

BOX ELDER COUNTY PERSONNEL POLICIES AND PROCEDURES

Section 1 Introduction

- 1-1 Purpose**
- 1-2 Equal Employment Opportunity**
- 1-3 Employee Rights**

Section 2 Employee Status Classification

- 2-1 Anniversary Date**
- 2-2 Evaluation Employee**
- 2-3 Temporary Employee**
- 2-4 Full-time Employee**
- 2-5 Part-time Employee**
- 2-6 Reduction in Work Force**
- 2-7 Volunteers**

Section 3 Job Classification and Wage Scale

- 3-1 Job Grades**
- 3-2 Wage Steps**
- 3-3 Chief Deputy Wages**
- 3-4 Annual Salary Increase for Elected Officials**
- 3-5 Reclassification**
- 3-6 Personnel Files and Review**

Section 4 Personnel Actions

- 4-1 Announcement of Positions**
- 4-2 Selection**
- 4-3 Promotions**
- 4-4 Reassignment/Transfers/Demotions**
- 4-5 Resignation**

Section 5 Discipline

- 5-1 Policy**
- 5-2 Action**
- 5-3 Causes for Discipline**
- 5-4 Causes for Discipline/Immediate Dismissal**
- 5-5 Causes for Discipline/Suspension/Dismissal**
- 5-6 Procedures for Discipline**
- 5-7 Termination**

Section 6 Grievance Procedure

- 6-1 Policy**
- 6-2 Original Grievance**
- 6-3 Explanation of Rules**
- 6-4 Steps in the Procedure**
- 6-5 Appeal Board**
- 6-6 Management's Failure to Act**

Section 7 Work Policies

- 7-1 Work Hours**
- 7-2 Overtime**
- 7-3 Pay period and checks**
- 7-4 End of Employment**
- 7-5 Uniform Allowance**
- 7-6 Daylight Saving Time**
- 7-7 Lunch and Break Periods**

Section 8 Employee Benefits

- 8-1 Employees averaging 32-40 hours per week**
- 8-2 Employees averaging 24-31 hours per week**
- 8-3 Employees below 24 hours per week**
- 8-4 Holidays**
- 8-5 Vacation**
- 8-6 Sick Leave**
- 8-7 Leave without Pay**
- 8-8 Other Forms of Leave**
- 8-9 Health Insurance**
- 8-10 Retirement**

Section 9 Fair Labor Standards Act

- 9-1 Policy**
- 9-2 Exemptions**
- 9-3 Overtime**
- 9-4 Approval**
- 9-5 Calculating Overtime**
- 9-6 Compensation**
- 9-7 On-Call Pay**
- 9-8 Night Time Differential**
- 9-9 Termination**
- 9-10 Recordkeeping**
- 9-11 Declared Disaster**

Section 10 Employee Committee

10-1 Policy

Section 11 Miscellaneous Policies

11-1 Personnel Action

11-2 Clothing, Appearance and Personal Hygiene

11-3 Outside Employment

11-4 Personal Finances

11-5 Soliciting

11-6 Nepotism

11-7 Political Activity

11-8 Telephone

11-9 An employee of the People

11-10 Smoking

**11-11 Retirement Contributions for Exempt Employees/Elected Officials:
Non-participation Plan**

11-12 Organizational Participation

11-13 Education and Self-Improvement

11-14 Tool Allowance

Section 12 Harassment

12-1 General Provisions

12-2 Policy

12-3 Definitions

12-4 Offensive Conduct

12-5 Disciplinary Action

12-6 Reporting Procedure

Section 13 Drug-Free Workplace

13-1 Definitions

13-2 Testing

13-3 Notice

13-4 Consequences of Test Refusal

13-5 Guidelines – Procedures

13-6 Confidentiality

13-7 Box Elder County Consent Form

Section 14 Family and Medical Leaves of Absence

- 14-1 Introduction**
- 14-2 FMLA Definition**
- 14-3 Basic FMLA Leave Entitlement**
- 14-4 Military FMLA Leave Entitlement**
- 14-5 Calculations of 1 week/26 weeks**
- 14-6 Eligibility**
- 14-7 Basic Regulations and Conditions of Leave**
- 14-8 Status of Employee Benefits during Leaves of Absence**
- 14-9 Procedures**
- 14-10 Employee Status after FMLA Leave**

Section 15 Information Technology Resources – Acceptable Use Policy

- 15-1 Purpose of County-Provided Information Technology Resources**
- 15-2 Purpose of this Policy**
- 15-3 Privacy Issues and Legal Implications**
- 15-4 Retention/Disposition of Electronic Records**
- 15-5 Warnings/Corrective Actions**
- 15-A Appendix A – Responsibilities**
- 15-B Appendix B – Unacceptable Use of IT Resources**
- 15-C Appendix C – Overview of Technologies**

Section 16 Fleet Management – County Wide

- 16-1 Ownership/Responsibility**
- 16-2 Vehicle/Equipment Rotation**
- 16-3 Funding Method – Normal Replacement**
- 16-4 Participation and Authority**
- 16-5 Vehicle Turn-In**
- 16-6 Surplus Vehicles**
- 16-7 Motor Pool/Vehicle Sharing**
- 16-8 Maintenance**
- 16-9 Gas Card**
- 16-10 Vehicle Damage**
- 16-11 Requirements to Operate County Vehicles and Motorized Equipment**
- 16-12 Unauthorized Use**
- 16-13 Vehicle Availability**
- 16-14 Collision Investigation Involving Employee and/or Vehicles**
- 16-15 Incentive Program for Safe Driving**
- 16-16 Failure to Comply**

Section 17 Travel

- 17-1 General Provisions**

- 17-2 Department Travel Budget**
- 17-3 Reimbursable Expenses**
- 17-4 Non-Specified Expenses**
- 17-5 Receipts**
- 17-6 Expense Reports**
- 17-7 Road Department**
- 17-8 Request for Travel Authorization**

Section 18 Military Leave

- 18-1 Purpose**
- 18-2 Definition**
- 18-3 Leave of Absence**
- 18-4 Annual Training**
- 18-5 Reemployment Criteria**
- 18-6 Prior Notice**
- 18-7 Five-Year Limit**
- 18-8 Release from Service under Honorable Conditions**
- 18-9 Timely Application for Reemployment**
- 18-10 Entitlements After Return From Service**
- 18-11 Entitlements of Returning Disabled Veterans**
- 18-12 Entitlements during Service**
- 18-13 Protection Against Discrimination**

Section 19 Transportation and Vehicle Allowance Policy

- 19-1 General Provisions**
- 19-2 Categories**
- 19-3 Drivers License Check**
- 19-4 Commercial Drivers License (CDL)**
- 19-5 Verification of License and Insurance**
- 19-6 Safe Driving Practices**
- 19-7 Reporting Accidents**
- 19-8 Seat Belts**
- 19-9 Cell Phones**
- 19-10 Accident Review Board**

Section 20 Conflict of Interest

- 20-1 Declaration of Conflict of Interest**
- 20-2 Statement of Employee**

Section 21 Occupational Safety and Health

- 21-1 Occupational Safety and Health Act**
- 21-2 Hazard-Free Workplace**

- 21-3 Safety Officer/Supervisor Responsibility**
- 21-4 Safety Rules and Regulations**
- 21-5 Employee Accidents and Injuries**