



Eva J. Henry - District #1
Charles "Chaz" Tedesco - District #2
Emma Pinter - District #3
Steve O'Dorisio - District #4
Mary Hodge - District #5

STUDY SESSION AGENDA
TUESDAY
February 12, 2019

ALL TIMES LISTED ON THIS AGENDA ARE SUBJECT TO CHANGE

11:00 A.M.	ATTENDEE(S): ITEM:	Adam Burg / Eliza Schultz / Elisabeth Rosen State Lobbyists Update
11:45 A.M.	ATTENDEE(S): ITEM:	Nancy Duncan Developmental Pathways
12:15 P.M.	ATTENDEE(S): ITEM:	Terri Lauth / Amy Jones / Michelle Michel Employee Manual Updates
1:00 P.M.	ATTENDEE(S): ITEM:	Raymond Gonzales Administrative Item Review / Commissioners Communication

(AND SUCH OTHER MATTERS OF PUBLIC BUSINESS WHICH MAY ARISE)

AGENDA IS SUBJECT TO CHANGE



STUDY SESSION AGENDA ITEM

DATE:	February 12, 2019
SUBJECT:	Special Revenue Fund Developmentally Disabled Fund 20
FROM:	Nancy Duncan, Budget Director
AGENCY/DEPARTMENT:	Budget Department
ATTENDEES:	Nancy Duncan, Budget Director
PURPOSE OF ITEM:	Discuss contribution to Developmental Pathways which serves Adams County Residents.
STAFF RECOMMENDATION:	Staff recommends using the additional Fund Balance to address the need at Developmental Pathways which serves Adams County residents.

BACKGROUND:

Community Centered Boards like North Metro Community Services were created in the mid-1960s. At some point shortly after the creation of North Metro and Developmental Pathways, the board that serves Arapahoe and Douglas Counties, an agreement was reached between those two boards that Developmental Pathways would serve people with intellectual and developmental disabilities (IDD) who lived in the Adams County portion of Aurora. Logistically this made sense and that arrangement has remained in place to this day.

Obviously there has been huge growth in the metro area since the 1960s and the Adams County portion of Aurora has grown dramatically especially since the opening of DIA. Some of this growth has been residential but much of it has been commercial, which has a significant impact on the assessed valuation of Adams County Aurora. At the same time the nature of the older residential portion of Adams County Aurora has also changed and is now a lower-income area that uses more IDD services than it did 50 years ago.

AGENCIES, DEPARTMENTS OR OTHER OFFICES INVOLVED:

Developmental Pathways

ATTACHED DOCUMENTS:

Developmentally Disabled Fund Fund Balance Graph

FISCAL IMPACT:

Please check if there is no fiscal impact ☐. If there is fiscal impact, please fully complete the section below.

Fund: 20**Cost Center:** 4031

	Object Account	Subledger	Amount
Current Budgeted Revenue:			
Additional Revenue not included in Current Budget:			
Total Revenues:			


	Object Account	Subledger	Amount
Current Budgeted Operating Expenditure:			
Add'l Operating Expenditure not included in Current Budget:	8810		\$267,463
Current Budgeted Capital Expenditure:			
Add'l Capital Expenditure not included in Current Budget:			
Total Expenditures:			\$267,463

New FTEs requested: ☐ YES ☐ NO

Future Amendment Needed: ☒ YES ☐ NO

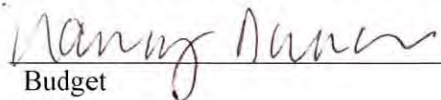
Additional Note:**APPROVAL SIGNATURES:**

Raymond H. Gonzales, County Manager



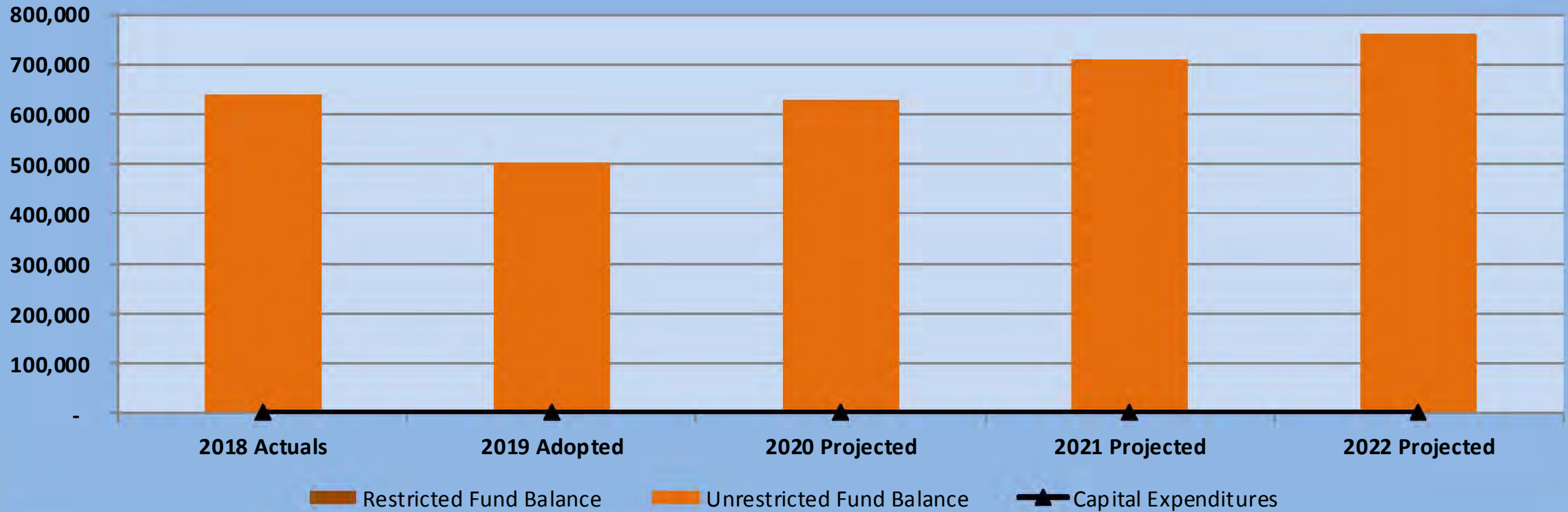
Alisha Reis, Deputy County Manager

Bryan Ostler, Deputy County Manager

APPROVAL OF FISCAL IMPACT:

Budget

Developmentally Disabled Fund Restricted / Unrestricted Fund Balance and Capital



2019 includes the additional request of \$267,463. Additional amounts in the out years will be considered in Budget Development.



STUDY SESSION AGENDA ITEM

DATE:	February 12, 2019
SUBJECT:	Adams County Employee Manual
FROM:	Amy Jones, Michelle Michel, Terri Lauth
AGENCY/DEPARTMENT:	People Services, County Attorney's Office
ATTENDEES:	Amy Jones, Michelle Tyler Michel, Terri Lauth
PURPOSE OF ITEM:	Review proposed changes to policies in employee manual
STAFF RECOMMENDATION:	The Board of County Commissioners adopts the updated employee manual.

BACKGROUND:

The People Services Department, (fka Human Resources Department) maintains the Adams County Employee Manual. Every other year, in conjunction with the County Attorney's Office, the manual is reviewed for modernization and improvement. The purpose of this study session is to have the Board accept the recommended policy updates.

