

CLARENDON COUNTY



EMPLOYEE GUIDELINES

DISCLAIMER

ALL EMPLOYEES OF CLARENDON COUNTY ARE EMPLOYED AT-WILL AND MAY QUIT OR BE TERMINATED AT ANY TIME AND FOR ANY OR NO REASON. NOTHING IN ANY OF CLARENDON COUNTY'S RULES, POLICIES, GUIDELINES, 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 ORAL OR WRITTEN, 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 APPROVED BY COUNTY COUNCIL AND SIGNED IN ACCORDANCE WITH COUNCIL'S AUTHORIZATION.

Supersedes and replaces all previous County Council Personnel Policies, Ordinances, and Employee Personnel Policy Guidelines.

DISCLAIMER

THE CONTENTS OF THESE EMPLOYEE GUIDELINES ARE PRESENTED AS AN OVERVIEW AND GUIDELINE OF THE CURRENT POLICIES AND PROCEDURES OF THE COUNTY OF CLARENDON. THE POLICIES AND PROCEDURES SET FORTH IN THESE GUIDELINES SUPERSEDE AND REPLACE ALL PRIOR POLICIES, WRITTEN, AND ORAL. FROM TIME TO TIME IT WILL BE NECESSARY, WITH OR WITHOUT NOTICE, FOR THE COUNTY TO CHANGE, DELETE OR ADD TO THE PROVISIONS OF THESE GUIDELINES. THESE GUIDELINES ARE FOR INFORMATION PURPOSES ONLY. IT IS NOT INTENDED TO CREATE, AND IT DOES NOT CREATE, A CONTRACT OF EMPLOYMENT, EXPRESS OR IMPLIED BETWEEN YOU AND THE COUNTY. NOTHING IN THESE GUIDELINES BINDS THE COUNTY TO ANY SPECIFIC PROCEDURES, POLICIES, WORKING CONDITIONS, BENEFITS, AND PRIVILEGES OF EMPLOYMENT OR DEFINITE PERIOD OF EMPLOYMENT. NOTHING IN THESE GUIDELINES GIVES THE EMPLOYEE A CONTRACTUAL RIGHT TO INSURE INSURANCE COVERAGE, VACATION PAY, OR OTHER BENEFITS WHICH MAY BE DISCUSSED IN THESE GUIDELINES, ANY OR ALL OF WHICH CAN BE UNILATERALLY AMENDED OR ABOLISHED BY THE COUNTY AT ANY TIME. THE WRITTEN EMPLOYMENT CONTRACT BETWEEN THE COUNTY AND THE COUNTY ADMINISTRATOR, AS APPROVED BY THE COUNTY COUNCIL, SUPERSEDES THESE GUIDELINES TO THE EXTENT OF INCONSISTENCY. OTHERWISE, EACH EMPLOYEE IS COMPLETELY FREE TO LEAVE THE COUNTY AT ANY TIME HE OR SHE CHOOSES AND THE COUNTY HAS THE SAME RIGHT TO END THE EMPLOYMENT RELATIONSHIP REGARDLESS OF WORK PERFORMANCE; THE EMPLOYMENT RELATIONSHIP IS AT-WILL AND CAN BE TERMINATED BY EITHER THE EMPLOYEE OR THE COUNTY AT ANY TIME FOR ANY REASON OR FOR NO REASON, WITH OR WITHOUT NOTICE. IT SUPERSEDES ANY AND ALL AGREEMENTS, ORAL OR WRITTEN (EXCEPT AS SET FORTH ABOVE), REGARDING TERMS OF EMPLOYMENT. NEITHER THESE GUIDELINES, NOR ANY ORAL OR WRITTEN POLICY OR PROCEDURE, NOR ANY STATEMENT BY THE EMPLOYEE, SUPERVISOR OR MANAGEMENT CAN, OR WILL, CHANGE THE AT-WILL NATURE OF THE EMPLOYMENT RELATIONSHIP, UNLESS SPECIFICALLY STATED IN WRITING AND SIGNED BY THE COUNTY ADMINISTRATOR OR COUNTY COUNCIL.

Signature

Printed Name

Date

County of Clarendon
William F. Houser
County Administrator

GUIDELINES LIMITATIONS AS TO ELECTED OFFICIALS AND THEIR EMPLOYEES

PURSUANT TO S.C. CODE OF LAW SECTION 4-9-30(7) AMENDED, COUNTIES ARE EXPRESSLY AUTHORIZED TO DEVELOP PERSONNEL POLICIES AND PROCEDURES REGULATING COUNTY EMPLOYEES. EMPLOYEES OF ELECTED OFFICIALS ARE SUBJECT TO THE COUNTY'S POLICIES AND PROCEDURES UNDER THE ADMINISTRATION OF THE COUNTY ADMINISTRATOR. THE EMPLOYMENT, DISCHARGE AND SUSPENSION AUTHORITY OF THE COUNTY, HOWEVER, DOES NOT EXTEND TO ANY PERSONNEL EMPLOYED IN DEPARTMENTS OR AGENCIES UNDER THE DIRECTION OF AN ELECTED OFFICIAL OR AN OFFICIAL APPOINTED BY AN AUTHORITY OUTSIDE COUNTY GOVERNMENT. S.C. CODE ANN §4-9-30(7) (LAW. CO-OP. 1976).

AS AN ELECTED/APPOINTED OFFICIAL OF CLARENDON COUNTY, I AGREE TO ABIDE BY THE CONTENTS OF THE CLARENDON COUNTY EMPLOYEE GUIDELINES.

Signature

Print Name

Date

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Special Note: For ease of readability, this Policy follows the traditional English practice of referring to unidentified individuals by the use of masculine pronouns. Wherever such a pronoun is used, it is intended to apply to both males and females. In addition, the term “Department Manager” is used throughout this policy to reference inclusively all elected officials, officials appointed by an authority other than the County Council, and persons in charge of regular county departments. State law may limit applicability in some cases.

1. INTRODUCTION

The Clarendon County Employee Guidelines are designed to provide you with information about working conditions, employee benefits, and some of the policies affecting your employment. A copy of the Guidelines is located in each Department Manager's office and in Human Resources.

These Guidelines have been adopted by the County to give guidelines and explanations of certain important personnel-related policies and procedures. While every personnel matter could never be reduced to writing, these Guidelines are intended as a **guide** to policies, benefits, and general information to assist County staff members during their employment. The contents of these Guidelines apply to all County employees unless otherwise noted herein. To the extent that any oral representations may conflict with these Guidelines, the Guidelines will prevail. In such cases, please see the Human Resources Director for clarification.

An employee of Clarendon County works for a very important group of people — the citizens and taxpayers of our community. Through employment with the County, you play an important part in providing essential services to citizens. Many of these services involve the protection of life and property within the community and the provision of public safety, as well as improvements to the quality of life in Clarendon County. For that reason, it is important that each employee takes his or her job seriously and performs assigned duties to the very best of his or her ability. **ATTITUDE IS A MOST IMPORTANT PART OF AN EMPLOYEE'S JOB. YOUR ATTITUDE TOWARD CO-WORKERS AND SUPERVISORS SHOULD BE ONE OF COOPERATION, RESPONSIBILITY AND FAIRNESS.** Your words and actions as a County employee should help to achieve efficiency, and pleasant working conditions.

You should also realize that, as a public employee, all of your actions, both off and on the job, reflect directly on Clarendon County. Keep in mind that as a public employee, paid with public funds and using public equipment, you are in the public eye. It is essential that your actions be beyond reproach and in the best interest of the community you serve.

These Guidelines supersede all prior Guidelines and policies concerning the personnel matters and contains significant changes and additions to previous policies. Please review carefully. Any of these policies and procedures may be changed at any time, even without being communicated, reprinted, or substituted in this Guideline.

Please be aware that these Guidelines may contain unintentional errors or variations from actual practice. If you notice any such variation or error, please bring it to the attention of the Human Resources Director immediately. The County shall attempt to distribute to all employees a copy of these Guidelines. By continuing to work, the employee agrees that he/she will abide by the policy as a condition of employment.

These Guidelines do not constitute an employment agreement or contract of employment. It should also be understood that employment is terminable at the will of either the employee or employer at any time for no reason or for any reason.

