cost.

Bus and Train: The County pays the total round-trip fare for employees attending County-related functions.

Taxi: The County pays for actual costs of trips from: (1) hotel/motel and return and (2) hotel/motel to place of function (if not the same) and return.

f. Miscellaneous costs. Costs of telephone calls, copying, secretarial services, parking fees, and similar items necessary for the performance of official business are reimbursed by the County when proper receipts are submitted.

g. Advance payments. Advance payment for out-of-the-area travel is authorized by approval of the request for travel expenses by the County Administrator. Documentation required by the Finance Department must be presented to the Finance Department within 5 working days after return.

Amounts not accounted for and advances not repaid are considered an advance of wages which may be deducted from an employee's paycheck.

804 EDUCATION LEAVE

A. Purpose - to provide a policy by which departments of Dorchester County may encourage their employees, without regard to race, color, religion, gender, age, national origin, or disability or veteran's status, to further their opportunities within Dorchester County Government.

B. Time off for Education Purposes - Employees are encouraged to schedule classes during off-duty hours whenever possible. When a desired class cannot be scheduled during off-duty hours, the department head may elect to adjust the employee's work schedule, if doing so will not interfere with normal efficient operations of the department. (Example - A department whose normal workday is 8:30 A.M. to 5:00 P.M. may allow the employee to work 9:30 A.M. to 6:00 P.M. so that the employee may meet an 8:00 A.M. class.) When a desired class cannot be scheduled during off-duty hours and it is not feasible to adjust work schedule in this way, full-time employees may be allowed to take annual leave or may be granted leave without pay in order to attend classes.

805 REQUIRED COURSES

It may become necessary for a department to require an employee to take a specific course that will help the employee improve his/her performance or to acquire skills necessary to perform additional duties to meet department needs. When this does occur, the department pays all costs of

the course, including tuition, fees, and books. However, it is not the intent of this policy that any department pay for courses required to attain or maintain any type of professional certification. The County Administrator must approve payment of such costs prior to commitment of the employee to attend.

806 IN-SERVICE TRAINING

In order to avoid costly duplication of effort, departments planning to conduct workshops, seminars, or other similar forms of in-service training in the areas of personnel administration, general management, and supervisory development are to coordinate these activities with the Personnel Director. The Personnel Department will, on request, provide assistance to all departments with the development and presentation of training programs designed specifically to meet each department's training needs.

807 REQUESTS FOR SPECIAL CONSIDERATION

- A. If a department determines that it has staff development or training needs which cannot be satisfactorily fulfilled by employing one or more of the methods and programs provided above, the department may develop and submit to the County Administrator for approval a proposal for employee tuition aid. Each proposal should include the following information:
1. Program justification based on department needs,
 2. Conditions related to training,
 3. All classes and the number of positions in each class for which tuition aid is requested,
 4. Fiscal Year cost estimates for participation in the requested program, and
 5. A service commitment and pay back agreement.
- B. Approval of the proposal by the County Administrator must precede the selection of employees for training. Furthermore, the County Administrator may require the department to provide sufficient data for proper evaluation of the program's value and cost effectiveness.

808 TUITION ASSISTANCE

It is the policy of Dorchester County, except as provided in Subsection 805 and Subsection 806, above, that no department of Dorchester County may provide financial assistance for educational expenses, including payment, reimbursement, or remission of tuition or fees, to any County employee who takes a course at a college, university, technical school, or other educational institution which is part of the institution's normal academic curriculum.

809 EXCLUSIONS

All other forms of educational assistance not specifically provided for herein or subsequently approved by the County Administrator under Subsection 800 of this policy are not authorized and may not be given by Dorchester County departments without approval of County Council.

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901 SCOPE AND PURPOSE

This section sets forth policies and procedures for the various types of appointments and separation in Dorchester County Government.

902 EQUAL EMPLOYMENT OPPORTUNITY

State and Federal laws prohibit discrimination against employees or applicants for employment, on account of race, religion, color, national origin, gender, age, veteran status, or disability. Furthermore, Dorchester County takes affirmative action to reduce and, if possible, remove the disparate effects of past discrimination because of race, religion, color, national origin, gender, age, veteran status or disability. This policy applies to all levels and phases of the County's Personnel Administration such as recruitment or recruitment advertising, rates of pay, promotion, selection for supervisory positions, and employee benefit programs.

903 STATEMENTS OF POLICY

1. Appointments are made only to positions that have been established and classified in accordance with the provisions of Section 300 of these regulations and the pertinent policies and Procedures of County Council.
2. An employee is paid in accordance with those policies and procedures established by County Council.
3. Upon appointment to an established position, an employee is assigned to one of the following types of status:
 1. Regular Full-time
 2. Full-time Probationary
 3. Regular Part-time
 4. Temporary
 5. Elected Officials
 6. Officials appointed by County Council
 7. Officials appointed by other than County Council

904 RECRUITMENT AND SELECTION

1. Department heads requiring personnel for vacant positions or new approved positions are to complete the "Request for Personnel Form" (Form E), attach necessary documentation, and send it to the Personnel Department.

2. Upon receipt of a "Request for Personnel Form", (Form E), all vacancies are posted internally in each department. Additionally, vacancies are posted externally in accordance with EEOP, on the County's web site, and with the SC Employment Security Commission. The Personnel Department, in coordination with the department head, determines if additional publicity is required to obtain a reasonable number of qualified applicants for the vacancy. The County's normal vacancy postings are every Tuesday. Positions are advertised a minimum of three (7) days. Applicants can apply in person at the Personnel Office or the Employment Security Commission.
3. Current Dorchester County employees applying for a position must complete an Internal Application - (FORM W) and submit it to the Personnel Director prior to 5:00 PM on the day the vacancy posting closes.
4. In accordance with the County's EEOP, the Personnel Department attempts to collect EEO information from applicants prior to submitting any applications to the department head. Although the EEO information sheet will not be forwarded to the department heads as a part of the process, time must be allowed for Personnel to attempt to collect the information and report it appropriately prior to dispersing any applications to the departments.
5. The Personnel Department will forward to the department head:
 - a. All resumes' postmarked no later than the posted closing date.
 - b. All applications received from SC Employment Security Offices
 - c. Form S - "Application Summary Report Form"
6. When considering applicants, a department head should first consider current Dorchester County employees. The department head screens and/or interviews referred applicants.
 - a. Completes a "Screening Interview Form" (FORM V) for each applicant.
 - b. Completes the "Application Summary Form" (FORM S) for all applicants.
 - c. Returns the entire package of applications, completed FORM V, and Form S to the Personnel Director.
7. If the Department Head would like to select one of the applicants for hire, the department head or, if requested, the Personnel Director:

- a. Confirms personal references.
- b. Validates Driver's license (if required for job) and driving record
- c. Validates all employment records, and
- d. Confirms education.

Other background checks may be conducted if deemed necessary by the County.

8. The Department Head makes a "conditional offer" to hire the prospective employee/applicant with the condition being that the selectee is approved for hire by the County Administrator.
9. The Department Head then completes and submits along with the above information either a Form F "Employee Change Form" or Form G, "New Employee Form, whichever is applicable.
10. If the position is classified as a "Safety Sensitive" position, i.e., requiring a pre-employment drug screen, the Personnel Department makes arrangements for the test after the County Administrator has approved the selection of the applicant.
11. Personnel is responsible for arranging a pre-employment drug screen. (Policy 119) Once Personnel has received written confirmation of a negative drug screen, the Personnel Director will notify the department head as well as the selectee and will coordinate the starting salary, starting date, benefits, and all County personnel policies with the selectee.

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SECTION 1000
EMPLOYEE PROGRAMS

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1001 SCOPE AND PURPOSE

This section sets forth the policy for administering assistance to employees through programs.

1002 STATEMENT OF POLICY

Dorchester County is committed to providing access to assistance to employees. Dorchester County is further committed to recognizing employees by implementing programs to enhance employee's productivity and service.