AGENCIES, DEPARTMENTS OR OTHER OFFICES INVOLVED:

People Services, County Attorney's Office

ATTACHED DOCUMENTS:

Employee Manual Update: Summary of Proposed Changes

Copies of policies with proposed changes

- 1.5 Workplace Conduct
- 1.7 Computer and Internet Use
- 1.7(2) Social Media
- 2.1(1) Hours of Work
- 2.1(1) Teleworking
- 2.5 Motor Vehicles
- 2.6 Probationary Period
- 2.8(1) Separation from the County
- 2.9 Reduction in Force and Recall
- 3.3(1) Workers' Compensation Coverage and Injury Leave
- 3.4(1) Annual Leave (Vacation)

- 3.5(1) Family and Medical Leave
- 3.5(3) Military Leave
- 3.6(1) Compensatory Time
- 3.6(2) Administrative Leave
- 3.6(3) Leave without Pay
- 3.7(2) On-Call
- 4.3 Recruitment and Selection

Copies of all newly proposed policies:

- 3.1 Health Insurance
- 3.1(2) Life and Disability Insurance
- 3.5(2) Paid Parental Leave
- 4.4 Background Investigations

FISCAL IMPACT:

Please check if there is no fiscal impact ☒. If there is fiscal impact, please fully complete the section below.

Fund:

Cost Center:

	Object Account	Subledger	Amount
Current Budgeted Revenue:			
Additional Revenue not included in Current Budget:			
Total Revenues:			

	Object Account	Subledger	Amount
Current Budgeted Operating Expenditure:			
Add'l Operating Expenditure not included in Current Budget:			
Current Budgeted Capital Expenditure:			
Add'l Capital Expenditure not included in Current Budget:			
Total Expenditures:			

New FTEs requested: ☐ YES ☒ NO

Future Amendment Needed: ☐ YES ☒ NO

Additional Note:

APPROVAL SIGNATURES:

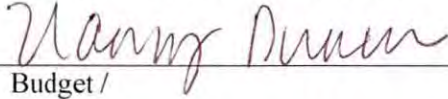


Raymond H. Gonzales, County Manager

Alisha Reis, Deputy County Manager

Bryan Ostler, Deputy County Manager

APPROVAL OF FISCAL IMPACT:



Budget /

Employee Manual Update: Summary of Proposed Changes

Effective March 2019

Proposed Policy Changes

1.5 Workplace Conduct

- Added the word “norms” to the statement: “Therefore, it is the responsibility of each Adams County employee to serve the citizens and fellow employees in a courteous and efficient manner, consistent with the County’s Mission, Vision, Values, *Norms* and Goals, along with the County’s Code of Ethics.”

1.7(1) Computer and Internet Use

- Added the following to prohibited uses:
 - Attempting to access restricted content or bypass security restrictions by use of proxies or Virtual Private Networks (VPNs).
 - Connecting personally owned devices directly to the County network via Ethernet port (wall jack), Admin-Employee Wireless, or to county issued equipment USB, Ethernet or Bluetooth without authorization from ITi Director. All personal devices must be authorized and comply with the Adams County Personal Computing Device Policy (BYOD).
<https://myadams/ITI/Pages/ITPolicies.aspx>
 - Using excessive bandwidth for non-business related tasks. Excessive bandwidth usage includes personal internet or network usage that interferes or disrupts with County operations. Excessive bandwidth usage could be a result of video and music streaming, large internet uploads or downloads, and cloud file storage services (e.g. DropBox and GoogleDrive). Users and/or managers will be notified by ITi if they are using Excessive bandwidth. In an effort to protect County operations, ITi may temporarily block internet access from devices as necessary.
- Updated the webpage link.
- Under Security, added “Employees who do not follow ITi policies and Procedures in their use of County computer systems, or are otherwise negligent in regard to security procedures, will be subject to discipline, up to and including termination.”
- Under Monitoring, added as a reason to access, monitor and disclose the contents of an employee’s computer: “To investigate possible cyber security threats.”

1.7(2) Social Media

- Changed Office of Public Information to Communications Department.

2.1(1) Hours of Work

- Clarified that employees must attend work for county operations to run smoothly.
- Removed the word “unexcused” and replaced it with “excessive unplanned.”

2.1(2) Teleworking

- Removed the Risk Manager from the approval process and referred employees to the Risk Manager for consultation.

2.5 Motor Vehicles

- Extended the length of time for major driving violations from three (3) years to five (5) years.
- Extended the look back period from three (3) years to five (5) years.
- Added language that the County can obtain MVR information at any time for employees and volunteers.
- Added language that disciplinary action can be taken if an employee is exhibiting driving behavior that is deemed to place people or property at undue risk.

2.6 Probationary Period

- Added an additional extension to the probationary period:
 - **Promotion.** If an employee is promoted during their initial probationary period, the probationary period may be extended by up to six (6) additional months; this extension is intended to allow a full six (6) months of probationary time in the new position. This does not apply to career progressions.

2.8(1) Separation from the County

- Added language that states “Except in rare circumstances and during the PDC process, an employee’s last day shall be his or her last physical day worked.”
-

2.9 Reduction in Force and Recall

- Clarified that grant/federal funded departments and offices are required to follow the policy and prospects for funding restoration should be considered when determining the size and scope of a layoff.
- Added “and Recall” to the title of the policy
- Added language for reemployment after a layoff:

- **Reemployment after Layoff**

There will be no right of reemployment for employees who have been terminated due to a reduction in force. However, employees who have been subject to a reduction in force per this policy will be given preferential treatment when applying for an open County position within six months of their termination date. Preferential treatment includes, but is not necessarily limited to, a guaranteed interview for positions that the laid off former employee meets the minimum qualifications and has relevant experience. Laid off former employees must contact People and Culture Services after submitting their application for an open position to receive preferential treatment.

Employees who are rehired within 60 days shall keep their previous hire date for purposes of leave accruals.

- Created headings for clarity and flow.

3.3 (1) Workers' Compensation - (renamed Workers' Compensation Coverage and Injury Leave)

- Renamed the policy to Workers' Compensation Coverage and Injury Leave.
- Rewrote the policy to reflect current process and provide additional information on injury leave.

3.4(1) Annual Leave (Vacation)

- Changed: “Active status employees accrue annual leave during months in which they work, or are in an approved paid leave status, for at least fifty percent (50%) of the pay period” to “To receive annual leave accruals for the month, employees must work in or be in an approved paid leave status, for at least fifty percent (50%) of the pay period.”
This change was requested by payroll to match the language in the Sick Leave Policy.

3.5(1) Family and Medical Leave

- Revised for better understanding and clarity.
- Clarified that the rollback period for FMLA eligibility is measured backward from the date an employee uses any FMLA leave.

3.5(3) Military Leave

- Added the word “calendar” to the statement “For employees who are called to active military duty for more than 30 consecutive *calendar* days.”
- Changed *optional* life insurance to *voluntary* life insurance.

3.6(1) Compensatory Time

Added language consistent with overtime for clarification: “Only regular hours worked and scheduled holidays shall be used for the purpose of computing compensatory time.”

3.6(2) Administrative Leave

- Created three types of administrative leave and clarified what each type is used for:
 - Exempt Employees
 - As a way to remain competitive in the market, all exempt employees are eligible for one (1) administrative day off per month. Employees cannot accumulate exempt administrative leave and it will not be paid out at any time. Exempt employees must be in a paid status for more than half of the month to earn their exempt administrative leave for that month.
 - Incentive
 - Incentive administrative leave may be provided to employees for doing work that extends beyond the scope of their normal job duties or for working a significant amount of extra hours on a project. This must be approved by the department director and should only be provided in special circumstances.

Inquiry

- An employee may be placed on administrative leave pending an investigation or to allow the county to look into a specific situation. This is not a disciplinary action in itself but allows for the county to conduct a thorough investigation. An employee may also be on investigatory administrative leave during the Pre-Disciplinary process and/or appeal process.