2. ADMINISTRATION

AUTHORITY AND RESPONSIBILITY OF THE COUNTY ADMINISTRATOR

Clarendon County operates under the Council-Administrator form of government as set forth by state law. The Chairman of the County Council is elected at large, and the four (4) Council members are elected by districts for four-year staggered terms. The Council determines all County policies, adopts ordinances and appoints the County Administrator and the Clerk to Council. The County Administrator serves as the administrative Manager of Clarendon County Government and is responsible for the administration of all departments of the government under Council's organizational jurisdiction. The Clarendon County Administrator executes the policies, directives and legislative actions promulgated by the Clarendon County Council, supervises the expenditure of appropriated funds and all administrative activities of the County permitted under South Carolina State Law.

The County Administrator also oversees all payroll actions, including administration of the Compensation and Classification Plan for all personnel to be placed on the Clarendon County payroll, and all other employee benefits approved by County Council. In accordance with the Code of Law of South Carolina: "Except for the purpose of inquiries and investigations, the Council will deal with the County's employees who are subject to the direction and supervision of the County Administrator solely through the County Administrator, and neither the Council nor its members will give orders or instructions to any such employees." The County Administrator may delegate any such authority to subordinate personnel as he or she finds necessary.

EMPLOYEES SUBJECT TO THESE GUIDELINES

The provisions of these Guidelines are applicable to all employees of Clarendon County Government and, except where and only to the extent specifically prohibited by law, to all personnel processed on the County payroll system. The County Administrator is the final authority for implementation of all changes altering a person's status on the County payroll.

EQUAL EMPLOYMENT OPPORTUNITY

Clarendon County is committed to providing equal opportunity in its personnel actions and does not discriminate on the basis of race, color, religion, gender, age, national origin, or disability. Equal Employment Opportunity applies to personnel actions including, but not limited to: recruitment, selection and hiring, training, promotion, demotion, compensation (rates of pay) and benefits, transfer, layoff, return from layoff, economic demotion, disciplinary actions, termination, and the handling of appeals.

Any employee with questions or concerns about any type of discrimination in the workplace is encouraged to bring these issues to the attention of his Department Manager, Human Resources or the County Administrator. Employees can raise valid concerns and make good faith reports without fear of reprisal.

ANTI-HARRASSMENT POLICY

County policies, as well as various laws and regulations, generally prohibit employment

decisions from being made on the basis of race, sex, religion, national origin, age, disability, or similar distinctions. In addition, it is our policy 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. Anyone acting in such a manner will be subject to disciplinary action.

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 unreasonably 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 will be 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 County Administrator should be made to the Chairman of Council.
- (b) By reporting to the Human Resources Director.

Supervisors and managers who receive complaints of or become aware of harassment have a duty to coordinate with Human Resources.

Every harassment allegation is investigated. Investigatory procedures may vary from case to case, depending upon the circumstances. The investigation is conducted as confidentially and as 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 Human Resources Director must involve completion of a report. You will be given a copy of the complaint report.

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.

3. GENERAL REQUIREMENTS

DRUG FREE WORKPLACE/EMPLOYEE DRUG USE AND TESTING POLICY

It is the policy of Clarendon County to comply with the Drug Free Workplace Act, to comply with other applicable government regulations, to establish and maintain a drug free workplace, and to prohibit the unauthorized or unlawful manufacture, distribution, dispensation, possession, and use of controlled substances on or off the job. For these reasons, Clarendon County adopts the following policy:

SUBSTANCE ABUSE POLICY

The County is committed to taking necessary steps to eliminate drugs and alcohol from the workplace.

The use, possession, purchase, sale, or manufacture of alcohol, illegal drugs, or non-prescribed drugs while on County property is strictly prohibited. Employees must report any convictions under a criminal drug statute for violations occurring on or off County premises while conducting County business. A report of the conviction must be made within five (5) days after the conviction to the appropriate County representative. This requirement is mandated by the Drug – Free Workplace Act of

1988.

Applicants are given the drug/alcohol screening as part of the pre-employment application. Any offer of employment is contingent upon the applicant's screening results which must be negative. An applicant with a positive screening result must wait for a period of ninety (90) days before applying for a position with the County. An applicant cannot be put on the County's payroll until the results are reported to the County's Human Resources Department.

Current Employees - Random Alcohol & Drug Screening:

- a. Correctional Officers, Sheriff's Commissioned Officers and Firefighters are required to participate in a monthly Random Drug Screening. Results of the screening will be released to the Clarendon County Administrator and/or Human Resources Director.
- b. Landfill, Public Works Truck Drivers and Heavy Equipment Operators are required to participate in a Random Drug/Alcohol Screening per the U.S. Department of Transportation FHWA 49 Codes of Federal Regulations.
- c. Any other employees considered by the County to be in "safety sensitive" positions.

Employees with a positive result in either alcohol or drugs may be required to participate in the County's "Counseling and Referral Program" through the Clarendon County Behavioral Health Services.

Refusal to participate in a drug/alcohol screening will result in immediate termination.

All employees are subject to testing for reasonable suspicion and for cause.

NEPOTISM – HIRING OF RELATIVES

The employment of relatives in the same functional area of Clarendon County might cause serious conflicts and problems with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried into day-to-day working relationships. All employees are to conform to The South Carolina Ethics, Government Accountability and Campaign Reform Act of 1991 as amended and associated regulations. **A copy is available in Human Resources.**

Effective with the adoption of these Guidelines, members of an immediate family may not be employed by Clarendon County when such employment results in one member of an immediate family supervising, evaluating the performance of, or disciplining other immediate family members; where one employee occupies a position of influence over an immediate family member's employment duties, promotion or where an immediate family member interacts or supervises another immediate family member in the handling of money or compensation; or where an immediate family member is in any other way responsible for the employment status of the other immediate family member. For purposes of this policy, "immediate family" is defined as: the spouse, children, parents, brothers, sisters, grandchildren, of either the employee or the spouse. Unrelated employees residing together or otherwise engaged in a close personal relationship (such as domestic partner, co-habitant, or significant other) are treated as being within the immediate family of each other for this policy.

If relationships between employees within the same department should change or if position changes create the situation described above, one employee must give up his position. If the employees cannot choose within the time frame required by the County which one of them it will be, the employee having the lower budgeted annual compensation is to be removed. The County will attempt to reassign the removed employee if a position for which the employee is qualified is available in another department and if the gaining Department Manager approves the reassignment.

Situations not specifically addressed in this policy which, in the County's opinion, creates a conflict of interest or give the appearance of a conflict of interest will be handled in the County's discretion.

JOB RELATED INVESTIGATION

Each employee of Clarendon County is to cooperate with respect to any job related hearing or inquiry scheduled by their Department Manager, the County Administrator, or their designee.

DRIVER'S LICENSE - DRIVING RECORD

When a driver's license (Commercial or Non-Commercial) is a job requirement, an employee must possess a valid driver's license at the time of appointment, and maintain such license during his or her employment. Periodic reviews of all such licenses may be conducted by the Department Manager and Human Resources.

For initial employment and selection purposes, a "valid" license is generally defined as an issued license which has not expired nor has, within the past three (3) years, been revoked or suspended as a result of a moving violation. Driving records will be considered on a case-by-case basis.

4. CONDUCT

CONFIDENTIALITY

It is the policy of the County that the operations, activities, and business affairs of the County are to be kept confidential. If, during their employment, all personnel (employees and volunteers) acquire confidential or proprietary information about the County, such information is to be handled in strict confidence and not to be discussed with outsiders. Personnel (employees and volunteers) are also responsible for the internal security of such information.

Many employees and volunteers have access to sensitive and/or personal information regarding salaries, hourly wages and court documents and proceedings. Information on employees' salaries, hourly wages and other financial information is confidential and should not be disclosed without prior approval.

If any personnel (employees and volunteers) receive a request for such information, including a Freedom of Information Act request, the employee and/or volunteer should contact the Clarendon County Human Resources Director or the Clarendon County Administrator.

Personnel (employees and volunteers) with access to court documents and court proceedings,

which often contain sensitive financial information, should treat the information as confidential and refrain from gossip about the contents of those documents. Disclosure of confidential information without prior approval will not be tolerated.

MEDIA CONTACT

Employees are not authorized to provide Clarendon County-related information to the media. If a media member contacts an employee, you should direct the inquiry to the County Administrator. Only the County Administrator is authorized to speak on the County's behalf.