1003 EMPLOYEE LONGEVITY PROGRAM

It is the policy of Dorchester County to give recognition of longevity to eligible employees of Dorchester County Government. Eligible employees are defined as those employees with continuous service who are full-time and receive a paycheck directly from the Dorchester County Personnel Office. Full-time is defined as an employee eligible for full County benefits.

- A. County Council adopted the Employee Longevity Recognition Program on February 6, 1995. Amended July 1, 2003.
- B. Recognition is based on actual years of service to Dorchester County. This excludes "Buy-In" service years for retirement purposes.
- C. Retirement contributions are not deducted.
- D. Procedures
 - 1. Eligible employees are awarded a longevity pin and, budget permitting, a longevity bonus in recognition of the years of service. Years of service will be recognized as follows:

| | |
|------------|-----------|
| • 5 years | \$ 350.00 |
| • 10 years | \$ 500.00 |
| • 15 years | \$ 700.00 |
| • 20 years | \$1000.00 |
| • 25 years | \$1500.00 |
| • 30 years | \$2500.00 |
 - 2. Effective policy date- July 1, 2003.
 - 3. The Longevity Recognition Ceremony will be held every quarter honoring those employees for their years of service. Example: For any employee who reaches his/her

5th year of service during the first quarter of the fiscal year (July 1, 2003 to September 30, 2003) is eligible for a \$350.00 bonus to be presented in October.

4. County Council presents the bonus to all eligible employees. This presentation will take place the month following the quarter ending.
5. The funding for the longevity pins is the responsibility of the Personnel department.
6. Replacement of pins is available at cost to the employee.

1004 EMPLOYEE ASSISTANCE PROGRAM

The Dorchester County Alcohol and Drug Agency has agreed to offer to all County employees services to meet various needs. Contact the Personnel Office for information on the County's Employee Assistance Program.

1005 TEACHER AND EMPLOYEE RETENTION INCENTIVE (TERI) PROGRAM

House Bill 3649 was signed into law effective January 1, 2001. House Bill 3649 created the Teacher and Employee Retention Incentive (TERI) Program and provided for 28-year service retirement for SC Retirement System Members. See Personnel for details.

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1101 ARCHIVING RESOLUTION

STATE OF SOUTH CAROLINA)
) RESOLUTION NO. 97-13
COUNTY OF DORCHESTER)

A RESOLUTION OF THE COUNTY OF DORCHESTER, SOUTH CAROLINA, FOR THE ARCHIVING OF PUBLIC RECORDS IN DORCHESTER COUNTY.

WHEREAS, Section 30-1-10, et seq., Code of Laws of South Carolina (1976), as amended, created the South Carolina Department of Archives and History; and

WHEREAS, that legislation set out duties and responsibilities of both the South Carolina Department of Archives and history as well as public bodies including political subdivisions in regard to the maintenance and protection of public records as defined therein; and

WHEREAS, Section 30-1-80 requires the South Carolina Department of Archives and History to create and maintain a records management program directed to the application of efficient and economical management methods and relating to the creation, utilization, maintenance, retention, preservation and disposal of public records; and

WHEREAS, Section 30-1-80 further requires the governing body of each subdivision to cooperate with the South Carolina Department of Archives and History in complying with the provisions of Section 30-1-10, et seq., and to establish and maintain an active and continuing program for the economical and efficient management of the records of the subdivision; and

WHEREAS, the South Carolina Department of Archives and History has promulgated retention and disposal schedules pursuant to Section 30-1-10, et seq., Code of Laws of South Carolina (1976), as amended;

NOW, THEREFORE, BE IT RESOLVED by Dorchester County Council, South Carolina, duly assembled, that:

- 1. Dorchester County Council does hereby approve and adopt the records retention and disposition schedules as promulgated from time to time by the South Carolina Department of Archives and History pursuant to its authority granted in Section 30-1-10, et seq., Code of Laws of South Carolina (1976), as amended for use by all offices and departments of Dorchester County.
2. Dorchester County Council hereby authorizes the disposition of records in accordance with the minimum legal retention periods as set forth in the regulations promulgated by the South Carolina Department of Archives and History.

ADOPTED BY DORCHESTER COUNTY COUNCIL THIS 2NDDAY OF JUNE, 1997

William R. (Bill) Hearn, Jr.
Chairman, Dorchester County Council

ATTEST:

Myrtle Killion, Clerk of Council

1102 FLUCTUATING WORK WEEK RESOLUTION

STATE OF SOUTH CAROLINA)
) RESOLUTION NO. 97-14
COUNTY OF DORCHESTER)

A RESOLUTION OF THE COUNTY OF DORCHESTER SOUTH CAROLINA, CONCERNING SHERIFF'S DEPUTIES PAY PLAN.

WHEREAS, on March 7, 1994, Dorchester County Council enacted Ordinance Number 94-02, establishing the use of a fluctuating work week pay plan following its finding that sound fiscal and administrative policy requires that it have available to it all pay plans and formulas for compensating employees which are permitted by applicable federal and state laws; and

WHEREAS, at the date and time said Ordinance was enacted, the Dorchester County Administrator was instructed by Council to initiate the fluctuating work week pay plan for all full time Sheriff's Deputies effective on the next regular pay period for such deputies; and

WHEREAS, the Dorchester County Administrator commenced paying Sheriff's Deputies pursuant to the Fluctuating work week pay plan effective March 19, 1994;

NOW, THEREFORE, BE IT RESOLVED by Dorchester County Council, South Carolina, that the action of the Dorchester County Administrator by following the directions of Council in effectuating Ordinance Number 94-02, by providing that effective March 19, 1994, all full time Sheriff's Deputies shall be paid bi-weekly salaries equal to their budgeted annual salaries divided by 26 and shall be paid overtime premium for all hours actually worked in excess of 86 hours in the bi-weekly overtime computation period in accordance with the so-called "fluctuating work week" pay plan, is hereby ratified and affirmed.

ADOPTED by Dorchester County Council this 2nd day of June 1997.

William R. (Bill) Hearn, Jr.
Chairman, Dorchester County Council

ATTEST:

Myrtle Killion, Clerk of Council

1103 POLICIES & PROCEDURES MANUAL RESOLUTION

STATE OF SOUTH CAROLINA)
) RESOLUTION NUMBER 97-16
COUNTY OF DORCHESTER)

WHEREAS, it is recognized that Dorchester County is in need of a personnel policy and procedure manual which reflects current employment practices in regards to all Dorchester County employees; and,

WHEREAS, it is also recommended that policies and procedures need to be modified and amended from time to time and that flexibility is needed to insure that orderly and consistent policies are implemented which are in accordance with State and Federal Regulations and reflective of the directives of Dorchester County Council.

Therefore, be it resolved that the Dorchester County Administrator is authorized and empowered to formulate, adopt and implement a personnel policies and procedures manual for all Dorchester County employees and further that the County Administrator is authorized and empowered to modify and/or amend such manual from time to time as may be necessary and appropriate.

The effective date of this Resolution shall coincide with the repeal of Dorchester County Ordinance #78-01/78-01 (A).

Adopted this 7th day of July 1997.

DORCHESTER COUNTY COUNCIL

By: William R. Hearn, Chairman

ATTEST: Myrtle Killion, Clerk of Council

1104 POLICIES & PROCEDURES MANUAL RESOLUTION

STATE OF SOUTH CAROLINA)

RESOLUTION NUMBER 97-24

COUNTY OF DORCHESTER)

WHEREAS, it is recognized that Dorchester County is in need of a personnel policy and procedure manual which reflects current employment practices in regards to all Dorchester County employees; and,

WHEREAS, it is also recommended that policies and procedures need to be modified and amended from time to time and that flexibility is needed to insure that orderly and consistent policies are implemented which are in accordance with State and Federal Regulations and reflective of the directives of Dorchester County Council.

Therefore, be it resolved that the Dorchester County Administrator is authorized and empowered to formulate, adopt and implement a personnel policies and procedures manual for all Dorchester County employees and further that the County Administrator is authorized and empowered to modify and/or amend such manual from time to time as may be necessary and appropriate or as directed by County Council.