3.6(3) Leave Without Pay

- Changed “Personal Leave of Absence” to “Leave of Absence” and removed the word “personal” throughout the policy.
- Removed the one year of service requirement to accommodate probationary employees with serious health conditions.
- Added the statement: “Taking leave without pay while in a probationary period may extend an employee’s probationary period until actual time worked is equivalent to a twelve month period.”
- Added “or are not eligible for FMLA” to the sentence “A leave of absence is intended to provide for employees who encounter a personal or medical issue and have exhausted protected leave (such as FMLA) *or are not eligible for FMLA* and believe that they could return to work...”
- Added the words “without pay” to the sentence “It is the employee’s responsibility to pay their portion of the insurance coverage while on leave *without pay*.”
- Removed the section that states that the county may recover the costs for continuing insurance coverage if an employee does not return from leave without pay.

3.7(2) On-Call

- Added “and the plan should also detail any associated rate of pay” to the following: “Each department shall have a written on-call duty plan that will be approved by the County Manager’s Office and on file in People and Culture Services and Payroll. This plan should detail the specific course of action to be followed by employees when they are assigned to be on-call, *and the plan should also detail any associated rate of pay.*”

4.3 Recruitment and Selection

- Extended the eligibility list from 90 days to 180 days.
- Extended interviewed candidates eligibility from 60 days to 90 days.

Newly Proposed Policies

3.1 Long Term Disability Insurance – (renamed Health Insurance)

- Moved Long Term Disability and combined it with Short Term Disability and Life Insurance in the next policy (3.2).
 - Created a new policy 3.1 Health Insurance, which provides clarity on the enrollment periods, loss and continuation of coverage, and other specific details associated with health insurance
 - Removed the “inactive status” that exists currently under the LTD policy.
 - Added retiree healthcare provisions
-

3.1(2) Short Term Disability Insurance - (renamed Life and Disability Insurance)

- Renamed and combined this policy with Long Term Disability into the Life and Disability Policy.
- Revised completely to reflect current process and provide additional information on the specifics of STD, LTD and Life insurance programs.

3.5(2) Paid Parental Leave

- Added new Policy to support the pilot program – effective 4/1/2019 – 4/1/2020.

4.4 Background Investigations

- Added as new policy: documented what our process has been and created a formal policy.

Overall Changes:

- Changed Human Resources to People and Culture and referred to Director of People Services and Director of Culture Services where necessary
- Changed language, grammar, punctuation, and formatting to follow APA Style standards.
 - APA Style is a writing style and format for academic documents such as scholarly journal articles and books. The guidelines were developed to aid reading comprehension in the social and behavioral sciences, for clarity of communication, and for "word choice that best reduces bias in language."

It is described in the style guide of the American Psychological Association (APA). APA Style was first developed in 1929 by a group of social scientists who wished to establish sound standards of communication. Since that time, it has been adopted by leaders in many fields and has been used by writers around the world.

1.5: Workplace Conduct

This policy applies to all employees.

POLICIES AND PROCEDURES

Adams County's goal is to ensure employee professionalism and civility, and to prohibit hostility in the workplace. Therefore, it is the responsibility of each Adams County employee to serve the citizens and fellow employees in a courteous and efficient manner that is consistent with the County's Mission, Vision, Values, **Norms**, and Goals, in addition to the County's Code of Ethics.

The County expects all employees to observe the highest standards of conduct and integrity in the performance of work-related duties. Creating and maintaining good relations with the public and fellow employees is of primary importance. Behavior that unnecessarily increases any workplace disagreement or workplace tension is unacceptable. All employees are expected to assist in resolving rather than escalating workplace issues. Workplace bullying, including behavior that intimidates, degrades, offends, or humiliates another employee (whether alone or in front of others), is prohibited. Bullying behavior creates feelings of defenselessness in the target and undermines an individual's right to dignity at work.

Further, intentional efforts to harm the reputation or question the integrity of another employee in any manner that is designed to or that does negatively and unnecessarily affect the workplace, violates this standard of acceptable workplace conduct. Any inappropriate behavior, language, jokes, or the use of social media, emails, or text messages that creates an unprofessional workplace environment, even if it does not violate the County's Anti-Harassment, Anti-Retaliation, or Anti-Violence policies, will not be tolerated.

1.7(1): Computer and Internet Use

This policy applies to all employees.

POLICIES AND PROCEDURES

Appropriate Use(s)

Employees must use good judgment and professionalism at all times when using the internet and other electronic communication tools. Electronic media is made available to provide an effective method to engage in work-related communication, and to perform job-related research tasks. However, access is a privilege that may be granted or revoked for individual employees by each Department Director or elected official.

Examples of appropriate use of electronic media may include the following:

- Accessing external resources to obtain work-related information.
- Disseminating County documents which are not privileged, protected, or confidential to other individuals or organizations.
- Participating in e-mail groups that may provide insight and assistance for work-related functions.
- Communicating with other County employees about work-related issues.
- Communicating with other professionals with similar jobs to share ideas and problem-solve.
- Obtaining information from vendors on products and services.

Prohibited Uses

Employees are prohibited from using electronic media for the following activities:

- Transmitting or soliciting any material or messages that would violate federal, state, and local law, regulation, or ordinance, or that would violate policies in section one of this employee manual.
- Distributing information that is privileged, protected, confidential or otherwise subject to nondisclosure under any law, regulation, or rule. If an employee is not sure whether information is confidential or privileged, the employee should consult with his or her Department Director or elected official, in addition to the County Attorney's Office, before distribution of such material.

1.7(1): Computer and Internet Use (continued)

- Distributing unauthorized broadcast messages or solicitations.
- Accessing or distributing pornographic materials.
- Distributing or downloading copyrighted materials in violation of the copyright, including software, photographs or any other media.
- Developing or distributing programs that are designed to infiltrate computer systems internally or externally.
- Accessing or downloading any resource that requires a fee without prior appropriate approval.
- Representing oneself as another user or employee.
- Attempting to access an unauthorized system.
- Attempting to access restricted content or bypass security restrictions by use of proxies or Virtual Private Networks (VPNs).
- Giving your password to someone without written supervisor approval that must be received by the ITi Department.
- Attempting to intentionally bypass security safeguards deployed on County systems and/or networks.
- Connecting County equipment to cellular networks (e.g. tethering or hotspots) in order to bypass County network protections.
- Connecting personally owned devices directly to the County network via Ethernet port (e.g., wall jack), Admin-Employee Wireless, or County issued equipment (e.g., USB, Ethernet or Bluetooth) without authorization from ITi Director. All personal devices must be authorized and comply with the Adams County Personal Computing Device Policy (BYOD): <https://myadams/ITI/Pages/ITPolicies.aspx>
- Using excessive bandwidth for non-business related tasks. Excessive bandwidth usage includes personal internet or network usage that interferes or disrupts with County operations. Excessive bandwidth usage could be a result of video and music streaming, large internet uploads or downloads, and cloud file storage services (e.g. DropBox and GoogleDrive). Users and/or managers will be notified by ITi if they are using excessive bandwidth. In an effort to protect County operations, and citizen access to County resources, ITi may temporarily block internet access from devices as necessary.

1.7(1): Computer and Internet Use (continued)

If an employee is in doubt whether or not an electronic media use is prohibited, the employee should consult with a supervisor, department director, elected official, or a representative from People and Culture Services. .

Security

Employees must protect data at all times against unauthorized access and ensure that information is handled in accordance of all applicable laws and regulations. Employees must immediately report any security incidents to the Information Technology Help Desk.

All employees with access to Adams County computer systems and/or data must complete the web-based security awareness training within ninety (90) days of employment.

To protect county data, users must handle data in compliance with the Adams County ITI policies and procedures, which are located at <https://myadams/ITI/Pages/ITPolicies.aspx>.

Employees who do not follow ITI policies and procedures in their use of County computer systems, or are otherwise negligent in regard to security procedures, will be subject to discipline, up to and including termination.