OUTSIDE EMPLOYMENT

Clarendon County employment is considered the employee's primary employment, and no employee may engage in outside employment which interferes with the interests of Clarendon County, creates a conflict of interest, gives the appearance of a conflict of interest, or interferes in any way with the work schedule of the employee.

An employee is to notify and receive approval from his Department Manager and the Human Resources Director **prior** to beginning any outside employment. Personal work or use of Clarendon County tools, equipment, vehicles, uniforms, facilities, or paid-time for non-County business or personal benefit is prohibited unless specifically approved. Employees are not to conduct personal business or any non-County business while on County property or time.

If outside employment is approved and it later appears, in the County's sole discretion, to create a conflict of interest, or gives the appearance of a conflict of interest, or interferes in the performance of County duties, the County reserves the right to require the employee to discontinue the employment, or to reduce it to an acceptable level in order to continue County employment.

CONFLICT OF INTEREST

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee, for a relative, or for a business association or affiliation as a result of Clarendon County's business dealings. Whether a conflict or potential conflict exists is determined by the County, in its sole discretion.

GIFTS AND GRATUITIES

No employee is to directly or indirectly solicit or accept gifts, gratuities, entertainment or loans from organizations, business concerns or individuals with whom he has, or may have, an official relationship or with whom he conducts, or may conduct, business for Clarendon County, in accordance with "The Ethics, Government Accountability & Campaign Reform Act of 1991," of the South Carolina Code of Laws, as amended. Promotional items available to any purchasing organization, such as a pack of markers or other item, given with an order of office supplies, may be retained for use by County employees in the County work environment, but are not to be considered in any manner as a basis for determining vendor selection. Vendor selection is to be determined strictly in accordance with Clarendon County's Procurement Policy. County funds cannot be spent for personal uses.

SMOKING

Smoking is prohibited in all County owned, leased or otherwise occupied buildings and vehicles.

APPEARANCE

Clarendon County employees are to maintain high personal standards in the business environment, dressing in a professional manner, wearing clothing that is appropriate and tasteful, and maintaining good personal hygiene. Where official work clothes and uniforms are provided by Clarendon County, employees are to wear the full issued uniform or clothing.

ATTENDANCE AND PUNCTUALITY

Clarendon County employees are to be reliable and punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on the work program. Prior to the beginning of their scheduled shift start time, employees are to personally notify their supervisor of any unscheduled absence or tardiness.

CELLULAR PHONES

The County Administrator must approve issuance of cellular phones. Once authorization has been given, the following guidelines apply:

The cellular phone shall be in the name of the County employee. Clarendon County shall pay the employee a monthly subsidy of up to \$25.00 to assist in the cost of the cellular phone bill. The County Employee is responsible for any amount in excess of \$25.00 regardless of the nature of the calls unless an exception is authorized by the County Administrator.

Cellular phones are not to be used while an employee is operating County vehicles or equipment.

WORKPLACE PRIVACY AND INFORMATION SYSTEMS USE

Clarendon County computer systems are authorized only for use by Clarendon County employees for official County business purposes serving the interests of the County and the citizens in the course of normal operations. All data created, stored, or processed on County-owned computer systems remains the property of Clarendon County.

Because of the need to protect Clarendon County's network, employees are not guaranteed the confidentiality of information stored on any network device belonging to the County. **Employees do not have a personal privacy right in any matter created, received, or sent through electronic or voice mail.**

For security and network maintenance purposes, authorized individuals within Clarendon County may monitor equipment, systems, and network traffic at any time. Passwords and accounts are to be secured and should never be shared. Employees must use the password(s) assigned to them and every user is responsible for the security of his passwords and accounts. Employees may not encrypt

work.

Employees should use extreme caution when opening e-mail attachments received from any sender or unfamiliar e-mail addresses. Attachments may contain viruses, e-mail bombs, or Trojan horse codes, which could jeopardize the entire system.

No unapproved software is to be installed, downloaded or run on a County owned computer. This includes utilities, shareware, public domain software, personal software, and any form of game unless pre-approved in writing by the County Administrator. Violation of this policy can lead to virus contamination of the system and loss of data integrity. County employees are to use only the hardware resources supplied by the County.

Use of any Clarendon County computer equipment for any non-County business or personal activities is prohibited.

VEHICLE POLICY

County owned vehicles are to be used only for official County business. Official business is any activity necessary to the performance of the duties and responsibilities of a given position or to the performance of any additional duties and responsibilities assigned by an employee's supervision. Employees must be authorized by their supervisor to drive a County owned vehicle.

Operators of County owned vehicles or motorized equipment are to possess and maintain a valid driver's license and to be in compliance with all applicable local, state and federal traffic laws and regulations when operating those vehicles/equipment. **OPERATORS AND PASSENGERS ARE TO WEAR SEAT BELTS AND TO DRIVE SAFELY AND IN A COURTEOUS MANNER AT ALL TIMES.**

Vehicles are to be used for conducting County business only. No vehicle is to be used for the employee's leisure time. No employee is to use a vehicle to transport persons other than County employees or other authorized personnel, such as volunteers, prisoners or victims of crime.

No County vehicle is to be driven by an operator under the influence of intoxicants or any other controlled substances, nor are intoxicants to be transported in County owned vehicles. Anyone under the influence of intoxicants or other controlled substances is not to ride in a County vehicle. (Emergency services are excluded from the prohibitions against transporting controlled substances, intoxicants, and those under the influence.)

Exceptions to this policy statement shall only be permitted during emergencies.

Employees must report and are responsible for paying any tickets issued while driving a County vehicle.

In the event of an accident involving a County owned vehicle, no matter how minor, the operator and each employee involved are to notify their Department Manager and local authorities immediately. The operator of the vehicle is to stay at the scene of an accident until it has been properly investigated by the appropriate law enforcement agency and obtain a copy of the accident report, the names of witnesses, and insurance information of all parties involved.

The Department Manager is to report the incident to Risk Management by phone immediately and submit a written report within twenty-four hours from all employees involved. The written report(s) are to be forwarded to Risk Management within one business day following the accident.

Immediately following any accident, the Department Manager is to ensure that each employee involved in the accident reports to the Clarendon County Behavioral Services for drug and alcohol testing. Employees must report when instructed.

Employees who the County determines are at fault in an accident with a County vehicle may be responsible for payment of the County's deductible or may be assessed full costs. If an employee is found to have contributed to an accident with a County vehicle (a "no-fault" report included), he may be responsible for payment of the County's deductible. This cost may be deducted from the employee's future pay checks.

SAFETY AND ACCIDENT PREVENTION COMMITTEE

The goal of Clarendon County's Safety and Accident Prevention Program is to reduce accidents and injuries involving County employees, equipment and property; to realize savings through loss control procedures; and to maintain appropriate safety and health standards.

Every County employee is expected to observe safety rules and demonstrate safe practices in work activities. Any safety hazard observed should be immediately reported to the appropriate supervisor and Department Manager.

Operators are to utilize safety belts and equipment while operating any Clarendon County equipment. Safety practices in accordance with basic safety standards are to be implemented and continuously monitored, including but not limited to the following; exercising maximum care and good judgment at all times to prevent accidents and injuries; obeying safety rules and exercising caution in all work activities; observing conscientiously all safety rules and regulations at all times; notifying supervision before the beginning of the work day of any medication taken that may cause drowsiness or other side effects that could lead to injury.

WEAPONS

The County prohibits all persons, including Clarendon County employees, who enter County property from carrying a handgun, knife, or other prohibited weapon of any kind regardless of whether the person is licensed to carry the weapon or not. The only exception to this policy will be persons covered under South Carolina State Law 23-31-240, appropriate employees of the Sheriff's, Corrections Department, and security guards who have been given written consent by the County to carry a weapon on the property.

5. RECRUITMENT AND SELECTION

Clarendon County selects the best-suited person for the task to be performed with appropriate attention to such factors as:

- Previous work experience

- Education and training background
- Demonstrated skills and abilities
- Demonstrated reliability, honesty and integrity

RECRUITMENT PROCEDURE

When a position becomes vacant, the Department Manager will notify the Human Resources Director, and the Director will complete the “Approval to Fill A Vacant Position Form”, to be signed by the Department Manager, Human Resources Director and the County Administrator. The request identifies the position to be filled and provides all other pertinent information that Human Resources may require for recruitment purposes. No position will be filled until the position request form is received.