The effective date of this Resolution shall coincide with the repeal of Dorchester County Ordinance #78-01/78-01 (A).

Adopted this 15th day of September 1997.

DORCHESTER COUNTY COUNCIL

By: William R. Hearn, Chairman

ATTEST: Myrtle Killion, Clerk of Council

1105 FAMILY INDEPENDENCE ACT RESOLUTION

STATE OF SOUTH CAROLINA)
) RESOLUTION NO. 98-16
COUNTY OF DORCHESTER)

A RESOLUTION OF THE COUNTY OF DORCHESTER, SOUTH CAROLINA, FOR ESTABLISHING THE REQUIREMENTS OF THE FAMILY INDEPENDENCE ACT OF 1995.

In accordance with the Family Independence Act of 1995, as amended, it shall be the policy of Dorchester County to establish recruitment and hiring goals which shall target ten percent of all jobs requiring a high school diploma or less to be filled with family independence or food stamp recipients.

All applicants for employment shall be given the opportunity voluntarily to disclose whether they are family independence or food stamp recipients by answering the following questions:

If you wish voluntarily to answer the following question, you may do so.

At the present time are you a family independence or food stamp recipient?

Yes _____ No _____

Within thirty days after the end of the fiscal year, Dorchester County shall submit to the State Office of Human Resources, 1201 Main Street, Columbia, South Carolina 29201, a letter stating the number of persons hired in the preceding fiscal year into jobs requiring a high school diploma or less and the number of such persons who reported that they were family independence or food stamp recipients.

Adopted this 15th day of June, 1998.

DORCHESTER COUNTY COUNCIL

By: _____
Richard Rosebrock
CHAIRMAN

ATTEST: _____
Myrtle Killion,
CLERK TO COUNCIL

SECTION 1200
FORMS

| | |
|-----------|---|
| A | Timesheet |
| B | Request For Leave Form |
| C | Direct Deposit Authorization Agreement |
| D | Discipline Documentation Form |
| E | Request for Personnel Form |
| F | Employee Change Form |
| G | New Employee Request Form |
| H | Request for Family Medical Leave Form |
| I | Certification of Health Care Provider Form |
| J | Employer Response to Employee Request for FML Form |
| K | FMLA Form Letter |
| L | Extended Leave Of Absence Form |
| M | Request for Secondary Employment Form |
| N | Waiver of Two-Week Notice Form |
| O | Refusal of Retiree Health Insurance Form |
| P | Fluctuating Workweek Form |
| Q | Worker's Compensation 1 st Report of Injury or Illness Form |
| R | Reclassification of Position Form |
| S | Application Summary Report Form |
| T | Request to Hire Above the Minimum Salary Form |
| U. | Overtime Policy Form |
| V. | Screening and Interviewing Form |
| W. | Internal Application Form |

NOTE: *Refer to Dorchester County Personnel Policies and Procedures Manual for complete details of policies.*

DORCHESTER COUNTY SOUTH CAROLINA

Instructions: Submit Form B to supervisor for approval. Annual leave request should be approved by supervisor prior to taking leave. The department head should retain one copy with related timesheet. Please refer to the Dorchester County Personnel Policies & Procedures Manual for clarification of leave requirements.

| Name (Last, First, Initial) | Number of | | Check One | Type of Leave |
|--------------------------------|---|-------|--------------------------|-------------------|
| | Days | Hours | | |
| | | | <input type="checkbox"/> | Annual |
| | | | <input type="checkbox"/> | Sick |
| | | | <input type="checkbox"/> | Jury Duty |
| Department Employed | Leave to Begin | | <input type="checkbox"/> | Funeral |
| | Date | Hour | <input type="checkbox"/> | Comp Leave Used |
| | | | <input type="checkbox"/> | Comp Leave Earned |
| | | | <input type="checkbox"/> | Military Leave |
| Leave Address & Contact Number | Leave to End | | <input type="checkbox"/> | FMLA |
| | Date | Hour | <input type="checkbox"/> | Worker's Comp |
| | | | <input type="checkbox"/> | |
| Approval | I CERTIFY THAT I HAVE SUFFICIENT ACCRUED LEAVE TO SUPPORT THIS REQUEST. | | | |
| | | | | |
| Supervisor's Signature & Date | Employee's Signature & Date | | | |

SICK LEAVE: The department head may require a doctor's statement stating that the employee is unable to work or identifying any limitations to work activity.

DIRECT DEPOSIT AUTHORIZATION

FORM C

I HEREBY AUTHORIZE DORCHESTER COUNTY TO INITIATE CREDIT ENTRIES AND TO INITIATE, IF NECESSARY, DEBIT ENTRIES AND ADJUSTMENTS FOR ANY CREDIT ENTRIES IN ERROR TO CHECKING _____ SAVINGS _____ ACCOUNT (CHECK ONE) INDICATED BELOW AND THE FINANCIAL INSTITUTION NAMED BELOW TO CREDIT AND/OR DEBIT THE SAME TO SUCH ACCOUNT. **IT IS MY RESPONSIBILITY TO NOTIFY PERSONNEL IMMEDIATELY OF ANY BANK OR ACCOUNT NUMBER CHANGES.**

THIS AUTHORIZATION AGREEMENT IS TO REMAIN IN FULL FORCE AND EFFECT UNTIL THE COUNTY OF DORCHESTER HAS RECEIVED WRITTEN NOTIFICATION FROM ME OF ITS TERMINATION IN SUCH MANNER AS TO AFFORD THE COUNTY OF DORCHESTER A REASONABLE OPPORTUNITY TO ACT ON IT.

EMPLOYEE NAME: _____ SOCIAL SECURITY NO. _____

DEPARTMENT NAME: _____

EMPLOYEE SIGNATURE: _____ DATE: _____

| ACCOUNT TYPE AND NUMBER | ACTION TO BE TAKEN | NEW TOTAL DEDUCTION EACH PAY PERIOD |
|---|--|-------------------------------------|
| CHECKING / SAVINGS (CIRCLE ONE) | INSTITUTION NUMBER ONE: | |
| _____ (Account Number) _____ (Bank Routing Number) _____ (Bank Name) | <input type="checkbox"/> Begin Direct Deposit <input type="checkbox"/> Change Direct Deposit <input type="checkbox"/> Cancel Direct Deposit _____ (Bank Location/City) | \$ |
| CHECKING / SAVINGS (CIRCLE ONE) | INSTITUTION NUMBER TWO: | |
| _____ (Account Number) _____ (Bank Routing Number) _____ (Bank Name) | <input type="checkbox"/> Begin Direct Deposit <input type="checkbox"/> Change Direct Deposit <input type="checkbox"/> Cancel Direct Deposit _____ (Bank Location/City) | \$ |
| CHECKING / SAVINGS (CIRCLE ONE) | INSTITUTION NUMBER THREE: | |
| _____ (Account Number) _____ (Bank Routing Number) _____ (Bank Name) | <input type="checkbox"/> Begin Direct Deposit <input type="checkbox"/> Change Direct Deposit <input type="checkbox"/> Cancel Direct Deposit _____ (Bank Location/City) | \$ |

**PLEASE ATTACH A COPY OF A VOIDED CHECK AND RETURN TO PAYROLL DEPARTMENT.
*****ALLOW TWO PAY CYCLES FOR COMPLETE IMPLEMENTATION OF DIRECT DEPOSIT*******

DISCIPLINE DOCUMENTATION FORM

FORM D

EMPLOYEE INFORMATION

EMPLOYEE NAME: _____ JOB TITLE: _____

DEPARTMENT: _____

INCIDENT INFORMATION

DATE/TIME OF INCIDENT: _____ LOCATION: _____

DESCRIPTION OF INAPPROPRIATE BEHAVIOR: _____

ACTION TAKEN

ACTION TO CORRECT BEHAVIOR: _____

FUTURE CONSEQUENCES OF NOT CORRECTING THE BEHAVIOR: _____

EMPLOYEE REMARKS: _____

I understand my rights under the Dorchester County Grievance Policy.