Cloud Based Storage and Transmission

Employees may only use cloud based storage to facilitate their ability to perform duties as an employee of Adams County. Employees must not use any form of cloud based storage as a primary or permanent storage mechanism; any final versions of work must be appropriately stored on Adams County networks.

Cloud based storage may not be used to store any sensitive or confidential information. Sensitive information for this purpose is any information that is not properly protected from unauthorized use and/or disclosure, and that could potentially damage the County, employees of the County, citizens, or any other interested parties. Confidential information includes social security numbers, medical information, information about child, and welfare cases; this type of information should never be stored on cloud based systems without explicit authorization from ITI.

Employees who use cloud based storage are responsible for ensuring that adequate protections are in place, such as password protection, to prevent cloud based information is protected.

For acceptable use of Adams County Office 365 for transmission and storage, see the Office 365 Policy at <https://myadams/ITI/Pages/ITPolicies>

1.7(1): Computer and Internet Use (continued)

Monitoring

The County reserves the right to access, monitor, and disclose the contents of employees' electronic messages, internet communications, and other information received or transmitted by electronic media. Circumstances in which accessing, monitoring, and disclosing will occur may include, but are not limited to:

- To investigate suspected misuse of electronic media;
- To respond to investigations that are related to pending or anticipated litigation;
- To ensure compliance with this policy, applicable laws, ordinances, or court orders;
- To ensure appropriate use for County business;
- To access information in the employee's computer system when the employee is unavailable;
- To investigate possible cyber security threats; and
- To respond to a request under the Colorado Open Records Act.

All requests for access to another employee's County email or electronic files must be made through ITI. The Director of People Services or designee must approve any request for access before such access is provided.

Personal Use

Incidental use of internet, personal e-mail, and/or personal networking sites may be permitted by a department director's or elected official's discretion. However, an employee's personal use of e-mail and/or internet must not interfere with his or her assigned duties or efficient use of time or must not conflict with other prohibitions in this policy.

Colorado Open Records Act/Public Records

The Colorado Open Records Act (CORA) requires that all public records, as defined by CORA, be available for inspection and replication by any member of the public. As such, a employee writings, records, and correspondence, whether in electronic or paper form, may be deemed to be public records subject to inspection under C.R.S. § 24-72-201 *et. seq.*

Employees, who use cloud based document storage, must ensure that all public documents are appropriately stored on the existing Adams County technology network for purposes of inspection and disclosure to the public.

1.7(1): Computer and Internet Use (continued)

Violations

Violations of this policy may result in termination of access to the internet or other forms of electronic media. Violations may also result in disciplinary action, up to and including, termination of employment under the Discipline and Appeal Policy 1.8.

1.7(2): Social Media

This policy applies to all employees.

POLICIES AND PROCEDURES

Social media includes all means of communicating or posting information or content of any sort on the Internet, including an employee's or someone else's blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or chat room, whether or not associated or affiliated with the County, as well as any other form of electronic communication.

Know and follow the rules

Employees shall carefully read the Employee Manual, including the policies in Section 1, and ensure that their social media postings are consistent with these policies. Inappropriate postings, including discriminatory remarks, harassment, threats of violence or similar inappropriate or unlawful conduct, that violate these employment policies will not be tolerated and may subject employees to disciplinary action, up to and including termination.

Be respectful

Employees shall keep in mind that they are more likely to resolve work-related complaints by speaking directly with co-workers, supervisors, or a representative from People and Culture Services than by posting complaints to a social media outlet. Nevertheless, if employees decide to post complaints or criticism, they shall avoid using statements, photographs, video or audio that could reasonably be viewed as malicious, obscene, threatening or intimidating, that disparage others, or that might constitute harassment or bullying.

Be honest and accurate

Employees shall make sure that they are always honest and accurate when posting information, and that if mistakes are made, they are corrected quickly. Employees shall never post any information or rumors that they know to be false about the County, fellow employees, or others with whom they have a working relationship.

Do not disclose confidential information

Employees may not share confidential information that is learned while performing their official duties. Disclosure of confidential information in social media may subject employees to disciplinary action, up to and including termination.

1.7(2): Social Media (continued)

Express only personal opinions

Employees shall never represent themselves as a spokesperson for the County. If the County is a subject of the content created by employees, employees should be clear and open about the fact that they are an employee and they are not speaking on behalf of the County.

Using social media at work

The use of social media at work should comply with the Policies in this manual and, specifically, with the "Personal Use" section of Policy 1.7(1).

Retaliation prohibited

The County prohibits taking negative action against any employee for the good-faith reporting of a possible deviation from this policy or for cooperating in an investigation.

Media contacts

Employees shall not speak to the media on the County's behalf without contacting the Communications Department. All media inquiries should be directed to the Communications Department.

2.1(1): Hours of Work

This policy applies to all employees.

POLICIES AND PROCEDURES

Department directors are responsible for scheduling employees in full-time and part-time positions. Except in cases of emergency, employees shall be scheduled to work with regular starting and ending times. Unless otherwise provided by the department director, the standard hours to be worked are from 8:00 a.m. – 4:30 p.m.

Alternative Work Schedules

Adams County offers Alternative Work Schedules as a method of staff retention through work-life balance. Department directors are responsible for determining whether Alternative Work Schedules are feasible within their departments, and they have the discretion to allow or disallow Alternative Work Schedules for individual employees or groups of employees based on departmental needs. Department directors shall consult with the Director of People Services prior to the implementation of Alternative Work Schedules.

Employees will be considered for alternative work scheduling on a case-by-case basis. Alternative Work Schedules may be allowed where they: (1) accomplish work goals; (2) provide coverage for department operations; and (3) serve the County as a whole with increased productivity at no expense to quality output.

The primary types of Alternative Work Schedules that may be available, depending on department operations, are “4-10s” (four 10-hour days each week) or “9-80” (80 hours, worked during nine days).

Employees should contact their Department Director, supervisor, or People and Culture Services regarding the availability of Alternative Work Schedules within their department. To work an Alternative Work Schedule, an employee must complete an Alternative Work Schedule Agreement and have the agreement approved by his or her Department Director and People and Culture Services. The agreement must be placed in the employee’s personnel file. Adjusting an employee’s work schedule to an alternative work schedule without prior approval, including completion of the Alternative Work Schedule Agreement, shall be subject to disciplinary action, up to and including, termination of employment under the Discipline and Appeal Policy 1.8.

Exempt employees who work an Alternative Work Schedule shall not be eligible for Administrative Days (Policy 3.6(2)).

2.1(1): Hours of Work (continued)

Employee Attendance

For county operations to run smoothly, employees must attend work. If an employee will be late or absent from work, it is the employee's responsibility to contact their immediate manager or supervisor within the first hour of his or her scheduled shift. Department directors shall have the option to modify this requirement based upon staffing needs. Repeatedly being late, excessive unplanned absences or failure to notify the immediate manager or supervisor within the specified time frame may be grounds for disciplinary action.

Time Records

Time records shall be maintained for all employees, as appropriate. Overtime, which must be approved prior to working the hours, shall be clearly indicated on time records, as shall any type of absence or leave taken. An employee and his or her supervisor will be held responsible for verifying the accuracy of time records before submitting timecards to Payroll. When actual hours worked vary from projected hours recorded on a submitted time record, employees are responsible for recording corrections on the following month's time records. The payroll department will make corresponding corrections to employees' pay.

Workweek

Adams County's regular workweek spans from Sunday at 12:01am to Saturday at midnight. Employees who work a regular schedule or 4-10s Alternative Work Schedules remain on the regular workweek. Employees who work a 9-80 Alternative Work Schedules will work an alternative workweek. For example, the most common 9-80 alternative workweek will span from Friday at 12:01pm to Friday at 12:00pm, when an employee has every other Friday off. The Alternative Work Schedule Agreement, which is signed by each employee, shall designate the applicable alternative workweek.