SELECTION PROCEDURE

All candidates for Clarendon County positions apply through Human Resources, completing an Employment Application.

Human Resources will identify the applicants who do not meet the minimum training and experience requirements before forwarding the remaining applications to the appropriate Department Manager for further consideration.

The Department Manager reviews the applications and selects the candidates to be interviewed based on such factors as education, prior job experience, skill levels, certifications, etc. If, in the opinion of the Department Manager, the selection process should be continued, he may request that Human Resources post the vacancy again.

A Department Manager may choose to conduct the interviews or choose to have the Human Resources Director conduct the interview. The Human Resources Director will be present at all interviews. The Department Manager may elect to narrow his choices down to the top two or three candidates and conduct repeat interviews before making a final decision. Human Resources is available to assist Department Managers in formulating interview questions.

As part of the process of attempting to identify the most promising applicants, the Human Resources Director conducts reference checks including telephone calls or personal contacts with previous employers of the applicant. The applicant's present or immediate supervisor may be contacted, if the applicant provides consent.

Candidates may be required to provide written verification of required job skills. Such verifications may include, but are not limited to, a certified copy of the candidate's driving record, certification of course work completed, or any other certification or licensure required to perform the job duties. Typing and other tests may be administered.

Human Resources conducts criminal background checks and driver license records for all full-time/part-time/temporary hires. The Sheriff's Department conducts criminal background checks for all law enforcement positions. The Corrections Department conducts criminal background checks for all correctional officer positions. Each applicant must complete and sign the appropriate release form

authorizing the release of background information.

6. EMPLOYEE RECORDS

Human Resources maintains the official personnel records for all Clarendon County employees.

ACCESS TO PERSONNEL FILES

Personnel files are to be protected from any access by persons other than:

- 1) A quorum of Clarendon County Council Members properly convened
- 2) The County Administrator
- 3) Human Resources employees
- 4) The Employee's Department Manager and Supervisor(s)
- 5) The Employee
- 6) The Grievance Committee, as appropriate
- 7) Otherwise required by law.

Requests to review personnel files must be made in writing to Human Resources. All records are confidential and will be reviewed in the presence of Human Resources or other designee of the County Administrator during normal working hours or other scheduled time. **RECORDS MAY NOT BE REMOVED FROM THE DESIGNATED COUNTY OFFICE FOR ANY REASON.**

PERSONAL INQUIRY

Only the Human Resources Director, or designee, may respond to public inquiry concerning employees and former employees. Clarendon County responds to such inquiries and provides only dates of employment and position held. The County will also confirm information provided by the inquirer: e.g. salary.

PERSONNEL DATA CHANGES AND TRANSACTIONS

Each employee is responsible for advising his supervisor, Department Manager, and Human Resources (as appropriate) of any changes in personnel data. Mailing addresses, telephone numbers, the number and names of dependents, individuals to be contacted in the event of an emergency, educational accomplishment, marital status, beneficiary changes, and other such information should be accurate and current at all times.

All counseling and disciplinary action notices, evaluations, awards, certifications, commendations, etc. are to be forwarded to Human Resources for inclusion in the employee's personnel file.

ATTENDANCE RECORDS

The Human Resources Department maintains an attendance record for each employee. This record reflects all absences including sick leave, vacation leave, civil leave, military leave, leave without pay, Family and Medical Leave Act leave, and is balanced no less than once each year. An employee's

record is available to the employee for inspection upon request by the employee.

The Department Manager for each department is responsible for the submission of an accurate time and attendance record for his department(s). The report is to appropriately designate all work and leave hours and must be signed by the employee and Department Manager. This report is to be submitted to Human Resources by 12:00 noon every Monday.

7. EMPLOYMENT STATUS

TYPES OF APPOINTMENTS

Introductory Appointment:

New employees must serve an introductory period of six (6) months before they will be considered regular employees. Nothing in these Guidelines shall preclude a Department Manager, with approval of the Administrator, from extending the introductory period for an additional six (6) months, with written notification of said extension being provided to employee. This period is not a guarantee of employment for 6 months.

The introductory period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance. Clarendon County uses this period to evaluate employee capabilities, work habits, and overall performance.

Regular Appointment:

An employee who successfully completes his initial introductory period in a position classified as regular full or part time is normally granted regular status on that date.

NOTE: ALL EMPLOYMENT WITH CLARENDON COUNTY, REGARDLESS OF THE STATUS/CLASSIFICATION, IS AT WILL.

8. EMPLOYEE CHANGE OF STATUS

PROMOTION

Supervisors are encouraged to anticipate retirements and turnover and should recruit and train employees to assume greater responsibilities. In filling vacancies, effort should be made to promote or transfer qualified employees from within Clarendon County employment, when it mutually benefits Clarendon County and the employee.

Any employee may apply for promotional consideration. Where two or more qualified Clarendon County employees are competitive and considered for a position, the following factors may be considered:

- Job performance and previous evaluations
- Knowledge, training, ability, skill and efficiency
- Attendance record
- Length of continuous service from the last date of hire.

Promoted employees serve an evaluation period of six (6) months in their new position. If the employee does not meet required standards of performance during the six-month evaluation period, the employee may be considered for restoration to the position from which he or she was promoted if available, or to a comparable position if available. If the same or a comparable position is not available, the employee may be given consideration for any Clarendon County vacancies for which the employee is qualified and competitive. In the event no vacancies for which the employee is qualified and accepted are available, the employee will be removed from the payroll. Such employees may be eligible to re-apply for employment.

9. COMPENSATION AND CLASSIFICATION PLAN (COMP & CLASS PLAN)

The plan is structured to provide a pay range for each class of positions which will enable Clarendon County to recruit and retain qualified employees.

The County has the compensation and classification plan revised and reviewed as needed to reflect budgetary and economic changes as well as staffing needs.

COMPENSATION PORTION OF COMPENSATION & CLASSIFICATION PLAN

The Compensation portion of the Compensation & Classification Plan is designed and established to provide a uniform, objective, and equitable system for compensating employees; to provide comparable rates of pay for comparable work; and to provide for rules and regulations ensuring a uniform system of administration. The Compensation portion of the Plan consists of a schedule of pay grades with established salary ranges. However, the establishment of pay ranges or grades for any position does not guarantee the occupant of that position any particular rate of pay.

STARTING RATES OF PAY

Hire-in rates will be at the minimum of the range unless an applicant has exceptional education and experience qualifications that exceed job requirements. In such cases, and only when funding is available, the County Administrator may authorize up to ten (10%) percent above the minimum. County Council must approve any other hire-in rate.

Effective with the adoption of these Guidelines, **County employees who retire (Participating Teri employees are exempt) and seek re-employment in their former position are not eligible for more than 10% above entry level.** County Employees who retire and are re-employed in their former position will also not be eligible for the cost of living raise and/or the merit salary increase. This restriction does not apply to employees participating in the Teri program.

ESTABLISHMENT AND MAINTENANCE OF ANNIVERSARY DATE

For benefits not based on position longevity or other factors specifically noted elsewhere within these guidelines, the anniversary date of the employee will be the date of commencement of regular full-time or regular part-time employment with Clarendon County. The Anniversary date of employees, for vacation purposes, is January 1st of each year.

10. WAGES AND HOURS

HOURS OF EMPLOYMENT:

Normal office hours for County Offices are 8:30 A.M. to 5:00 P.M., except for the Sheriff/Communications, Public Works/Landfill, Recreation, Fire Department, Planning Commission and Corrections Offices. Upon approval of Administrator and County Council, some offices work flexible hours to meet the customer needs.

The fact that an employee may be tentatively scheduled for particular hours in a day or days in a week does not change the fact that the employee may be required to work additional hours or fewer hours than those tentatively scheduled. Elected officials are responsible for scheduling office hours for their respective department(s).

WORKWEEK

The official workweek for Clarendon County employees has been established as a 7-day workweek beginning Sunday and ending the following Saturday, except the law enforcement and correctional officers for whom the 'tour of duty' will be a 28-day cycle.

The workweek hours for Clarendon County employees are:

- a. Administrative and clerical in all departments – 37.50 hours per week,
- b. Sheriff's Investigators 43 hours per week, clerical 37.50 hours per week,
- c. Public Works Department employees, County Communication employees, Landfill and Parks & Recreation, 40 hours per week.