I have read the above and discussed it with my supervisor. I understand that my signing this form does not necessarily mean that I agree with its contents.

Signed _____ Date _____
(Employee)

Signed _____ Date _____
(Supervisor)

*****THE COMPANY IS AN AT -WILL EMPLOYER, MEANING THAT EITHER THE COMPANY OR THE EMPLOYEE CAN END THE EMPLOYMENT RELATIONSHIP AT ANY TIME FOR ANY OR NO REASON. *****

| | |
|------------------------------|---------------|
| REQUEST FOR PERSONNEL | FORM E |
|------------------------------|---------------|

The Personnel Department is being requested to initiate the procedure to fill the vacant position listed below as stated in Section 1100 of the Personnel Policies and Procedures manual.

PLEASE RETURN THE COMPLETED "REQUEST FOR PERSONNEL" FORM TO PERSONNEL

DATE: _____

DEPARTMENT: _____

TITLE OF POSITION: _____

NUMBER OF VACANCIES: _____

ADVERTISEMENT REQUEST:

| <u>LOCATION</u> | <u>DATES</u> |
|-----------------|--------------|
| | |
| | |
| | |
| | |
| | |
| | |
| | |

DEPARTMENT HEAD SIGNATURE _____ DATE _____

This portion to be completed by the Personnel Department:

REQUISITION NO.: _____

GRADE: _____

SALARY: _____

PERSONNEL DIRECTOR
SIGNATURE _____ DATE: _____

EMPLOYEE CHANGE FORM

FORM F

TO BE COMPLETED BY THE DEPARTMENT HEAD

PLEASE BE ADVISED, THE INITIATION OF THIS FORM SERVES AS A REQUEST:

NAME: _____ SS# _____

EFFECTIVE DATE REQUESTED: _____

DEPARTMENT: FROM: _____ TO: _____

TITLE: FROM: _____ TO: _____

SALARY: CURRENT: _____ *REQUESTED: _____

***Has spending been secured for the additional salary request? Yes/No**

POSITION NO. FROM: _____ TO: _____

DOT DRUG TEST (FOR CDL SAFETY SENSITIVE POSITIONS) Yes/ No

COMMENTS: _____

**DEPARTMENT HEAD
SIGNATURE**

DATE: _____

INFORMATION BELOW TO BE COMPLETED BY THE PERSONNEL DEPARTMENT:

(PLEASE DO NOT ENTER ANY INFORMATION IN THIS SECTION)

EFFECTIVE DATE: _____

GRADE: FROM: _____ TO: _____

SALARY: FROM: _____ TO: _____

Employee Status: _____ FT/PT _____ Schedule _____ Hrly/Slry _____ Exempt/Non-Exempt _____ Start of OT _____

Ot Code _____ Hours per year _____ Distribution _____

COMMENTS: _____

PERSONNEL DIRECTOR

SIGNATURE: _____

DATE: _____

INFORMATION BELOW TO BE COMPLETED BY THE COUNTY ADMINISTRATOR:

APPROVAL _____

DISAPPROVAL _____

COMMENTS: _____

COUNTY ADMINISTRATOR SIGNATURE _____ **DATE:** _____

Dorchester County is an At Will, Equal Opportunity Employer

NEW EMPLOYEE REQUEST FORM

FORM G

TO BE COMPLETED BY THE DEPARTMENT HEAD

NEW EMPLOYEE INFORMATION:

NAME _____ SS# _____

ADDRESS _____

PHONE: _____ ETHNIC CODE: _____ DOB _____

EFFECTIVE DATE REQUESTED: _____

DEPARTMENT: _____

TITLE OF POSITION _____ POSITION NO: _____

GRADE _____ *REQUESTED SALARY: _____
(ATTACH FORM T IF APPLICABLE)

*Has spending been secured for the additional salary request? Yes/No

MALE _____ FEMALE _____ WORK SCHEDULE _____

FULL-TIME EMPLOYEE _____ PART-TIME EMPLOYEE _____

TEMPORARY EMPLOYEE _____ APPOINTED OFFICIAL _____

ELECTED OFFICIAL _____

DEPARTMENT HEAD SIGNATURE: _____ DATE: _____

(DO NOT COMPLETE ANY OTHER INFORMATION)

INFORMATION BELOW TO BE COMPLETED BY THE PERSONNEL DEPARTMENT:

APPROVED GRADE: _____ APPROVED SALARY: _____

APPROVED EFFECTIVE DATE: _____ (To be determined by Personnel upon completion of hiring process.)

Employee Status: _____ FT/PT _____ Schedule _____ Hrly/Slry _____ Exempt/Non-Exempt _____ Start of OT _____

OT Code _____ Hours per year _____ Distribution _____

COMMENTS: _____

PERSONNEL DIRECTOR SIGNATURE _____ DATE _____

INFORMATION BELOW TO BE COMPLETED BY THE COUNTY ADMINISTRATOR:

APPROVAL _____ DISAPPROVAL _____

COMMENTS: _____

COUNTY ADMINISTRATOR SIGNATURE _____ DATE _____

Dorchester County is an At Will, Equal Opportunity Employer

Please see Dorchester County Personnel manual for personnel policies.

THIS EMPLOYMENT NOTICE IS NOT AN EMPLOYMENT CONTRACT OR AGREEMENT.
Dorchester County wants your job experience to be rewarding and enjoyable. The company endorses the concept of employment-at-will. This means that you have the right to resign at any time. Conversely, the company may sever the employment relationship at any time for any reason.

This notice is not to be construed as a guarantee of hours of work, nor does it limit the company's right to change, modify, or adjust hours of work, including, but not limited to designation of shift schedules, hours of each shift, or assignment of overtime as required by the company.

REQUEST FOR FAMILY MEDICAL LEAVE

FORM H

(PLEASE PRINT)

Request for Family or Medical Leave (FMLA leave) must be made, if practical, at least 30 days prior to the date the requested leave is to begin. **Return this form to Personnel upon completion.**

Name _____ Date _____
Address _____ Employee SS# _____

Employee Status: _____ Full time _____ Part time _____ Temporary
Hire date: ____/____/____ Length of service: _____

REQUEST FOR LEAVE

I request family or medical leave for one or more of the following reasons:

_____ Because of the birth or placement for adoption of my child and in order to care for my child.

- Expected date of birth or adoption: ____/____/____
- Leave to start: ____/____/____
- Expected date of return: ____/____/____

_____ In order to care for my spouse, child, or parent who needs my care due to serious health condition.*

- Leave to start: ____/____/____
- Expected date of return: ____/____/____

_____ For a serious health condition* that makes me unable to perform my job. Describe:

- Leave to start: ____/____/____
- Expected date of return: ____/____/____

_____ Requested intermittent or reduced hours leave schedule (if applicable; subject to County approval). Explain: _____

INFORMATION BELOW TO BE COMPLETED BY THE DEPARTMENT HEAD

APPROVED: _____ DISAPPROVED: _____

_____ Date ____/____/____
Department Head Signature

Attach explanation if leave is denied. Attach documentation of any dispute or disagreement over granting or denying FMLA leave.

INFORMATION BELOW TO BE COMPLETED BY THE PERSONNEL DIRECTOR

APPROVED: _____ DISAPPROVED: _____

_____ Date ____/____/____
Personnel Director Signature

*A health care provider's certification may be required for leave due to a serious health condition.

EMPLOYEE BENEFITS

You may continue to participate in certain employee benefit plans during your leave of absence. Each plan available to you, the length of time you may continue participation, and the currently required contributions are as follows (check those plans you wish to continue during your leave period):

| | Maximum Length of Continuation | Currently Required Contribution |
|---------------------------|-----------------------------------|------------------------------------|
| ____ GROUP HEALTH PLAN | _____ | _____ |
| ____ GROUP LIFE INSURANCE | _____ | _____ |
| ____ LONG-TERM DISABILITY | _____ | _____ |
| ____ OTHER PLANS | | |

• _____
 • _____
 If you fail to make the required contributions, you will lose coverage. Your reinstatement to each plan will be made in accordance with the terms of each plan, subject to the requirements of the FMLA.