2.1(2) Teleworking

This policy applies as described below.

POLICIES AND PROCEDURES

Teleworking is a voluntary work arrangement, which permits an eligible employee to work from a remote location during the regular work day instead of commuting to the workplace. Teleworking is not a universal employee benefit; it is an alternative method of meeting the needs of the organization. Department Directors, or their designees, will determine whether or not an employee may participate, and final approval will be made by the County Manager's Office and People and Culture Services.

Definitions

Teleworking encompasses a variety of different scheduling options. The following are the two options used by Adams County:

1. **Irregular Teleworking.** Teleworking that has an irregular or inconsistent schedule is generally used to accommodate a short-term request, so an employee can work on a specific project or program. Department Directors, or their designees, shall review an employee's request prior to each teleworking event.
2. **Regular Teleworking.** Teleworking that has a regular or consistent schedule is generally used to accommodate a long-term request. When an employee has been approved to telework on a regular basis, the Department Directors, or their designees, must provide a periodic review of the situation (to occur at least once every six months).

Eligibility

Department directors are responsible for designating which positions are eligible for irregular and regular teleworking. In general, positions that require a physical presence in the workplace or more than a minimal amount of face-to-face interaction are not appropriate for teleworking. The County Manager's Office shall have the final responsibility of approving the positions that are designated as eligible for teleworking.

Only employees who are working in positions that are eligible for teleworking may request a teleworking arrangement. The designation of a position as eligible for telework does not guarantee that an employee will be permitted to telework.

An employee's most recent performance evaluation must be at or above "Satisfactory" to begin or continue teleworking.

2.1(2) Teleworking (continued)

General Guidelines

- Teleworking is a voluntary work arrangement, which is based on the needs of the job, the department, and the county. Each teleworking arrangement is voluntary, and may be terminated by the employee or the County at any time.
- Regular teleworking schedules may range in frequency from one (1) day per month to one (1) day per week. During some emergency situations (e.g. snowstorms, pandemics, etc.), employees may be allowed or required to telework for a longer time period.
- Teleworking does not change the basic terms and conditions of employment as an Adams County employee.
- Employee's salary, job responsibilities, benefits, and county-sponsored insurance coverage do not change as a result of teleworking. Teleworking is subject to the same county policies, timesheet recording, Drug Use Policy, and federal regulations (particularly the Fair Labor Standards Act) as work done on county premises. Employees and their supervisors must comply with the law and County policies regarding overtime.
- All non-exempt teleworking employees are required to track and record any and all time worked from a remote site.
- Missed teleworking days shall not be accrued or traded.
- Employee tax implications that are related to the remote workspace are the responsibility of the employee; these include remodeling, furniture purchases, and equipment.
- Loss, damage, or wear to employee-owned equipment that is used for teleworking is the responsibility of the employee.
- Office supplies that are needed for teleworking will be provided by the employee. Out-of-pocket expenses for supplies will not be reimbursed.
- An employee may not engage in other employment during teleworking hours, in accordance with the Adams County Code of Ethics.
- ~~Employees working at home remain liable for injuries to third persons and/or members of the employee's family, on the employee's premises. Adams County is not liable for damage to employee's real or personal property.~~

2.1(2) Teleworking (continued)

- An employee may not unilaterally decide to work from home, via remote access, as a method of reporting to work late or leaving early.
- While working remotely, the employee must be available by phone or other communication methods (e.g., email) during scheduled work hours; availability must be similar to their physical County work location. The method(s) of communication used should be as reliable and dependable as on-site communication; for example, a teleworker may be required to have a high speed bandwidth (cable/DSL/satellite) connection.
- While working remotely, employees must notify their supervisor if they leave their alternative work location, just as they would notify their office when leaving their on-site office during the workday.
- If an employee working remotely is absent or tardy for the scheduled work day, the Department Director/Elected Official, or their designee, must be notified just as if the employee were scheduled to work in the on-site office that day.
- Teleworkers will be evaluated based on their ability to manage dependent care, personal responsibilities, and non-work related interruptions in a manner that allows them to fully meet their job responsibilities. In general, regular teleworkers should not be responsible for an infant, toddler, sick child, or anyone who requires frequent or continual care during regularly scheduled work hours. Employees working at home may be required to submit a proposal regarding the arrangements for the care of others requiring special attention during scheduled work hours.
- The County provides sick leave and vacation leave to each employee to effectively deal with non-work-related situations. Teleworking should not be viewed as an alternative to either sick leave or vacation leave.

Process for Teleworking

1. **Complete the Teleworking application.** When an employee requests a teleworking arrangement, the employee and employee's supervisor must complete the County's Teleworking application. This application will be retained in the employee's personnel file. The employee's supervisor should complete a Teleworking application for an employee only when the supervisor has determined that telework is appropriate for the employee based on the following considerations:

2.1(2) Teleworking (continued)

- a. *Supervision Requirements.* Does the potential teleworker display work-related behaviors that are consistent with successful teleworkers?
 - i. A history of reliable and responsible performance of job duties
 - ii. The trust of his/her supervisor
 - iii. An ability to establish priorities and manage his/her own time
 - iv. A conscientious pursuit of high quality work production
 - b. *Resource Requirements.* Will the employee need input or advice from other employees that is only available in the office? What percentage of the job is predicated on the use of resources located in the employee's primary work office? Does the remote worksite have adequate technology capabilities?
 - c. *Special Equipment Requirements.* What percentage of the job relies on access to photocopiers, fax machines, or other specialized equipment?
2. **Submit the Teleworking application.** Supervisor submits the Teleworking application to the Department Director or designee. The Department Director or designee will verify the employee's eligibility and make a recommendation for approval or denial.
- a. For *irregular teleworking requests* that are recommended for approval, the Department Director shall send the request and recommendation to his or her Deputy County Manager for approval.
 - b. For *regular teleworking requests*, the Department Director shall send the request and recommendation to the County Manager's Office. The County Manager's Office, in consultation with People and Culture Services, shall make the final decision for approving or denying all regular teleworking requests.
3. **Contact Risk Management.** Employees may work with Risk Management regarding office setup requirements.
4. **Contact ITi.** Each employee, who is approved for teleworking, must contact ITi to set up Citrix and discuss any other necessary remote access issues.
5. **Monitor and evaluate.** For regular teleworking requests that are approved, Department Directors, or their designees, must monitor and evaluate those arrangements at least once every six (6) months. This evaluation should include ensuring that work performance is acceptable. Revision, adjustment, or cancellation of any teleworking arrangement may be done at any time.

2.1(2) Teleworking (continued)

Security & Document Procedures

- Confidential and personal information (e.g., Social Security numbers and credit information.) must not be removed from the office or accessed through the county's network unless approved in advance by the appropriate Department Director, or their designee. Employees will not reproduce confidential or personal material at home or on portable media devices and employees will take precautions to assure that confidential and personal information remains confidential.
- No original county records shall be removed from county offices without prior approval of the Department Director, or their designee.
- The ITi Department is not responsible for maintaining or diagnosing personal computers, including home networks.
- The County will not purchase or provide any telephone lines or high speed bandwidth to a private location, such as teleworker's home. The county will not provide reimbursement for any monthly telephone charges.
- Teleworkers must comply with the County remote access policy, which is available on the intranet.
- Teleworkers must comply with all Health Insurance Portability Accountability Act (HIPAA) regulations.
- Information considered confidential or sensitive must be protected during transmission of the data; this can be completed by utilizing encryption or some other system of access controls that will ensure that the information is not accessed by anyone other than the intended recipient.

2.5: Motor Vehicles

This policy applies to all employees.

