| 10. | MISCELLANEOUS POLICIES |
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## 10-1. Personnel Action

The employee must notify immediately when changing an address, telephone number or tax deductible status. The forms for updating personal information are available in Human Resources

## 10-2. 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 required

## 10-3. 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.

## 10-4. 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. Multiple garnishments for a single employee presents a problem.

## 10-5. Nepotism

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

## 10-6. Political Activity

**1.** Except as otherwise provided by law, County employees are encouraged to 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.

## 10-7. Public Relations

Remember that our employer is the public. They pay our bills and the public remembers this. Employees should use their best judgment and avoid arguments. The public should be greated with a smile and consideration should be used to smooth over a bad situation.

## 10-8. Smoking

Box Elder County complies with the Utah Clean Air Act and Box Elder County complies with Box Elder County Ordinance 314 which states that smoking is prohibited at Box Elder County facilities including parking lots.

## 10-9. 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, 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 Human Resources prior to taking the course. Forms can be obtained from Human Resources. The records shall be kept in Human Resources.

The employee must submit to Human Resources 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 $5,250 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 prior to taking the course.

## 10-10. 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.

## 10-11. Uniform Allowance

Eligibility for uniform allowance and the amount of the allowance shall be determined by the Commission.

Employees receiving a uniform allowance are expected to satisfy all obligations incurred with the purchase and maintenance of uniforms. Employees failing to satisfy obligations shall be subject to disciplinary action which may include termination.

## 10-12. Daylight Saving Time

Employees working when Daylight Saving Time becomes effective at 2 a.m. on the first Sunday of April or when Daylight Saving Time concludes at 2 a.m. on the last Sunday in October shall be compensated for the "actual hours" they work. Pay received for this date will be paid in accordance with FLSA procedures.

## 10-13. Lunch and Break Periods

Lunch periods will be scheduled according to the needs of each department. A fifteen-minute rest period is scheduled to be taken during each four hours on duty. The 15-minute break time could include time employees use for personal smoking breaks. Smoking breaks need to be in compliance with regular break time. These rest periods should be scheduled to assure that offices are not unattended at any time. It is the responsibility of the employee to take scheduled lunch periods and breaks.

## 10-14. Call Back to Work

Any employee called back to work shall receive a minimum of one hour straight time pay. If one hour or more is worked only the actual time worked is paid at straight time unless the requirements for overtime are met; then all hours shall be paid at one and one half times the regular rate.

## 10-15. Employee Volunteers

County employees may not volunteer to perform the same services for the County they provide on a regular basis as a paid employee. They may, however, provide such services for a different government employer.

## 10-16. Gift Cards

A gift card is defined as a card entitling the recipient to receive goods or services of a specified value from the issuer. Gift cards are recognized as a cash equivalent. Cash equivalents will be reported as compensation for tax purposes.

## 10-17. Break Time for Nursing Mothers

For up to one (1) year following her child's birth, an employee who is nursing will be allowed reasonable break time to nurse or express breast milk for her nursing child.

Box Elder County departments will ensure that an employee who is nursing will be allowed reasonable break time as needed to nurse or express breast milk for her nursing child for up to one (1) year following the birth of the child.

The frequency and length of such breaks will depend on the needs of the mother and will likely vary. The employee is directed to consult with her supervisors and/or the Human Resources Director regarding the frequency and duration needs for nursing or expression of breast milk. To the extent that break time is needed in excess of the meal and rest periods described in Box Elder County Policy 10-13.

Break rooms with electrical outlets, which are free from intrusion from coworkers and the public have been designated for nursing and expression of breast milk in each of the main County buildings. Refrigerators have also been provided for temporary storage of breast milk.

If nursing or breast milk expression breaks are needed in other locations, employees should consult with supervisors and/or the Human Resources Director to determine an appropriate location.