OTHER ITEMS

- Have you taken a family or medical leave in the past 12 months? yes no
 If yes, how many work days? _____
- The following terms and conditions are applicable to your requested FMLA leave of absence, if granted:
 - You must have been employed at least 12 months and worked at least 1250 hours in the past 12 months.
 - Leave taken will be counted against the annual FMLA entitlement.
 - Failure to provide a medical certification, if requested, will result in a denial of FMLA leave.
 - You may use any paid leave to which you are entitled, or the County may require you to exhaust your paid vacation, personal, or sick leave as part of your FMLA leave. You must notify us if you want to use paid leave, and the County will notify you if you must exhaust your accrued paid leave.
 - A fitness-for-duty certificate is required for all employees returning from leave after a serious health condition.
 - Certain employees may not be entitled to reinstatement after FMLA leave. You will be told if this applies before your leave begins.
 - You will be reinstated upon return from a FMLA leave to an equivalent position.
 - If you fail to return to work after the leave, you will be financially responsible for the total cost (employer and employee portions) of any and all employee benefits maintained during FMLA.
 - When you return to work, you must repay any amount due for the continuance of employee benefits during FMLA leave, and the appropriate amounts will be withheld from your paycheck.
 - After the leave period specified above, if you do not return to work or contact your department head on the date of your scheduled return, you will be considered to have abandoned your job.

 Employee Signature Date ____/____/____

CERTIFICATION OF HEALTH CARE PROVIDER

FORM I

(FAMILY AND MEDICAL LEAVE ACT OF 1993)

- 1. Employee's Name _____
- 2. Patient's Name (if different from employee) _____
- 3. The attached sheet describes what is meant by a "**serious health condition**" under the Family and Medical Leave Act. Does the patient's condition *qualify under any of the categories described? If so, please check the applicable category.

(1) _____ (2) _____ (3) _____ (4) _____ (5) _____ (6) _____, or None of the above _____

4. Describe the medical facts which support your certification, including a brief statement as to how the **medical facts** meet the criteria of one of these categories.

5.a State the approximate **date** the condition commenced, and the probable **duration** of the condition (and also the probable duration of the patient's present **incapacity** ** if different):

b. Will it be necessary for the employee to work only **intermittently** or to work on a less than full schedule as a result of the condition (including for treatment described in Item 6 below)? _____

If yes, give probable duration:

c. If the condition is a chronic condition (condition #4) or **pregnancy**, state whether the patient is presently incapacitated** and the likely duration and frequency of **episodes of incapacity** **:

6.a If additional **treatments** will be required for the condition, provide an estimate of the probable number of such treatments.

If the patient will be absent from work or other daily activities because of **treatment** on an **intermittent** or part-time basis, also provide an estimate of probable number and interval between such treatment, actual or estimated dates of treatment if known, and period required for recovery if any.

b. If any of these treatments will be provided by another provider of health services (e.g. physical therapist), please state the nature of the treatments.

*Here and elsewhere on this form, the information sought relates only to the condition of which the employee is taking FMLA leave.

****Incapacity**," for purposes of FMLA, is defined to mean inability to work, attend school or perform other regular daily activities due to the serious health condition, treatment there for, or recovery there from.

c. If a **regimen of continuing treatment** by the patient is required under your supervision, provided a general description of such regimen (e.g., prescription drugs, physical therapy requiring special equipment):

7.a. If medical leave is required for the employee's **absence from work** because of the **employee's own condition** (including absences due to pregnancy or a chronic condition), is the employee **unable to perform work of any kind**? _____

b. If able to perform some work, is the employee **unable to perform any one or more of the essential functions of the employee's job** (the employee or the employer should supply you with information about the essential job functions)? _____
If yes, please list the essential functions the employee is unable to perform:

c. If neither a. nor b. applies, is it necessary for the employee to be **absent from work for treatment**?

8.a. If leave is required to care for a family member of the employee with a serious health condition, does the patient require assistance for basic medical or personal needs or safety, or for transportation? _____

b. If no, would the employee's presence to provide **psychological comfort** be beneficial to the patient or assist in the patient's recovery? _____

c. If the patient will need care only **intermittently** or on a part-time basis, please indicate the probable duration of the need:

(Signature of Health Care Provider)

(Type of Practice)

(Address)

(Telephone number)

*****To be completed by the employee needing family leave to care for a family member:**

State the care you will provide and an estimate of the period during which care will be provided, including a schedule if leave is to be taken intermittently or if it will be necessary for you to work less than a full schedule:

(Employee's Signature)

(Date)

Page 2 of 4

A "**Serious Health Condition**" means an illness, injury, impairment, or physical or mental condition that involves one of the following:

1. Hospital Care

Inpatient Care (i.e., an overnight stay) in a hospital, hospice, or residential medical care facility, including any period of incapacity ** or subsequent treatment in connection with or consequent to such inpatient care.

2. Absence Plus Treatment

(a) A period of incapacity ** **of more than three consecutive calendar days** (including any subsequent treatment or period of incapacity ** relating to the same condition), that also involves:

- (1) **Treatment**** two or more times** by a health care provider, by a nurse or physician's assistant under direct supervision of a health care provider, or by a provider of health care services (e.g., physical therapist) under orders of, or on referral by, a health care provider; or
- (2) **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.

3. Pregnancy

Any period of incapacity due to **pregnancy**, or for **prenatal care**.

4. Chronic Conditions Requiring Treatments

A chronic condition which,

- (1) Requires **periodic visits** for a treatment by a health care provider, or by a nurse or physician's assistant under direct supervision of a health care provider;
- (2) Continues over an **extended period of time** (including recurring episodes of a single underlying condition); and

***Treatment includes examinations to determine if a serious health condition exists and evaluations of the condition. Treatment does not include routine physical examinations, eye examination, or dental examinations.

****A regimen of continuing treatment includes, for example, a course of prescription medication (e.g., an antibiotic) or therapy requiring special equipment to resolve or alleviate the health condition. A regimen of treatment does not include the taking of over-the-counter medications such as aspirin, antihistamines, or salves; or bed-rest, drinking fluids, exercise, and other similar activities that can be initiated without a visit to a health care provider.

(3) May cause episodic rather than continuing period of incapacity **
(e.g., asthma, diabetes, epilepsy, etc.).

5. Permanent/Long-term Conditions Requiring Supervision

A period of **incapacity** ** which is **permanent** or **long-term** due to a condition for which treatment may not be effective. The employee or family member must be **under the continuing supervision of, but need not be receiving active treatment by, a health care provider**. Examples include Alzheimer's, a severe stroke, or the terminal stages of a disease.

6. Multiple Treatments (Non-Chronic Conditions)

Any period of absence to receive **multiple treatments** (including any period or recovery there from) by a health care provider or by a provider of health care services under orders of or on referral by, a health care provider, either for **restorative surgery** after an accident or other injury, or for a condition that would likely **result in a period of incapacity ** of more than three consecutive calendar days in the absence of medical intervention or treatment**, such as cancer (chemotherapy, radiation, etc.), severe arthritis (physical therapy), kidney disease (dialysis).

(FAMILY MEDICAL LEAVE ACT OF 1993)

DATE: ___/___/___

TO: _____
Employee's Name

FROM: Dorchester County

SUBJECT: Request for Family or Medical Leave

On ___/___/___, you notified us of your need to take family or medical leave due to:

- ___ the birth of your child or the placement of a child with you for adoption or foster care; or
- ___ a serious health condition that makes you unable to perform the essential functions of your job; or
- ___ A serious health condition affecting your ___ spouse ___ child ___ parent for which you are needed to provide care.

You notified us that you need this leave beginning on ___/___/___ and that you expect to continue until on or about ___/___/___.