OVERTIME

Employees may be required to work overtime hours. When possible, advance notification of these mandatory assignments should be provided. All overtime work must receive the Department Manager's or the County Administrator's prior authorization. Overtime assignments should be distributed among all employees qualified to perform the required work. Unless authorized for payment of wages, overtime worked by non-exempt employees is compensated by compensatory time.

TIMEKEEPING

All employees are required to submit a time sheet for actual hours worked and information regarding any time away from work and whether it is to be charged to Vacation, Compensatory, Sick or Personal Sick time. Time sheets are to be approved by the employee's immediate supervisor. Time sheets are to be prepared weekly and submitted to the County Human Resources Director for posting to the employee's personnel control file.

Accurately recording time worked is the responsibility of every employee. Federal and state laws require Clarendon County to keep an accurate record of time worked each day in order to calculate

employee pay and benefits. Time worked is all the time actually spent performing assigned duties.

All employees are to accurately record time actually worked in each workday.

Employees are not to tamper, alter, or falsify time records, record time on another employee's time record, or misrepresent in any way the actual times worked.

Non-exempt employees are to report to work no more than seven (7) minutes prior to their scheduled starting time and are to stay no more than seven (7) minutes after their scheduled stop time without express prior authorization from their Department Manager.

Employees are to record actual time worked and sign their time record to certify the accuracy of all time recorded. The Department Manager is to review the time record for accuracy of time worked and compliance with policies. The Department Manager's signature on the time sheet indicates his certification of accuracy and compliance with all policies. All time sheets submitted for payroll processing are to have the signatures of the employee and his Department Manager.

Hours of work are to be coordinated by the Department Manager and the County Administrator to ensure the greatest service to the citizens of Clarendon County. Work schedules identifying the specific beginning and ending times of the work day are to be established by Department Managers.

PAYROLL

County Council has adopted Direct Deposit as the method of paying all current and future employees of Clarendon County who work on a regular schedule.

A semi-monthly payroll voucher is issued to all departments for distribution on pay day (15th and last day of the month). The voucher reflects gross pay, deductions from earnings and the net pay to be credited to an employee's account. Payroll is processed and transferred according to the schedule required by the Federal Reserve. Posting times for banks vary and the County has no control over or responsibility for when a particular bank posts payroll to an individual account.

The employee time sheets are due in Human Resources by 12:00 noon. on the Monday of each payroll week. On occasions where holidays fall during the pay week, Human Resources will notify Department Managers of any change required for the submission of time sheets.

For changes regarding your bank account, you must contact Human Resources immediately. Questions regarding paychecks should be directed to the Human Resources Department. Failure to maintain a bank account and to provide notice to Human Resources of any changes can result in significant delays in receipt of pay. Requests for duplicate copies of paychecks and W-2 Forms should be submitted to Human Resources.

11. ATTENDANCE AND LEAVE PROCEDURES

Clarendon County provides specific leave opportunities. The granted leaves should be used wisely and for the intended purposes. No leaves will accrue when an employee is off the payroll for reasons including, but not limited to, Workers Compensation absence, military duty, or FMLA absence.

ANNUAL LEAVE

Clarendon County provides paid annual leave (commonly referred to as vacation leave) to all eligible employees.

Employees, regardless of years of employment, of those departments working 1,950 hours annually accrue 7½ hours per month, for a maximum of 90 hours per year. Those departments working in excess of 1,950 hours annually accrue 8 hours per month for a maximum of 96 hours per year. Employees with less than six (6) months' service accrue vacation leave at the rate herein described but are not allowed to take vacation during their probationary period. The anniversary date of employees, for vacation purposes, is January 1st of each year. Should an employee terminate service while under probation, all accrued vacation leave is forfeited. Part-time (less than 29 hours) and temporary employees do not accrue annual leave.

Employees, who have accrued vacation leave during a twelve-month period (January 1 through December 31), are allowed to carry over up to forty (40) hours of accrued vacation leave to the next calendar year. This is the maximum amount of accrued vacation leave that may be carried over for any year (12-month period). Any accrued vacation leave in excess of forty (40) hours shall be deleted on December 31st of each year. Vacation leave is accrued hourly as described above and is to be used hourly with a minimum of one (1)-hour increments.

Employees must complete a "request for leave" form indicating annual vacation leave and the amount of time away from work and submit it to their Department Manager/Elected Official, who shall either approve or disapprove, and then submit form to the County Human Resources Department. An employee wishing to take annual leave should request approval as soon as possible but at least one week in advance. Annual leave may not be taken prior to being accrued. All requests for annual leave will be in increments of no less than one (1) hour.

Clarendon County endeavors to allow employees to take paid annual leave at times most convenient to them. However, in order to ensure continued, smooth operation and maintain a high quality in the delivery of services to the citizens of Clarendon County, the County Administrator may limit the number of employees who may be absent from a given Department or unit at any one time. When there is a conflict in the vacation requests of two or more employees who cannot be spared at the same time, the Department Manager will make the determination as to who may take leave based on the needs of the County.

An employee may, with the approval of the County Administrator and their designated Department Manager, be permitted the advancement of up to fifty (50) hours of annual leave for a family emergency situation involving a child, spouse, parent, or other family member living in the employee's home who is dependent upon the employee. A twelve-month period of time must elapse before another annual leave advancement will be permitted. Under extreme circumstances, Council may grant a special consideration and waive the twelve-month restriction

On occasion, it may be necessary for the Department Manager or the County Administrator to require an employee to work in lieu of taking his or her scheduled annual leave. Employees who work their scheduled annual leave may reschedule their annual leave.

Upon leaving employment an employee is compensated at the regular straight time rate for all

days of unused vacation earnings. Employees who are terminated for disciplinary reasons are eligible for payment of unused vacation leave.

HOLIDAYS

The County observes the following holidays:

- (1) New Year's Day
- (2) Martin Luther King, Jr's Birthday
- (3) Good Friday
- (4) Memorial Day
- (5) Independence Day
- (6) Labor Day
- (7) Veterans Day
- (8) Thanksgiving Day
- (9) Day After Thanksgiving
- (10) Christmas Day
- (11) Day After Christmas
- (12) Christmas Eve if declared a state holiday by the Governor and any other day so designated by the Clarendon County Council.

Additional holidays may be taken only if declared by the County Council. In the event a holiday occurs on Saturday, the preceding Friday will be taken. If the holiday occurs on a Sunday, then the following Monday will be taken. When a holiday falls during a period of approved sick and/or vacation leave, the employee receives holiday pay instead of sick or vacation leave.

COMPENSATORY TIME

Non-exempt employees (as defined within the Fair Labor Standards Act as amended) of those departments that do not pay overtime wages, accrue compensatory time at a rate of 1½ hours for every hour worked of "overtime". Each Department Manager/Elected Official is responsible for the recording, calculating and reporting of accrued hours for each non-exempt employee within their department. Utilization of compensatory time must be reflected accordingly on the employee's timesheet. Non-exempt employees cannot accrue more than 240 hours; law enforcement and fire personnel can accrue no more than 480 hours (any excess must be paid out as wages). Employees must complete a "Request for Leave" form indicating compensatory time used and then submit it to their Department Manager/Elected Official, who in turn submits to the County Human Resources Department.

SICK LEAVE

Clarendon County provides paid sick leave benefits to regular, full-time employees for periods of temporary absence due to illness or injury. Sick leave is a privilege and not a right an employee may demand. Sick leave may not be taken prior to being accrued. A Department Manager or the County Administrator may require that an employee provide a medical excuse for sick leave of any duration at any time. If a medical excuse is not available as requested, then any authorization for sick leave may be rescinded and the employee may not be paid for the time missed.

All full-time employees accrue paid sick leave at the rate of 7½ or 8 hours (depending on the number of hours worked annually) per month of continuous service. Sick Leave can be accumulated up to 480 hours. Employees with less than six months' service accrue sick leave at the rate as herein described but are not allowed to use sick leave during their probationary period.

Sick leave up to 37½/40 hours per calendar year may be used for family illness for family members living in the employee's home. An employee may, with the approval of the County Administrator and their designated Department Manager, use a designated number of their accumulated sick leave for an immediate family member that has been diagnosed as terminally ill provided the employee is a caregiver to that family member. Immediate family member is defined as the spouse, children, parents, brothers, sisters, grandchildren, of either the employee or the spouse.

. Employees may, with the approval of the County Administrator, donate a portion of their available sick leave to another individual upon written request of the Department Manager justifying the request.

