

## BOX ELDER COUNTY PERSONNEL POLICIES AND PROCEDURES

<b>11.</b>	<b>MISCELLANEOUS POLICIES</b>
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### **11-1. Personnel Action**

The Personnel Office must be notified immediately when an employee has a change of address, telephone number or tax deductible status. The forms for updating personal information are available at the Personnel Office.

### **11-2. Clothing, Appearance and Personal Hygiene**

The appearance of every employee must be appropriate to the nature of the employment. The proper dress will vary with the type of work performed; but neatness, cleanliness, appropriate grooming and personal hygiene are an extreme requirement.

### **11-3. Outside Employment**

Employment with Box Elder County should be considered an employee's primary employment responsibility. If other employment is undertaken, any potential conflicts of interest should be reported in writing to the elected official or department head first before accepting such employment. In the event secondary employment should interfere with the County employment, necessary measures will be taken to alleviate the problem.

### **11-4. Personal Finances**

1. Advances are not granted on wages.
2. Garnishments place legal obligations upon the County, which it cannot assume. When wages are garnished, the employee is expected to see that the County is released immediately.

### **11-5. Soliciting**

Solicitations of any kind for the sale or distribution of materials, services, etc. other than specifically approved by the County Commissioners are prohibited.

### **11-6. Nepotism**

All County personnel shall comply with applicable state laws as per Utah Code, Unannotated 52-1-3, Employment of Relatives Prohibited.

**11-7. Political Activity**

1. Except as otherwise provided by law, County employees may voluntarily participate in political activity. All such persons may voluntarily contribute funds to political groups and become candidates for public office.
2. No County officer or employee shall directly or indirectly coerce, command, advise, or solicit any officer or employee to pay, lend, or contribute to any party committee, organization, agency, or person for political purposes.
3. No County employee may engage in any political activity during the hours of employment nor shall any person solicit political contributions from any County employees during hours of employment for political purposes.

**11-8. Telephone**

The prompt answering of the telephone and courteous handling of business inquiries creates a favorable impression on the caller.

The use of County telephones for prolonged and excessive personal matters must be avoided, and may result in disciplinary action if abused. The Salt Lake line and the Tremonton lines are for official County business only.

**11-9. An Employee of The People**

Remember that the real employer is the public. They pay our bills. The public remembers this. Avoid arguments. Use a smile and consideration to smooth over a bad situation. Courtesy is contagious.

**11-10. Smoking**

Box Elder County complies with the Utah Clean Air Act. In addition, Box Elder County complies with Box Elder County Ordinance 314 which states:

**SECTION 1: ORDINANCE PROHIBITING SMOKING AT VARIOUS BOX ELDER COUNTY FACILITIES.** The following ordinance prohibiting smoking at various Box Elder County facilities is hereby adopted and enacted:

A. Definitions

- a. "Smoke" or "smoking" means and includes: possession, carrying, or holding a lighted pipe, cigar, or cigarette of any kind, or any other lighted smoking equipment, or the lighting or emitting or exhaling of smoke of a pipe, cigar, or cigarette of any kind, or of any other lighted smoking equipment.
- b. "Outdoor premises" means any location which is not an enclosed indoor place, including but not limited to pavilions,

boweries, grandstands, bandstands, bleachers, outdoor arenas, parking lots, walk ways, stairways, exhibit areas, plazas and/or open spaces within the legally described boundaries of the specified location.

- B. Prohibitions. Smoking is prohibited upon the outdoor premises of the following locations:
  - a. The Box Elder County fairgrounds.
  - b. The Box Elder County Courthouse.
- C. Posting of Signs. Appropriate signs, including but not limited to “No Smoking” or the international “No Smoking” symbol (consisting of a pictorial representation of a burning cigarette enclosed in a red circle with a red bar across it) shall be clearly and conspicuously posted at the above locations.

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

The percentage amount paid for a qualified employee or elected official who exercises his/her option to exempt from the Utah State Retirement System, as determined by the Utah State Retirement System, will be added to and forwarded to the Box Elder County 401A account then in effect.

**11-12. Organizational Participation**

The County encourages its managers and employees to belong to various organizations relating to their departments and employment, for the betterment of the County. The County will allow \$150.00 annually for membership for those elected officials; department managers; and employees who have been recommended by the elected official or department manager to become members of such organizations. Any amounts exceeding \$150.00 annually will need prior approval of the County Commission.

**11-13. Education and Self-Improvement**

Box Elder County encourages Continuing Education for County Employees. The County has adopted a policy of partially reimbursing full-time employees, who have worked at least six months, for the cost of approved courses of training which have been successfully completed while in the employment of the county.

Application Process:

Any employee enrolling in a course under this policy must have the written approval of the Department Head and Personnel Director prior to taking the course. Forms can be obtained from the Personnel Office. The records shall be kept in the Personnel Office.

The employee must submit to Personnel the evidence of the grade received, and a verified statement of tuition and related costs for reimbursement with supporting receipts and evidence of payment. Successful completion of the course would be a grade of C or above for Undergraduate classes, B or above for Graduate classes. If the class does not have a Grade schedule, then a Statement from Teacher that the student's course work was completed successfully will be accepted.

The only courses which will be approved are those which are job related, or determined by the Supervisor to improve skills on the job.

Courses must not interfere with the employee's normal work hours. Box Elder County will reimburse qualified employees up to but not more than \$2,000 per calendar year for tuition and related expenses such as books, lab fees, etc.

#### **REPAYMENT UPON TERMINATION:**

**Employees who apply for educational assistance will agree (by signing the application) that if they voluntarily or involuntarily (other than Reduction in Force) leave the employ of the County before working 24 months after participating in this program, they will repay the County on a prorated basis the tuition and fees which were reimbursed to them during the previous 24 months. This will be deducted from his/her final paycheck.**

Employees who voluntarily terminate employment with Box Elder County, or who are involuntarily terminated for cause prior to completion of a course, will not be reimbursed for any expenses and must repay the County any education assistance received within the previous 24 months.

Employees who are not able to remain actively employed for reasons beyond their control (such as disability, reduction in force, or a spouse who accepts a position out of state) will not be required to make repayment.

Education Assistance for employees is available as long as funds budgeted to this program are available. Employees must apply each calendar year for classes taken in that year.

#### **11-14. TOOL ALLOWANCE**

The purpose of this policy is to clarify a tool allowance for those employees who are required to buy and maintain personal tools required in the course of their employment with Box Elder County. This policy only affects those employees who have been designated as approved for the tool allowance by the Department Head and Commission with approval on a County Personnel Action Form.

The tool allotment is a flat fee which is set by the County Commission during an official commission meeting. **Any approved employees will receive the tool allowance bi-weekly and the tool allowance is considered income and subject to appropriate withholding taxes.**

The County will provide coverage for tools which are damaged or lost due to events over which the employee has no control such as theft or disaster. This will be done on a case by case basis and will be contingent on the employee providing the County with an inventory of tools. This tool inventory must be updated each year. In the event of loss or damage, and if the tools or equipment are recovered, or are salvageable, the tools or equipment will be taken to a reputable professional for repair cost evaluation. The County's first option will be to repair the damage; the second option will be to replace the tool with like quality or comparable value.