Except as explained below, you have a right under the FMLA for up to 12 weeks of unpaid leave in a 12-month period for the reason listed above. Also, your health benefits must be maintained during any period of unpaid leave under the same conditions as if you continued to work, and you must be reinstated to the same or an equivalent job with the same pay, benefits, and terms and conditions of employment on your return from leave. If you do not return to work following the FMLA leave for any reason other than (1) continuation, recurrence, or onset of a serious health condition which would entitle you to FMLA leave; or (2) other circumstances beyond your control, you may be required to reimburse us for our share of health insurance premiums paid on your behalf during your FMLA leave. This is to inform you that (*check appropriate boxes, explain where indicated*):

1. You are ___eligible/___ not eligible for leave under FMLA.
2. The requested leave ___ will/___ will not be counted against your annual FMLA leave entitlement.
3. You ___ will/___ will not be required to furnish medical certification of a serious health condition. If required, you must furnish certification by ___/___/___ and must be at least 15 days after you are notified of this requirement) or we may delay the commencement of your leave until the certification is submitted.
4. You may elect to substitute accrued paid leave. We will___ will not___ require that you substitute accrued paid leave for unpaid FMLA leave. If paid leave will be used, the following conditions will apply: (*explain*)

5. (a) If you normally pay a portion of the premiums of your health insurance, these payments will continue during the period of FMLA leave. Arrangements for payment have been discussed with you, and it is agreed that you will make premium payments as follows:
5. (b) You have a minimum 30-day (*or, indicate longer period, if applicable*) grace period in which to make premium payments. If payment is not made timely, before your group health insurance may be cancelled, provided we notify you in writing at least 15 days before the date that your health coverage will lapse, or, at our option, we may pay your share of the premiums during FML leave, and recover these payments from you upon your return to work. We will ___ will not ___ pay your share of health insurance premiums while you are on leave.
5. (c) We will ___ will not ___ do the same with other benefits (e.g., life insurance, disability insurance, etc.) While you are on FMLA leave. If we do pay your premiums for other benefits, when you return from leave you ___ will/ ___ will not be expected to reimburse us for the payments made on your behalf.
6. You ___ will ___ will not be required to present a fitness-for-duty certificate prior to being restored to employment. If such certification is required but not received, your return to work may be delayed until the certification is provided.
7. (a) You ___ are ___ are not a "key employee" as described in 825.218 of the FMLA regulations. If you are such a "key employee," restoration to employment may be denied following the FMLA leave on the grounds that such restoration will cause substantial and grievous economic injury to the County.
7. (b) We ___ have/ ___ have not determined that restoring you to employment at the conclusion of FMLA leave will cause substantial and grievous economic harm to the County. (Explain (a) or (b) below. See 825.219 of the FMLA regulations.)
8. While on leave, you ___ will/ ___ will not be required to furnish us with periodic reports every _____ of your status and intent to return to work (see 825.309 of FMLA regulations). If the circumstances of your leave change, and you are able to return to work earlier than the date indicated on the reverse side of this form, you ___ will/ ___ will not be required to notify us at least two work days prior to the date you intend to report to work.
9. You ___ will/ ___ will not be required to furnish recertification relating to a serious health condition. (*Explain below - including the interval between certifications as prescribed in 825.308 of the FMLA regulations.*)

Employee Name: _____

Re: Family and Medical Leave

Effective _____ your absence from Dorchester County Employment is being considered as time charged against Family Medical Leave. Family and Medical Leave allows up to twelve (12) weeks of leave from employment.

Please complete the attached forms, if necessary and return to me within 10 days, so that we can determine your benefits under FMLA.

Please call me if you should have any questions.

Sincerely,

Department Head

cc: Personnel

EXTENDED LEAVE OF ABSENCE FORM

FORM L

Employee Name: _____

Re: Placement on Extended Leave

This notice is to inform you that you have exhausted your Family and Medical Leave as of _____. Under the Family and Medical Leave Act, an employee is entitled to 12 weeks of protected leave in a 12 month period.

Since you have exhausted your Family and Medical Leave (FML), you will be placed on the County's extended unpaid leave of absence. Under that leave policy, total leave (including FMLA leave) cannot exceed six months. This means that your leave will end on _____. While you are on this extended leave, you will not receive or accrue any benefits from the county other than as required by law. (This does not affect your entitlement, if any to continued workers' compensation benefits.)

A federal law known as COBRA allows you to continue your health insurance coverage at your own expense, during your extended leave. The enclosed COBRA notice and election form explains your rights and responsibilities under that law.

Your extended leave is not covered under FMLA and does not guarantee reinstatement. When you are able to return to work, you may be returned to any opening which is available and for which you are suitable. If there is no such opening available at the time you wish to return, your leave may be continued until no later than _____.

If you have any questions, please contact me.

Sincerely,

Department Head

cc: Personnel

REQUEST FOR SECONDARY EMPLOYMENT

FORM M

(PLEASE PRINT)

DATE: _____

FROM: _____ Department: _____
(Employee)

TO: County Administrator

VIA: Department Head

SUBJECT: Request for part-time employment outside County service

In accordance with the Dorchester County Policies and Procedures Manual Section 106, it is requested that I be permitted to accept employment outside of County service. The following information is submitted for consideration:

PLACE OF EMPLOYMENT: _____

HOURS OF WORK: _____ OR DAYS OF WORK: _____

OTHER SUPPORTING INFORMATION: _____

I understand that this employment is secondary to my primary position with the County and certify that it will not interfere with my regular employment with Dorchester County Government and is not in violation of any existing state laws. I certify that my secondary employment will not cause conflict of interest with Dorchester County Government and/or any party doing business with Dorchester County Government. I understand that if this request for secondary employment is approved, I hereby release the County of all liability for such claims, injuries, etc. that may result from subject employment.

I will advise my Department Head and Dorchester County Government immediately, in writing, upon termination of this secondary employment.

(Date)

(Employee's Signature)

(Date)

FROM: Department Head
TO: County Administrator

I have reviewed the above request and (do) _____, (do not) _____ recommend approval.

Signature: _____

(Submit original to Personnel Director for processing and disposition.)

WAIVER OF TWO-WEEK NOTICE FORM

FORM N

To: Dorchester County Personnel

I am aware that _____, an employee in my office who has resigned, did not physically work the entire 14-calendar day period prior to his/her separation from employment. The Dorchester County Policies and Procedures Manual requires a terminating employee to physically work his/her two-week notice period in order to receive compensation for any accumulated annual leave; however, the Department Head can waive this requirement. I hereby:

_____ **WAIVE** _____ **REFUSE TO WAIVE**

this requirement for this employee.

Department Head Signature

Department

Date

REFUSAL OF RETIREE HEALTH INSURANCE FORM

FORM O

Effective (**Date of Retirement**) _____, I will retire from
Dorchester County Government. I have met all eligibility requirements for
retirement as outlined in Section 124 of the Dorchester County Personnel
Policy Manual. I understand that I have been offered to continue under
the County Health/Dental insurance program and the County will pay the
premiums Per Section 124.

I decline coverage as offered by Dorchester County. I further understand
that by refusing coverage, as indicated below, I forfeit any future rights
to such coverage paid for by the County.