Employees must complete a "Request for Leave" form indicating sick leave and the amount of time away from work and submit it to their Department Manager/Elected Official who shall either approve or disapprove and then submit form to the County Human Resources Department.

BEREAVEMENT LEAVE

All full-time employees may use a maximum of three (3) days charged against available sick leave per occurrence, for bereavement leave in the case of death in the immediate family. All such leave must be approved in writing in advance by the appropriate Department Manager or County Administrator. Bereavement leave must be taken within seven (7) calendar days of the funeral service. Immediate family member is defined as the spouse, children, parents, brothers, sisters, grandchildren, of either the employee or the spouse. If additional leave is needed, the employee may request to use accrued annual leave.

The Department Manager or County Administrator may require that proof of death and relationship be submitted before payment will be authorized. The employee will provide the full name of the deceased, relationship to the employee, the funeral home in charge of arrangements, and the time of the funeral to the Department Manager/Human Resources Department. Failure to submit the required documentation with the timesheet may result in the leave being docked from annual leave accrual, compensatory time, or treated as leave without pay.

CIVIL LEAVE

Hours actually spent on jury duty, when the hours of jury duty conflict with an employee's work hours, will be considered paid leave provided that proof of duty is verified by the employee's Department Manager. Any period of time for which an employee is excused from jury duty because of illness will be charged to sick leave.

An employee will be paid for wages lost from scheduled straight-time work due to jury service up to a maximum of fifteen work days per calendar year. In order to qualify for this payment an

employee called for jury service must give his Department Manager notice of such service within two workdays of the time the employee receives notice. The employee must report to work if released by the court on any day of jury service, unless, at the discretion of the employee's Department Manager, reporting to work would be impractical due to travel time, etc. It is the employee's responsibility to keep his Department Manager periodically informed about the amount of time required for jury duty. Employees are entitled to any compensation received from the court system for jury duty.

WITNESS DUTY LEAVE

Employees subpoenaed to appear in court as a witness on behalf of Clarendon County will be entitled to civil leave with pay for such period as his court attendance may be required when the hours of court duty conflict with the hours of his work, provided that proof of appearance is verified by the employee's Department Manager.

If the Courthouse is within reasonable commuting distance, the employee is expected to report for work when released from witness duty if it does not conflict with court obligations. It is the employee's responsibility to keep his Department Manager periodically informed about the amount of time required for court appearances.

Employees are entitled to any compensation received from the court system. Time spent by an employee in court for a work-related case on behalf of Clarendon County is considered as hours worked.

PRIVATE LITIGATION

Approved absence of a Clarendon County employee in order to appear in any capacity in private litigation or in litigation against the County as a plaintiff is charged to annual leave or leave without pay.

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 these Guidelines.

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 Preceding 12 Months and to Employees Whose Reasons for Leave are not Covered by the Family and Medical Leave Act.

1. 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 in the discretion of the Administrator upon recommendation by the employee's Department Manager. Employees still in their probation periods who are absent for more than five consecutive scheduled workdays because of any physical disability are automatically terminated, but

are eligible for rehire.

2. Employees are requested to apply for leaves of absence as far in advance of need as is possible, but an employee may be placed on leave status without application when the circumstances warrant such action.
3. Physical disability leave begins on the first day of absence.
4. After the employee has exhausted his vacation and/or sick leave, as a general rule, an employee on leave of absence is not entitled to wages or fringe benefits and does not accrue fringe benefits. Certain exceptions may be established by law.
5. Employees on leave of absence may not engage in other employment.
6. Employees desiring to return to work from an unpaid leave of absence should notify his Department Manager in writing at least ten (10) days prior to their desired date of return. If the County finds that the employee is fit to resume his duties, the employee may be placed in his former job if a vacancy exists which is to be filled. If no such vacancy exists, the employee may be placed in any job in which there is a vacancy which is to be filled and for which he is best suited. 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 six (6) months following the commencement of a leave of absence is terminated. This action does not affect the employee's eligibility to be considered for hire as a new employee at some future time.

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 requirement 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 is granted a leave of absence under this law if a serious health condition (including disability resulting from an 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, adopted child, or 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 may take the equivalent of a total of 12 work weeks of leave during any 12 consecutive months. The County uses a “rolling” 12 months for determining leave availability. Leave to care for a newly born or newly received child is to 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 time lost from work first from accrued sick leave balances and then from accrued annual leave balances and similar balances. An employee who takes leave for any other reason is paid for time lost from work from his annual leave balance.

Effect of Leave on Accrual of Fringe Benefits

1. Health benefit plan. Employees taking leave under this policy continue to pay their portion of health benefit plan premiums on the same date that such portion of premiums would be deducted from the employee’s wages.
2. 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 are to give 30 days advance notice or such lesser amount of notice 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 will have a right to restoration to their regular positions for only 12 weeks counting both FMLA leave and time spent on light duty.

Termination of Leave of Absence

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

Reinstatement

At or before the conclusion of the FMLA leave of absence (or 12 week combination of leave of absence and time spent on light duty), the employee is entitled to reinstatement to his former position or to a position equivalent to his former position. The employee is to demonstrate that he is fit for duty and is to

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 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 FMLA leave under other circumstances, but who continue to require leave which would qualify for FMLA 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 County Administrator upon recommendation of the employee's department manager.

Automatic Termination of Employment

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

Special Situations

1. Spouses. When both a husband and a wife are employed, their combined right to a leave of absence to care for a child or parent is 12 weeks in a 12 month period.
2. Key Employees (salaried employee in highest paid 10% of all employees). Such employees may be denied reinstatement rights if reinstatement would cause substantial and grievous economic injury to operations.

ADMINISTRATIVE LEAVE

Administrative leave relieves the employee temporarily of duties. Administrative leave with or without pay is at the sole discretion of the Administrator.

OPERATIONAL SHUTDOWN LEAVE

No paid shutdown leave will be authorized without the prior approval of the County Administrator. Clarendon County may at any time lay off one or more employees or may shut down its operations temporarily or permanently, totally or partially. In the event that the County Administrator directs the shutdown of offices, operational units, etc., employees may be temporarily reassigned to work as directed by the County. The Department Manager or the County Administrator, or a designee

will notify employees.

EMERGENCY DECLARATIONS AND INCLEMENT WEATHER

At times, emergencies such as severe weather, fire, power failure, etc., can disrupt Clarendon County operations. In extreme cases, these circumstances may require the County Administrator to direct the closure of one or more work facilities or delay the opening of County offices. During non-working hours, if closing or delayed opening is necessary, the County will endeavor to notify local radio stations between 7:00 a.m. and 7:30 a.m. Accordingly, County employees will be granted administrative leave with revised schedule pay as determined by the County Administrator. (However, if regular hours of operation are not to be altered, no announcement will be made). When the County offices re-open for business, all employees must report to work on that day at their normal scheduled time to report to work. If you fail to report on the designated day, vacation time will be deducted from your leave time.

Employees designated to report to work during emergency closing situations will be notified by their Department Manager or the County Administrator or a designee. Non-exempt employees who are not required to work during emergency closing situations will receive the number of hours of leave equal to their standard leave day. Exempt employees who are not required to work during emergency closing situations will receive standard leave day pay.

12. EMPLOYEE BENEFIT PROGRAMS

HEALTH INSURANCE - Clarendon County pays the premium cost of the full-time County employee's individual health insurance coverage. The employee pays, through payroll deduction, the cost of any elected dependent coverage. For details, employees are to contact Human Resources.

COBRA - Employees eligible for Clarendon County health insurance may be eligible for COBRA coverage in the event they are no longer eligible for coverage; if their work hours are reduced; or, if there is a change in family status - birth/adoption, marriage/divorce, etc. It is the employee's responsibility to notify Human Resources of any change in family status within ten (10) work days. For further details regarding continuing or converting group health insurance benefits, employees are to contact Human Resources.

SOCIAL SECURITY - All employees are automatically enrolled in the federal Social Security System. The amount paid by the employee into the federal Social Security System is matched by Clarendon County in accordance with federal regulations.

WORKERS' COMPENSATION INSURANCE - Clarendon County maintains workers' compensation insurance on employees and specified volunteers (which may include volunteer firemen, election poll workers or inmates) as prescribed by the South Carolina Workers' Compensation Law. No other volunteers and no contractors are covered.