POLICIES AND PROCEDURES

The safe operation of Adams County vehicles and equipment, in addition to personal vehicles that are used on Adams County business, is the responsibility of all employees and volunteers. All employees and volunteers shall comply with this policy, and shall be subject to evaluation of their driving record at any time at the discretion of Adams County management. The responsibility of safe operation of a vehicle on County business is a privilege and can be revoked.

Motor Vehicle Records (MVR)

In order to operate a County vehicle or to drive a personal vehicle on Adams County business, all employees and volunteers are required to have a Motor Vehicle Record background check conducted by People and Culture Services. To operate a County vehicle on Adams County business, employees must not have any major violations (as listed below) on their MVR in the past five (5) years or have more than three minor violations in the past three (3) years. In exigent circumstances, exceptions must be approved by the Risk Manager and Department Director. These standards must be maintained to operate a County vehicle or to drive a personal vehicle on Adams County business. If an employee is moving from another state, a current Colorado driver's license must be obtained within thirty (30) calendar days of hire, and must be obtained before driving any vehicle on County business.

The County may obtain current MVRs for employees and volunteers to ensure that they maintain compliance with driving safety records as outlined above. If the County has substantial reason to believe an employee or volunteer has exhibited driving behavior that is deemed to place individuals or property at undue risk, the County may take disciplinary action, in addition to revoking or suspending work-related driving privileges.

Major driving violations include, but are not limited to:

- Driving recklessly.
- Leaving the scene of an accident.
- DUI, DWI or DWAI, or refusing to take a blood alcohol content test.
- Fleeing police.

2.5: Motor Vehicles (continued)

- Only County employees or approved volunteers are allowed to operate County vehicles.
- County vehicle doors must be locked, and keys must be removed from the vehicle when parked.

Personal Vehicle.

- Employees must carry current auto liability insurance as required by Colorado law.
- Employees must provide proof of insurance to Risk Management upon request.
- Personal vehicles used on County business must be maintained in a safe operating condition.
- The County will not reimburse employees for insurance deductibles.
- Appropriate child-safety seats and seatbelts must be provided if transportation of clients is required by the employee's position.
- County insurance does not cover personal vehicles used on County business.

Motor Vehicle Use

Fuel Conservation. Employees are encouraged to plan trips to avoid unnecessary travel, and to use conference calling instead of travel where practical. Carpooling shall be considered when employees are attending the same meetings with other County staff members or staff from neighboring entities. Departments shall use the County's courier service to the full extent to avoid unnecessary trips to outlying entities. Operators shall ensure that vehicles are available for scheduled preventive maintenance; this will help reduce fuel consumption and pollution. Operators should accelerate at a slow speed and avoid heavy braking at stop lights and stop signs. Operators are encouraged to fuel in the early morning or late afternoon to reduce fuel evaporation.

Fuel Sites (County Vehicles). The operator must have the proper vehicle fuel card and personal identification code in order to fuel any County vehicle. To avoid discrepancies in the reporting of fuel usage, and to avoid fuel theft and preventive

2.5: Motor Vehicles (continued)

maintenance tracking, the fuel card is not to be used for fueling multiple units. Training on fuel cards and card usage is available through Fleet Management. When fueling vehicles without electronic tracking, employees shall record the date, vehicle number, fuel type and quantity, and provide accurate records monthly to Fleet Management. Every employee is responsible for ensuring the safe fueling of County vehicles, including the prevention of events that may result in a release of fuel.

Engine Idling. County employees can play an important role in improving air quality, reducing the consumption of petroleum products, and reducing vehicle wear by limiting the amount of time that vehicle engines are allowed to idle. Turning off and starting an engine uses less fuel than letting the engine run for thirty seconds; in addition, modern vehicles only need a maximum of 60 seconds of idle at start up.

- **Restrictions.** A driver of a County vehicle must turn off the engine upon stopping at his or her destination. All vehicle equipment operators must not cause or allow an engine to idle at any location for more than five consecutive minutes with the following exceptions:
 - Operating public safety emergency vehicles on the scene of an emergency or on a public roadway.
 - Stopping at an official traffic control device or signal.
 - Stopping in a line of traffic, at a railroad crossing, or at a construction zone, including traffic conditions where driver has no control over incidence.
 - Accepting diversion at the direction of a public safety or other official traffic controller.
 - Testing, maintaining, or repairing of the vehicle for routine or diagnostic checks.
 - Running a vehicle due to mechanical or electrical problems.
 - Powering auxiliary equipment other than a heater or air conditioner, such as use of a hoist, lift, computer or safety lighting.
 - Operating defrosters, heaters, air conditioners or other equipment for a safety or health situation, but not solely for the comfort of the driver or passengers.
 - Cooling down of a turbo-charged heavy duty vehicle in accordance with the manufacturer's recommendation.

Global Positioning System (County Vehicle). Global Positioning System (GPS) units have been installed on Adams County vehicles and equipment to enhance and improve liability protection for the County. In addition, GPS on Adams County vehicles will maximize the value of the County's assets while reducing the cost of the vehicle fleet and providing a mechanism to monitor driving activities.

2.5: Motor Vehicles (continued)

The system will allow supervisors to dispatch vehicles to maximize the efficiency of the fleet, in addition to allowing supervisors to confirm or deny allegations of misconduct, abuse, traffic violations, or auto damage claims. The system can generate reports of any vehicle that excessively speeds or has unusual amounts of idle time (See Engine Idling Policy).

For the purpose of this policy, the actual driver or operator of each vehicle shall be the responsible employee. This policy and the system are not intended to be punitive or used to monitor individual employees, although unsafe vehicle usage may lead to disciplinary action. Tampering with any GPS equipment in the vehicle is expressly prohibited.

Tobacco Use (County Vehicles). Tobacco use is prohibited in Adams County vehicles. Tobacco use and the use of electronic delivery devices are prohibited in any vehicles managed, owned, or leased by Adams County.

Violation of Policy

An employee, who violates this policy, shall be subject to disciplinary action, up to and including, termination of employment under the Discipline and Appeal Policy 1.8. Other actions, including notification of appropriate law enforcement agencies, may be taken in response to a violation of this policy.

2.6: Probationary Period

This policy applies to all regular, grant-funded and part-time 3 employees.

POLICIES AND PROCEDURES

Adams County Government is an Equal Opportunity Employer. The County is committed to complying with all applicable federal, state, and local laws. Adams County expects all employees to adhere to and cooperate with the principles of Equal Employment Opportunity.

Employees shall serve an initial twelve (12) working-month probationary period. In cases where an employee's status has changed from temporary to regular, the initial probationary period shall begin on the effective date of the status change. Employees shall only serve one (1) probationary period during continuous employment.

A manager or supervisor should provide an employee with a written evaluation within six (6) months of the start of the probationary period.

Extension of Probationary Period

- **Injury or Illness.** If an employee has extended absences due to illness, injury, or other circumstances while on probation, the probationary period shall be extended until actual time worked is equivalent to a twelve (12) month period.
- **Promotion.** If an employee is promoted during their initial probationary period, the probationary period may be extended by up to six (6) additional months; this extension is intended to allow a full six (6) months of probationary time in the new position. This does not apply to career progressions.

Termination of Probationary Employees

During the probationary period, an employee is considered to be employed at will, and employees terminated during the initial probationary period are not eligible to use Discipline and Appeal Policy 1.8.

2.8(1): Separation from the County

This policy applies to all employees.

POLICIES AND PROCEDURES

Except in rare circumstances and during the PDC process, an employee's last day shall be his or her last physical day worked. Separating employees shall return all County property to their immediate manager or supervisor. County property may include the following:

- Documents
- Purchasing Cards
- Computer Equipment
- County Vehicles
- Supplies
- Materials
- Keys
- I.D. Cards

Personal belongings that are not retrieved within six (6) months may be donated or destroyed. The County reserves the option to mail personal belongings to employees' mailing or home addresses that is on file.