Signature for refusal of insurance coverage as a retiree. DATE _____

DATE: _____
Print Name

Example One:**Employee With No Overtime**

Divide the Yearly Salary by Number of Pay Periods in a Year to arrive at the Gross Salary:

\$36,345 (Yearly Salary)/26 (number of pay periods in a year)=\$1,397.88 (Gross Pay)

Example Two:**Employee Receiving Overtime but Not Using Leave**

(Worked 92 Hours)

Divide the Yearly Salary by Number of Pay Periods in a Year

\$36,345 (Yearly Salary)/26 (Number of Pay Periods in a Year)= \$1,397.88 (Two Week Salary for this Pay Period)

Divide the Two Week Salary by Hours Worked to get the Hourly Rate

\$1,397.88 (Two Week Salary for this Pay Period)/92 (Hours Worked) = \$15.19 (Hourly Rate)

Divide this hourly rate by 2 to obtain the Overtime Rate

\$15.19 (Hourly Rate) / 2 = \$7.60 (Overtime Rate)

Multiply the Rate by the Total Hours worked over 86 to get overtime pay

92 (hours worked) - 86 =6 (hours worked over 86)

\$7.60 (overtime rate) x 6 (hours worked over 86)= \$45.60 (overtime pay)

Add the two week salary figure and overtime pay figure to arrive at the gross pay

\$1,397.88 (two week salary for this pay period)+\$45.60 (overtime pay)=\$1,443.48 (gross pay)

EXAMPLE THREE**EMPLOYEES RECEIVING OVERTIME AND USING LEAVE****WORKED 92 HOURS**

Divide the Yearly Salary by the Number of Pay Periods in a Year to obtain the Two Weeks Salary

\$36,345.00 (Yearly Salary)/26 (number of Pay Periods in a Year)= \$1,397.88 (Two Weeks Salary for this Pay Period)

Divide the Two Weeks Salary by the Number of hours physically worked to get the

hourly rate \$1,397.88 (Two Weeks Salary)/92 (Hours physically worked) = \$15.19 (hourly rate)

Divide the hourly rate by 2 to arrive at the overtime rate \$15.19 (hourly rate)/2 =

\$7.60 overtime

Multiply the rate by the total hours worked over 86 to get overtime pay

92 (hours worked) - 86=6 (hours worked over 86)_ \$7.60 (overtime rate) x 6 (hours worked over 86)= \$45.60 (overtime pay)

Add the two week salary figure and overtime pay figure to arrive at the gross pay

\$1,397.88 (two week salary for this pay period) + \$45.60 (overtime pay)=\$1,443.48 (gross pay)

| | | | |
|---|--|--------------------------|---------------------------|
| EMPLOYER (NAME & ADDRESS INCL ZIP) Dorchester County 201 Johnston Street St. George, SC 29477 DEPARTMENT # (SEE BACK) | | CARRIER CLAIM NUMBER | REPORT PURPOSE CODE |
| SIC CODE | | JURISDICTION | JURISDICTION CLAIM NUMBER |
| EMPLOYER FEIN 57-6000344 | | LOCATION CODE | |
| EMPLOYER'S LOCATION ADDRESS (IF DIFFERENT) | | PHONE # (843)563-0141 | |

CARRIER/CLAIMS ADMINISTRATOR

| | | |
|--|----------------------------|--|
| CARRIER (NAME, ADDRESS & PHONE NO) Association of Counties P.O. Box 8207 Columbia, SC 29202 | POLICY PERIOD TO | CLAIMS ADMINISTRATOR (NAME, ADDRESS, & PHONE NO) Companion Property & Casualty Insurance Company P.O. Box 100159 Columbia, SC 29202 (800) 922-1282 FAX: 1-800-290-1858 |
| CARRIER FEIN | POLICY/SELF-INSURED NUMBER | ADMINISTRATOR FEIN |
| AGENT NAME & CODE NUMBER | | |
| <input type="checkbox"/> CHECK IF APPLICABLE <input type="checkbox"/> SELF INSURANCE | | |

EMPLOYEE/WAGE

| | | | | |
|----------------------------|---|--|--|---|
| NAME (LAST, FIRST, MIDDLE) | DATE OF BIRTH | SOCIAL SECURITY NUMBER | DATE HIRED | STATE OF HIRE |
| ADDRESS (INCL ZIP) | SEX <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE <input type="checkbox"/> UNKNOWN | MARITAL STATUS <input type="checkbox"/> UNMARRIED SINGLE/DIVORCED <input type="checkbox"/> MARRIED <input type="checkbox"/> SEPARATED <input type="checkbox"/> UNKNOWN | OCCUPATION/JOB TITLE | VOLUNTEER <input type="checkbox"/> YES <input type="checkbox"/> NO |
| PHONE # (H) (W) | # OF DEPENDENTS | EMPLOYMENT STATUS <input type="checkbox"/> F/T <input type="checkbox"/> P/T | INMATE/PRISONER <input type="checkbox"/> YES <input type="checkbox"/> NO | |
| RATE PER | <input type="checkbox"/> DAY <input type="checkbox"/> WEEK | <input type="checkbox"/> MONTH <input type="checkbox"/> OTHER: | # DAYS WORKED/WEEK | FULL PAY FOR DAY OF INJURY? <input type="checkbox"/> YES <input type="checkbox"/> NO |
| | | | DID SALARY CONTINUE? <input type="checkbox"/> YES <input type="checkbox"/> NO | |

OCCURRENCE/TREATMENT

| | | | | | |
|--|------------------------------|--|--|---|-----------------------|
| TIME EMPLOYEE BEGAN WORK: <input type="checkbox"/> AM <input type="checkbox"/> PM | DATE OF INJURY/ILLNESS | TIME OF OCCURRENCE <input type="checkbox"/> AM <input type="checkbox"/> PM | LAST WORK DATE | DATE EMPLOYER NOTIFIED | DATE DISABILITY BEGAN |
| CONTACT NAME/SUPERVISOR/PHONE NUMBER | | TYPE OF INJURY/ILLNESS | | PART OF BODY AFFECTED | |
| DID INJURY/ILLNESS EXPOSURE OCCUR ON EMPLOYER'S PREMISES? <input type="checkbox"/> YES <input type="checkbox"/> NO | | TYPE OF INJURY/ILLNESS CODE | | PART OF BODY AFFECTED | |
| DEPARTMENT OR LOCATON WHERE ACCIDENT OR ILLNESS EXPOSURE OCCURRED | | | ALL EQUIPMENT, MATERIALS, OR CHEMICALS EMPLOYEE WAS USING WHEN ACCIDENT OR ILLNESS EXPOSURE OCCURRED | | |
| SPECIFIC ACTIVITY THE EMPLOYEE WAS ENGAGED IN WHEN THE ACCIDENT OR ILLNESS EXPOSURE OCCURRED | | | WORK PROCESS THE EMPLOYEE WAS ENGAGED IN WHEN ACCIDENT OR ILLNESS EXPOSURE OCCURRED | | |
| HOW INJURY OR ILLNESS/ABNORMAL HEALTH CONDITION OCCURRED. DESCRIBE THE SEQUENCE OF EVENTS AND INCLUDE ANY OBJECTS OF SUBSTANCES THAT DIRECTLY INJURED THE EMPLOYEE OR MADE THE EMPLOYEE ILL. | | | | | CAUSE OF INJURY CODE |
| DATE RETURN(ED) TO WORK | IF FATAL, GIVE DATE OF DEATH | WERE SAFEGUARDS OR SAFETY EQUIPMENT PROVIDED? WERE THEY USED? | | <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO | |
| PHYSICIAN/HEALTH CARE PROVIDER (NAME & ADDRESS) | | HOSPITAL (NAME & ADDRESS) | | INITIAL TREATMENT <input type="checkbox"/> NO MEDICAL TREATMENT <input type="checkbox"/> MINOR: BY EMPLOYER <input type="checkbox"/> MINOR CLINIC HOSP <input type="checkbox"/> EMERGENCY CARE <input type="checkbox"/> HOSPITALIZED > 24 HRS <input type="checkbox"/> FUTURE MAJOR MEDICAL/LOST TIME ANTICIPATED | |
| WITNESSES (NAME & PHONE #) | | | | | |
| DATE ADMINISTRATOR NOTIFIED | DATE PREPARED | PREPARER'S NAME & TITLE | | | PHONE NUMBER () - |

OF IAAB

FOR DEPARTMENT HEAD USE ONLY

Department Head: _____

Position Title: _____

A. What specifically is this reclassification request asking for? (Please check)

- 1. _____ New Title
- 2. _____ New Pay Grade
- 3. _____ Changes of responsibilities

B. In your opinion what element or elements have significantly changed in order to warrant
Reclassification?

- 1. Supervision Exercised
- 2. Impact on end results
- 3. Independence of Actions
- 4. Working conditions/hazards
- 5. Physical Demands
- 6. Human Relations Skills
- 7. Level of Work (complexity)
- 8. Experience Required
- 9. Training and Ability
- 10. Other, please explain.