RETIREMENT - Clarendon County participates in the South Carolina Retirement Systems (SCRS) Program. Membership is mandatory for all full-time and part time Clarendon County employees filling a permanent position.

Retirement benefits are available to County employees in accordance with the provisions of the

South Carolina Retirement Systems.

For details, employees are to contact the Human Resources Department.

UNEMPLOYMENT INSURANCE - Contact the SC Employment Security Commission with all inquiries concerning unemployment benefits.

PAYROLL DEDUCTIONS - Clarendon County makes deductions from employees' pay for retirement contribution, any approved optional deductions, for social security, federal income tax, South Carolina income tax and any other reasons required or permitted by law.

WORKERS' COMPENSATION PROGRAM - Clarendon County provides a comprehensive workers' compensation insurance program to provide for payment of employee medical expenses and for partial salary continuation in the event of a work-related injury or illness. The amount of benefits payable and the duration of payment depend on the nature of the injury or illness. Subject to applicable legal requirements, workers' compensation insurance provides benefits to employees incapacitated and absent from work in excess of seven (7) days because of an on-the-job bodily injury or illness.

Employees who sustain a work-related injury or illness are to inform their Department Manager immediately. If an employee is unable to report for work within twenty-four (24) hours, his supervisor must contact Human Resources and assist with completing the First Report of Injury (State Form 12-a). No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. A Workers' Compensation injury is a triggering event for the Family and Medical Leave Act, and any absence or light duty as a result of a Workers' Compensation injury/illness will run concurrently with the 12-week FMLA entitlement.

When an employee returns to work from an absence caused by a work-related injury or illness, his supervisor must report the return immediately to the Department Manager and Human Resources.

Questions regarding workers' compensation should be directed to Human Resources.

EQUIPMENT AND SUPPLIES

Clarendon County provides good quality tools, equipment, vehicles, machines, facilities, materials and supplies to carry on official Clarendon County business. Clarendon County must control its costs and reduce waste and other abuse of tools, equipment, vehicles, facilities, materials, and supplies. Each employee's cooperation in controlling costs and reducing waste is expected. The cost of such items is considered an advance of wages and employees who lose or abuse Clarendon County provided equipment and/or supplies will be responsible for payment through payroll deduction.

Defective equipment, vehicles, or machines must be promptly reported to the supervisor or Department Manager in order that appropriate corrective action may be taken.

Use of Clarendon County equipment, tools, machines, vehicles, facilities, real property, materials, and supplies for personal work/reasons at any time is prohibited. All employees are to report any observation of violations to supervisor immediately.

UNIFORMS

Clarendon County will furnish uniforms and the appropriate safety equipment, i.e., goggles, hard hats, rain gear, boots, chaps, etc., to designated employees subject to budgetary appropriations.

An employee who is designated to wear a uniform and who reports for work out of uniform will be sent home and not paid for the time he is away from work. The complete issued uniform, which may include shirt, pants, coats, and shoes, must be worn at all times. Uniforms are not to be worn in off duty hours unless specifically permitted by the County.

Employees who separate from employment are responsible for turning in all supplied Clarendon County uniforms and safety equipment. Separating employees are responsible for payment of any missing or damaged uniforms or equipment. Deductions may be made from an employee's final paycheck(s) for missing items.

TRAVEL AND SUBSISTENCE ALLOWANCE

A County employee, who is employed in a department supervised by an Elected Official, Appointed Official or in the several departments supervised by the County Administrator, and by direction of the respective Elected Official, Appointed Official or County Administrator, and who is required to travel for any official County business, shall utilize the County motor pool for a vehicle to drive.

If a County vehicle is not available, the employee shall be reimbursed at the approved IRS rate per mile; the travel voucher submitted for payment shall be co-signed by the respective Elected Official, Appointed Official or the County Administrator.

An Elected Official or Appointed Official who is required to travel outside the geographical boundaries of Clarendon County shall be reimbursed at the approved IRS rate per mile when personal vehicles are used. If the Official so chooses, he/she may use a County vehicle from the motor pool if one is available. No mileage reimbursement shall be paid to any Elected or Appointed Official for use of their personal vehicle inside the geographical boundaries of Clarendon County.

A travel voucher for mileage shall be properly completed prior to submitting to Accounts Payable. Also, all hotel/motel bills shall be attached to the travel voucher.

When lodging is required for official travel, employees are expected to utilize standard, medium price hotels and motels whenever possible. If an employee is to attend a formal, organized meeting or convention, he may stay at the hotel or motel where the meeting is being held. Employees will be reimbursed for all registration fees.

Requests for reimbursement for subsistence, lodging, registration, etc. must be presented on a Clarendon County Travel/Expense Voucher Form with proper receipts as required. Such requests must be presented within seven (7) days of return from the trip.

Employees should consult their Department Manager, Procurement Director or Human Resources for additional information.

TRAINING

Employees in good standing may be considered for training and education opportunities. It is the responsibility of the County Administrator to foster and promote programs of employee development and training for the Clarendon County workforce. The intent of this policy is to improve the quality of services provided and to prepare employees for advancement in Clarendon County service.

EDUCATION BENEFITS

This program is administered by the Human Resources Department. Clarendon County is committed to encouraging eligible employee's continuation of education. Clarendon County will reward eligible employees who further their education at their own cost during their employment as follows:

- Associate Degree: 2.5% increase
- Bachelors Degree: 5% increase
- Masters Degree: 5% increase

If an eligible employee has received the 2.5% increase for the Associate degree, he is eligible for 2.5% increase at the completion of the Bachelors degree.

If the eligible employee's first degree obtained while employed with Clarendon County is a Bachelor's Degree, he/she will receive the 5% increase at the completion of the Degree. The eligible employee must provide the Human Resources Department a copy of the degree.

Note: An eligible employee is defined as an employee who has completed one year of service. The employee courses must be, in the County's opinion, directly or reasonably related to an employee's present job, part of a job appropriate degree or in line with a position that the County believes the employee can reasonably achieve. Courses must not interfere with an employee's job responsibilities, must be taken on non-work time and must be pre-approved by the Human Resources Department.

CERTIFICATIONS

Clarendon County will pay a salary increase of \$1,000.00 to full-time employees who obtain professional certifications when certification is a requirement for his position or when it will directly benefit work performed for Clarendon County, as determined by the County Administrator or Department Manager. Prior approval from the Department Manager or the County Administrator is required, and it is the Department Manager's responsibility to ensure that funding is available within the department's budget.

In the event an employee does not receive required certification(s) within a year of their hire date, the Department Manager must prepare an Action Plan for the acquisition of any or all required certifications and said Plan must be approved by the County Administrator for employment to continue.

This does not apply to non-commissioned Deputies and Corrections Officers since their salary structure addresses their certifications

Designation of Corrections Officer I to II shall be made two (2) years from the date of initial service with the recommendation of the Corrections Director and approval of the County Administrator.

Designation of Deputy to Deputy First Class shall be made two (2) years from the date of initial service with the recommendation of the Sheriff and approval of the County Administrator.

13. EMPLOYEE PERFORMANCE APPRAISAL SYSTEM

The employee performance appraisal report provides a systematic procedure by which each employee can be objectively evaluated in the performance of his job. An employee should be appraised regularly on his performance in meeting the defined position standards established in a job description to be provided to the employee by his Department Manager. The performance appraisal form, when completed, becomes part of the employee's permanent personnel record.

The work performance of each full-time or part-time employee should be evaluated annually. All employees, other than new employees, are to be evaluated each year at the end of their annual evaluation period or when promoted/transferred to another position.

EVALUATION PERIODS

During the Introductory Period, a Department Manager or appropriate supervisor should conduct informal monthly reviews of the new employee's work performance. At the end of six months, a formal evaluation should be conducted and documented on a Performance Appraisal form and forwarded to Human Resources.

Nothing in these Guidelines shall preclude a Department Manager, with approval of the Administrator, from extending the introductory period for an additional six (6) months, with written notification of said extension being provided to employee. Any such extension is not a guarantee of employment for 6 months.

A performance appraisal should be completed on an employee six (6) months following the end of the employee's extended introductory period, and annually thereafter.

PERFORMANCE BASED INCREASES

In those years in which the County Council funds merit increases, procedures for administering increases will be outlined in the Human Resources office. Merit increases are awarded on the basis of quality of job performance; salary increases are not automatic. They serve as an incentive for employees who desire to improve themselves and show it by their job performance. Merit salary increases will be within salary range and must be approved by the County Administrator.