Separation Payments

Final paychecks for separating employees shall be prepared for normal distribution in accordance with regular payroll cycles. The final paycheck may be offset by any monies or property owed to the County with approval from the Director of People Services or the County Manager. Applicable annual and sick leave accruals shall be pro-rated per date of separation, and accrued leaves shall be paid out pursuant to Adams County policies. Coverage under benefit plans (e.g., medical, dental, vision, life, and disability) shall terminate on the last day of the month in which employment ceases, unless continued under the provisions of COBRA. Separating employees are not entitled to any form of severance pay.

If an employee is a participant in the Tuition Reimbursement Program, and if the employee voluntarily leaves the County within one (1) year of completing a course(s) or degree, the employee is liable for all tuition costs reimbursed in the prior year.

2.9: Reduction in Force and Recall

This policy applies to all employees, including employees whose salary is fully funded by federal-funded and grant-funded programs, and employees who are employed by departments and offices led by elected officials, unless the elected official has enacted a separate Reduction in Force (RIF) Policy that is approved by the County Attorney's Office.

POLICIES AND PROCEDURES

A reduction in force may become necessary for budgetary or other reasons. When this occurs, Adams County shall use its discretion to make determinations about positions that shall be eliminated, based on legitimate business-related criteria that best meets organizational needs.

These procedures are not intended to create and do not create any rights to County employees who are affected by any layoff or reduction in force decision. An appeal **may not** be filed regarding any layoff or reduction in force decision. Failure to comply with these procedures shall not result in the invalidation of the layoff decision.

The terms "layoff" and "reduction in force" are synonymous for the purposes of this policy.

Process and Scope

The County Manager, in consultation with department directors, elected officials, the County Attorney, and the Director of People Services, will determine the size and scope of any reduction in force. It is the responsibility of department directors and/or elected officials to identify and recommend functions to be affected by a reduction in force by submitting a written plan to the County Manager.

Decisions regarding the size and scope of any reduction in force and functions to be affected shall be guided by the following:

- The current and future goals and needs of the County and the department/office; and
- The knowledge, skills, and abilities necessary to accomplish these goals and needs.

2.9: Reduction in Force (continued)

Selection for RIF

If a reduction in force is determined to be necessary, employees will be laid off by department/office and within the function being reduced, in the following order:

1. Temporary positions;
2. Project-designated positions;
3. Probationary positions (e.g., employees who have not completed the initial probationary period);
4. Employees in regular positions (e.g., regular full-time and regular part-time) whose performance reviews document unsatisfactory performance or who have been subject to documented discipline within the past five (5) years; then,
5. Employees in regular positions, with the least time in service (using most recent date of hire).

When determining the size and scope of any reduction in force, in addition to the functions to be affected for federal-funded and grant-funded programs, the Program Administrator and County Manager shall consider prospects for funding restoration and the factors described in this policy.

Benefits & Accruals

Employees who are laid off shall receive no continuation of salary or benefits, except as may be stipulated by specific benefit plans or contract. Payment for unused portions of annual leave accruals, sick leave accruals, and compensatory time shall be made according to provisions for separation from County employment.

Reemployment after Layoff

There will be no right of reemployment for employees who have been terminated due to a reduction in force. However, employees who have been subject to a reduction in force per this policy will be given preferential treatment when applying for an open County position within six months of their termination date. Preferential treatment includes, but is not necessarily limited to, a guaranteed interview for positions that the laid off former employee meets the minimum qualifications and has relevant experience. Laid off former employees must contact People and Culture Services after submitting their application for an open position to receive preferential treatment.

Employees who are rehired within 60 days shall keep their previous hire date for purposes of leave accruals.

3.3(1): Workers' Compensation Coverage & Injury Leave

This policy applies to all employees.

POLICIES AND PROCEDURES

Adams County provides Workers' Compensation coverage to all employees. Workers' Compensation coverage provides medical benefits and a scheduled amount of wage-loss benefits to employees who are injured while acting in the course and scope of their employment.

If employees believe that they have been injured in the course and scope of their employment with the County, they must report the injury to the Workers' Compensation call center as soon as possible (see the Risk Management page on myAdams for more specific information). In addition, employees must notify their manager or supervisor within 24 hours. If an employee is injured at work, he or she must see one of Adams County's designated Workers' Compensation providers. Employees who see their own physician may be responsible for all payments that are related to that visit. For specific information regarding Workers' Compensation, employees should contact Risk Management.

Injury Leave

Employees who must miss work due to a Workers' Compensation covered injury are eligible for up to 80 hours of paid injury leave. Injury leave is applicable to time that an employee must be absent from work due to doctor's orders or work restrictions. Employees may not use injury leave for partial day absences, such as doctor's appointments. During injury leave, the County maintains the employee's health coverage under any group health plan on the same terms as if the employee had continued to work. Upon return from injury leave, the County shall attempt to restore employees to their original or equivalent position with equivalent pay, benefits, and other employment terms.

Related Policies

Workers' Compensation benefits occur in conjunction with other County policies, including but not limited to the following:

- **Family Medical Leave.** Employees applying for Workers' Compensation benefits are subject to the provisions of the Family Medical Leave Act (FMLA) (see Adams County Family Medical Leave Policy 3.5(1)). Employees who are receiving Workers' Compensation benefits due to being off of work receive wage loss benefits and therefore, they are not eligible to concurrently use sick leave accruals and annual leave accruals. Injury leave shall run consecutively with FMLA protected leave. Injury leave shall be taken first; when injury leave

3.3(1): Workers' Compensation Coverage & Injury Leave (continued)

has been exhausted, FMLA leave will apply to any additional qualifying leave time for FMLA eligible employees.

- **Receipt of Annual and Sick Leave Accruals.** Employees applying for Workers' Compensation benefits are subject to the provisions of 3.4(1) Annual Leave and 3.4(3) Sick Leave Policies. According to these policies, to receive annual or sick leave accruals for the month, employees must work or be in an approved paid leave status for at least fifty percent (50%) of the pay period. Receipt of Workers' Compensation benefits from a third party administrator does not qualify as an approved paid leave status for the purpose of receipt of annual and sick leave accruals.

3.4(1): Annual Leave (Vacation)

This policy applies as described below.

POLICIES AND PROCEDURES

Eligibility & Accrual of Annual Leave

To be eligible for annual leave, employees must be classified as one of the following:

- Full-time regular, project-designated, grant-funded, executive or appointed (40 hours/week); or
- Part-time 3 (30 to 39 hours/week).

This policy does not apply to part-time 2 (RP2-20 to 29 hours/week), project designated part-time (PJ2-20 to 29 hours/week), seasonal positions, or temporary positions.

Eligible employees shall accrue annual leave (vacation) at the following rates:

Completed Years of Continuous Service	Accrual Rate Per Month in Hours –FT (40 hrs/wk)	Accrual Rate Per Month in Hours – RP3 (30-39 hrs/wk)
Up to 2 years	6.68	5.00
After 2 years	8.00	6.00
After 5 years	10.00	7.50
After 10 years	13.34	10.00

To accrue annual leave for the month, employees must work or be in an approved paid leave status for at least fifty percent (50%) of the pay period.

Cap on Annual Leave

Employees are encouraged to use accrued leave time. At the end of each December pay period, each regular full-time employee's accrued annual leave hours will be reduced to 320 hours, and each regular part-time employee's accrued annual leave hours will be reduced to 240 hours. An employee may carry over unused annual leave from one calendar year to the next, up to the applicable cap stated in this paragraph. Unused annual leave in excess of these caps shall be forfeited on December 31st of each year.