RECLASSIFICATION COMMITTEE USE ONLY

A. Please indicate on the scale below how you feel about this request where, (1) represents “strongly recommend
MGT consider”, and (10) represents “no way should this be sent to MGT.” (5) means can’t decide.”

1 2 3 4 5 6 7 8 9 10

COMMENTS:

| | |
|-----------------------------------|---------------|
| APPLICATION SUMMARY REPORT | FORM S |
|-----------------------------------|---------------|

TO: Dept. head's name, Department

FROM: Anne S. Ayer, Personnel Director

SUBJECT : Applicants for vacant position

DATE: Month, Day, Year

Listed below are the people who applied for the position in your department. Please place the applicable alphanumeric code of referral results (Example: "A4 for "INTERVIEWED-LESS RELATED EXPERIENCE AND/OR EDUCATION THAN THE PERSON SELECTED) by each name and screening reports, and any other applicable forms or information.

A = INTERVIEWED B - NOT INTERVIEWED

- 1 = HIRED**
- 2 = DOES NOT MEET THE MINIMUM AND/OR PREFERRED REQUIREMENTS AS POSTED**
- 3 = CANNOT PHYSICALLY PERFORM JOB DUTIES WITH REASONABLE ACCOMMODATIONS**
- 4 = LESS RELATED EXPERIENCE AND/OR EDUCATION THAN THE PERSON SELECTED**
- 5 = APPLICANT COULD NOT BE CONTACTED**
- 6 = APPLICANT DECLINED OFFER**

| DEPARTMENT | TITLE | LAST NAME | FIRST NAME | (1) CODE |
|------------|-------|-----------|------------|----------|
| | | | | |

Signature of Department Head

Date

Thank you for your assistance in this matter. We need this information for Equal Employment Opportunity matters.

REQUEST TO HIRE ABOVE THE MINIMUM SALARY**FORM T**

The following Applicant is being considered for the vacant position of:
_____ in the _____ department.
The position has been advertised for _____ days, weeks, or months. We
have advertised with the following media.

Number of qualified applications received: _____

The position is a grade: _____

The minimum salary is: _____

I am requesting _____ % above the minimum or \$ _____

***Has funding been secured for the additional salary request? Yes/No
My request is justified below:**

- A) Have you experienced difficulty recruiting qualified candidates at the minimum?
- B) Are any qualified candidates willing to be hired for the minimum?
- C) What is the special need for this particular candidate?
- D) How will hiring this candidate at a rate above the minimum affect current incumbents and other employees in your department or division?
- E) How does this candidate exceed the minimum requirements for education and experience?

Please attach the job description, resume or application, and any supporting documentation such as proof of licenses or certifications along with the request. Submit entire package to the Personnel Department.

OVERTIME POLICY STATEMENT

“It is the intention of Dorchester County government that overtime not be incurred. The use of overtime should be an exception to the regular work schedule in any unit. An employee should only be required to work overtime on an occasional basis to meet a sudden increase in the workload, to overcome productive time lost due to some mechanical failure, or to meet the demands of a crisis situation. Overtime must be approved by the County Administrator prior to being earned.” (Section 504 OVERTIME - COMPENSATORY TIME, A. General Statements, #3)

“When any unit and/or individual is found to be consistently charging overtime, the functions of that unit and/or individual should be reviewed by the County Administrator. Every attempt should be made to avail the repetitive and chronic use of overtime. It is the responsibility of each department head to control overtime.” (Section 504 OVERTIME - COMPENSATORY TIME, A. General Statements, #4)

Consistent with the above policies, effective October 16, 2004, all non-exempt county employees **will not** be allowed to earn overtime or compensatory time without prior approval of the County Administrator. The only exception is for offices that have overtime budgets that have been approved by Dorchester County Council. All department heads and elected and appointed officials must make sure that they have sufficient funds for overtime compensation granted in their departmental budget before allowing overtime hours to be worked. Exempt employees are not eligible for overtime.

I HAVE READ AND UNDERSTAND THE OVERTIME AND COMPENSATORY TIME POLICY FOR DORCHESTER COUNTY GOVERNMENT:

EMPLOYEE (PRINT NAME) SIGN NAME DATE

SUPERVISOR (PRINT NAME) SIGN NAME DATE

SCREENING AND INTERVIEWING REPORT

FORM V

TO: Person Responsible for Making Staffing Recommendations

The Personnel Office will collect all applications received in response to a specific job posting. When collected, these applications will be sent to the Department requesting the vacancy be filled. This form is intended to assist you in complying with non-discrimination guidelines. This form must be completed, signed and returned to the Personnel Office after you have made your decisions. This must be done before an employee reports to work.

Department _____ Date _____

Name of Applicant _____ Position _____

To be completed by Person Responsible for Staffing Recommendation

Yes No 1. Was the above applicant interviewed?:

A. If Yes: Date interviewed _____ Place _____

Person(s) present other than applicant _____

B. If No: Reason for not being interviewed: (see box below)

2. Is applicant recommended for hire?:

Yes No

A. If Yes: Job related reasons applicant is considered best qualified

B. If No: Reason for negative recommendation: (See box below)

IN REGARD TO ITEMS 1B and 2B:

The law does not require the selection of unqualified persons for job vacancies. It does require that selections are based upon valid and job related criteria and furthermore that these criteria are applied consistently to all applicants. Any of the following numbered statements, if applicable, would be suitable reasons for rejection as long as the selected candidate could not be ruled out by the same statement. Write in the appropriate number with your reason in the spaces above (1.B and 2.B).

- 1. Hired
- 2. Does not meet the minimum and/or preferred requirements as posted
- 3. Cannot physically perform job duties with reasonable accommodations
- 4. Less related experience and/or education than the person selected
- 5. Applicant could not be contacted
- 6. Applicant declined offer

Signature of Supervisor/Interviewer

Date

INTERNAL APPLICATION

FORM W

APPLICANT 'S NAME: _____

I would like to be considered for the vacant position of: _____ **that is in the**
_____ **department. I understand selection to fill any opening on this job will be based on merit.**

Training or other qualifications for job:

Present Job: _____

Employee's Present Supervisor: _____

If you are applying for a position that may require you to possess a firearm, please answer the following two questions:

(1) Have you ever been convicted of, pled guilty to, or pled nolo contendere (no contest) to a misdemeanor crime of domestic violence?
_____ Yes _____ No

(2) Are you currently subject to a court order:

(A) restraining you from harassing, stalking, threatening, or engaging in any conduct against your intimate partner or child that could reasonably be expected to cause bodily harm; or

(B) prohibiting the use (or attempted/threatened use) of force against your intimate partner or child?

_____ Yes _____ No If "yes", please explain: _____

Have you ever been convicted of, pled guilty to, or pled nolo contendere (no contest) to a crime other than a minor traffic violation? (A "yes answer will not necessarily disqualify an applicant from employment.) _____ Yes _____ No

PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY AND SIGN

I certify that all answers given herein are true and complete to the best of my knowledge.

I hereby authorize Dorchester County to conduct whatever investigation it deems necessary to confirm statements submitted on this application. I understand that false, incomplete, or misleading statements may be grounds for rejection of my application.

I understand that false, incomplete, or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of my employer.

I authorize and request each former employer, person, firm, or corporation given as reference to answer any and all questions related to my past work performance, character, or skills. I hereby release from liability the employer and its representatives for seeking such information and all persons, corporations, or organizations for furnishing such information.

Applicant's Name: (PLEASE PRINT) _____

Applicant's Signature: _____ **Date:** _____

WITHDRAWAL OF REQUEST:

I wish to withdraw this request. I understand I may resubmit it at any time.

Applicant's Signature: _____ **Date:** _____