ELECTED OFFICIALS SALARY INCREASE

Elected and appointed officials do not receive merit increases. At County Council's discretion, elected and appointed officials may be given periodic wage increases. Any such increases are given only on the County-funded portion of the official's salary.

At County Council's option, an elected official may receive up to 5% (on the County portion of his salary) upon re-election for a new term of office.

14. SEPARATION FROM EMPLOYMENT

IN ACCORDANCE WITH CLARENDON COUNTY'S EMPLOYMENT-AT-WILL POLICY THE EMPLOYEE IS FREE TO TERMINATE HIS EMPLOYMENT-AT-WILL AT ANY TIME, WITH OR WITHOUT NOTICE OR CAUSE; AND, CLARENDON COUNTY MAY TERMINATE THE EMPLOYMENT RELATIONSHIP WITH THE EMPLOYEE AT ANY TIME, WITH OR WITHOUT NOTICE OR CAUSE.

RESIGNATION

An employee who voluntarily leaves the employ of Clarendon County, for whatever reason, is considered to have resigned.

To resign in good standing, an employee must give his supervisor at least two (2) weeks notice in writing except in the case of a Department Manager where a four (4) week notice is expected. Employees must work during the notice period. Failure to comply with this rule will result in denial of reemployment rights.

However, the Department Manager may recommend that the County Administrator waive the requirement for the notice where exceptional or emergency circumstances warrant such a waiver or where such a waiver would be in the best interests of Clarendon County. The County Administrator will make the final determination of status.

COMPULSORY (INVOLUNTARY) RESIGNATION

An employee who, without valid reason fails to report to work for three (3) consecutive workdays without authorization is to be separated from employment and is to be reported as a compulsory (involuntary) resignation. Such an employee is not eligible for reemployment.

TERMINATION:

Employees may be terminated for disciplinary reasons or for poor performance.

LOSS OF LICENSE/JOB REQUIREMENT

An employee, who is unable to perform his duties adequately due to the loss of a necessary license or other similar requirement, may be terminated from employment. At the County Administrator's discretion, such an employee may be transferred to another position for which he is qualified, if a vacancy exists.

EXIT INTERVIEW

In order to reduce turnover and improve personnel administration, the Human Resources Director should schedule exit interviews for separating employees. The exit interview affords an

opportunity to discuss such issues as employee benefits, conversion privileges (COBRA), etc. Suggestions, complaints and questions can also be voiced.

RETURN OF PROPERTY

Employees are responsible for all property, materials, or written information issued to them or in their possession or control. Employees must return all Clarendon County property immediately upon request or upon termination of employment. Clarendon County will take all action deemed appropriate to recover or protect its property and will deduct the value of unreturned County property from the final paycheck. The value of Clarendon County property is considered an advance of wages, the value of which may be deducted from an employee's final paycheck(s).

COBRA

Employees who participate in Clarendon County's health insurance plan are usually eligible to continue health and dental coverage after separation from employment. Employees and their eligible dependents may elect to continue in the health and dental plan upon payment of the applicable premium plus any additional administrative charge. Employees and eligible dependents will be notified in writing of the continuation benefits.

15. DISCIPLINE

GENERAL GUIDELINES

Only the County Administrator has the authority to discipline. All employees in the employment of Clarendon County are to maintain high standards of cooperation, efficiency and economy in their work. These guidelines are not limitations upon the rights of Clarendon County. The County retains the right to treat each occurrence on an individual basis without creating a precedent for other cases that may arise in the future.

Disciplinary actions may be recommended by the employee's immediate Supervisor, appropriate Department Manager, or the County Administrator for final determination. In the event of disciplinary action, an employee should be given a written notice stating the reason(s) for such action and the date it is to take effect. **The employee must sign the report documenting the action taken.** The employee's signature does not necessarily indicate agreement with the contents of the disciplinary action taken, nor does it prevent appealing the decision.

A copy of this written notice is to be placed in the employee's official personnel file in Human Resources.

Employees must sign disciplinary notices, counseling memoranda, performance appraisals, and similar documents. The employee's signature indicates only that the employee is aware of the action taken and does not indicate that the employee agrees with such action. If the employee refuses to sign such document he will be suspended from work without pay and, if he does not sign the document by 5:00 p. m. at the end of his second full scheduled work day, he will be presumed to have resigned.

It is not possible to list all acts and omissions that 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. 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. Reduction of annual leave balance
- g. Demotion
- h. Dismissal

These disciplinary actions are to be viewed as a guide only. Steps may be skipped or repeated as warranted

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.**

- a. Conviction of or plea of guilty or no contest to a charge of theft, violation of drug laws, sexual misconduct, offense involving moral turpitude, or offense which affects the County's reputation or which reasonably could create concern on the part of fellow employees or the public
- b. Incompetence
- c. Unauthorized absence

- d. Insubordination, including disrespect for authority, or other conduct which tends to undermine authority
- e. Failure or refusal to carry out instructions
- f. Unauthorized possession or removal, misappropriation, destruction, theft or conversion of County property or the property of others
- g. Violation of safety rules, neglect, or engaging in unsafe practices
- h. Interference with the work of others
- i. Threatening, coercing, or intimidating fellow employees, including “joking” threats
- j. Dishonesty
- k. Tardiness or absenteeism
- l. Failure to provide information or falsification in information of County records
- m. Failure to report personal injury or property damage
- n. Neglect or carelessness; unsafe work practices
- o. Introduction, possession, or use of illegal or unauthorized prescription drugs or intoxicating beverages on County property or while on duty anywhere; working while under the influence of illegal drugs or intoxicating beverages; or the off-the-job illegal use or possession of drugs. For purposes of these guidelines, an employee shall be determined to be “under the influence” if he has any detectable amount of any such substance in his system.
- p. Unsatisfactory performance
- q. Failure to keep required licenses and certifications current
- r. Failure or refusal to cooperate in investigations
- s. Violation of policies and procedures
- t. Any other reason which, in the County’s sole discretion, warrants disciplinary action

16. GRIEVANCE PROCEDURE

The Grievance Procedure heretofore established as the Clarendon County Grievance Procedure is hereby abolished. As per the 1976 Code of Laws of South Carolina as amended, Title 4-9-30 (7), a County Employee discharged by the Chief Administrative Officer or designated Department Manager

must be granted a public hearing before the entire County Council if he submits a request in writing to the Clerk of the Council within five (5) days of Discharge. The hearing must be held within fifteen (15) days of receipt of request. The employee must be relieved of his duties pending the hearing, and if a majority of County Council reverses the dismissal, the employee must be reinstated and paid a salary for the time he/she was suspended from employment.

17. CONCLUSION

Your Human Resources Department desires to be of service to you in meeting whatever needs you may have. Someone will always be available to help you and answer your questions.

Your future in Clarendon County employment depends upon your willingness to excel and succeed. Clarendon County Government is continuously expanding its services and programs. Good employees are an asset to its expansion projects. You may grow and expand in your career with the County through gaining more knowledge, increasing your skills, performing your tasks in an outstanding manner and adhering to the County's employment policies and procedures.

CLARENDON COUNTY MISSION/VISION/VALUES/ STATEMENT

MISSION

The mission of Clarendon County Government is to manage the Resources of our County, to provide the best services possible, and to promote the health, welfare and education of the citizens.

VISION

Clarendon County will be a County where people choose to make their homes, establish their businesses, educate their children and spend their leisure time. To accomplish this, the County will:

- Promote an educational system that is recognized for the quality of education that children receive;
- Structure its service delivery systems to allow citizens to receive County services and to conduct their business in an efficient manner;
- Provide infrastructure that will foster managed economic opportunities to promote residential, industrial, and agricultural growth; and
- Develop diverse revenue sources that are fiscally responsible and ease the burden on the individual tax payer.

VALUES

INTEGRITY – We conduct our business in accordance with the County, state and federal laws. Council and staff make decisions and take actions that are credible, ethical and in the best interest of Clarendon County.

HONESTY – We will be open, forthright and truthful in providing services and information to the citizens of Clarendon County.

CARING – We will listen to and understand the concerns of our citizens and employees.

FAIRNESS – We will treat our citizens, employees, and visitors in a consistent and equitable manner.

*Date Adopted: October 14, 2002
By Clarendon County Council*

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