3.4(1): Annual Leave (Vacation) (continued)

Payment of Unused Portion of Accrued Annual Leave

Separating employees will be paid for all accrued annual leave, up to the employee's maximum amount (e.g., full-time 320 hours and part-time 240 hours) as designated in this policy. The rate of pay shall be determined by employee's regular rate of pay as of his or her last working day. In the event of an employee death, compensation shall be paid to the employee's heir(s) or legal representative(s) who are authorized by law to receive unpaid compensation.

Requests for Annual Leave

Eligible employees must request and receive approval from their manager or supervisor for earned annual leave at least ten (10) working days prior to the scheduled leave, unless this requirement is waived by a department director.

Status Changes

An employee who has a status change from a full-time position to a position that does not earn accruals shall have all accruals paid out on the effective date of the status change.

An employee who has a status change from a position earning accruals to a position that does not earn accruals; and then, returns to a position that does earn accruals is allowed to count the previous total years of service that was earned in the position, which was eligible for the purpose of earning accruals, as long as there has been no break in service.

Use of Annual Leave

Employees must have annual leave accruals at the beginning of the month in order to use during that month. Failure to return to work after the stipulated time of an approved annual leave may result in disciplinary action, up to and including, termination. Directors may revoke a previously approved annual leave request.

3.5(1): Family Medical Leave

This policy applies to all employees who have one (1) or more years of service and who have worked at least 1,250 hours in the twelve (12) months preceding the requested family medical leave.

POLICIES AND PROCEDURES

Adams County complies with the federal Family Medical Leave Act (FMLA) of 1993, as amended, and with the Colorado Family Care Act (FCA). If at any time the law and this policy conflict, the law governs employee's rights and eligibility.

The County provides up to twelve (12) weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- Incapacity due to pregnancy, prenatal medical care, or child birth;
- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, son, daughter, or parent, who has a serious health condition; and
- Serious health conditions that make the employee unable to perform his or her job.

Military Family Leave Entitlements

Qualifying Exigency Leave. Eligible employees who have a spouse, son, daughter, or parent on covered active duty (or who has been notified of an impending call or order to active duty) in the Armed Forces, National Guard, or Reserves may use their twelve-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include:

- Attending certain military events.
- Arranging for alternative childcare.
- Addressing certain financial and legal arrangements.
- Attending certain counseling sessions.
- Attending post-deployment reintegration briefings.

3.5(1): Family Medical Leave (continued)

Military Caregiver Leave. An eligible employee may take up to 26 weeks of leave during any single twelve-month period to care for a covered service member. A covered service member is a current member of the Armed Forces, National Guard, or Reserves who has a serious injury or illness incurred or aggravated in the line of duty or while on active duty. A covered service member also includes veterans who were members of the Armed Forces, National Guard, or Reserves at any time during the period of five years preceding the start of treatment, recuperation, or therapy. A serious injury or illness is one that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list. Covered service members also include veterans who began treatment, recuperation, or therapy for a serious injury or illness within five (5) years after leaving the service. The serious injury or illness may have manifested before or after the individual became a veteran.

Family Care Act

Adams County provides up to twelve (12) weeks of unpaid leave to eligible employees to care for their partners in a civil union or domestic partnership, who have serious health conditions. Generally, leave under the Family Care Act is administered consistent with FMLA regulations.

Benefits & Protections

During FMLA, the County maintains the employee's health coverage under any group health plan on the same terms as if the employee had continued to work. They will also be retained on all enrolled Adams County benefit plans and the County contribution benefit allowance will continue. An employee on an unpaid leave must make arrangements with the People Services Department for payment of the employee's portion of the benefit premiums. Upon return from FMLA leave, most employees are restored to their original or equivalent position with equivalent pay, benefits, and other employment terms. Certain highly compensated employees (key employees) may have limited reinstatement rights.

Use of Leave & Employee Responsibilities

- The maximum time allowed for FMLA leave is either twelve (12) weeks in a rolling 12-month period, as defined by the County, or twenty-six (26) weeks as explained above under the heading Military Family Leave Entitlements. The County uses a twelve-month rolling period measured backward from the date an employee uses any FMLA leave.

3.5(1): Family Medical Leave (continued)

- An employee may take leave intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so not to unduly disrupt the County's operations. In such cases, the County may temporarily transfer the employee to an alternative job with equivalent pay and benefits that better accommodates recurring periods of leave than the employee's regular job. Leave due to qualifying exigencies may also be taken on an intermittent basis.
- Employees must provide thirty (30) days advance notice of the need to take FMLA leave when the need is foreseeable. When thirty (30) days notice is not possible, the employee must provide notice as soon as practicable and generally must comply with the County's normal call in procedures.
- Employees must provide sufficient information for the County to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave.
- Employees must inform the County if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees may also be required to provide a certification and periodic recertification supporting the need for leave. The County may require second and third medical opinions at the County's expense. Documentation confirming family relationship, adoption, or foster care may be required. If notification and appropriate certification are not provided in a timely manner, approval for leave may be denied. Employees on leave should contact Human Resources at least two (2) days before his or her first day returning to work.
- Spouses working for the County are jointly entitled to a combined total of twelve (12) work weeks of family and medical leave for child birth, placement of a child for adoption or, foster care, and to care for a parent who has a serious health condition (or combined twenty-six (26) work weeks to care for a member of the armed services). This is calculated in a rolling twelve (12) month period measured backward.
- Leave for purposes of child birth, adoption of children, or placement of foster children in employees' homes must be taken within twelve (12) months of the event.
- Bereavement, County closure, and jury duty pay is not granted while on FMLA.

3.5(1): Family Medical Leave (continued)

Return to Work

Failure to return from leave within the approved time may be deemed a voluntary resignation.

Related Policies

- **Annual & Sick Leave Accruals.** Employees are required to use all accrued sick leave and annual leave while on family medical leave. Sick leave accruals must be exhausted before annual leave can be used. FMLA leave is leave without pay when paid leave accruals have been exhausted. Employees shall receive accruals for the pay period, if they have worked or were in an approved paid leave status for at least fifty percent (50%) of the pay period. If an employee is in unpaid status for more than fifty percent (50%) of the pay period, he or she shall not accrue annual or sick leave.
- **Workers Compensation.** Employees taking leave pursuant to the Workers' Compensation Leave Policy 3.3(1) are required to concurrently designate that leave as FMLA when the leave is taken for an FMLA qualifying serious health condition.

3.5(3): Military Leave

This policy applies to all employees excluding employees in part-time 2, project designated, temporary and seasonal positions.

POLICIES AND PROCEDURES

In compliance with the Uniformed Services Employment and Re-employment Rights Acts of 1994 (USERRA) and any applicable state law, it is the policy of Adams County to grant a military leave of absence to eligible employees serving in the uniformed services, including but not limited to, the United States Armed Forces and National Guard and Reserves, for periods of active service (including voluntary and involuntary service) not to exceed a cumulative leave period of five (5) years.

Notice of Leave

Employees must give advanced notice of their need for military leave prior to the commencement of the leave. A copy of the employee's written military orders must be forwarded to the employee's department director or elected official, as well as to the Human Resources Department, immediately upon receipt.

Full Military Pay

Eligible employees shall be entitled to a leave of absence with all pay and benefits for which they are normally entitled for up to fifteen (15) scheduled working days each calendar year while engaged in service. This leave shall be used for the first fifteen (15) days an employee is absent due to military duty or training in the calendar year, except in the case when the employee is already gone for military duty in December and the deployment spans into January of the next year. In this case, the fifteen (15) days of military leave may be applied at the end of the deployment or to cover training later in the year. Exceptions to this practice will be considered on a case-by-case basis.

Supplemental Military Pay

If the leave of absence exceeds fifteen (15) working days due to continuation of military service, and the employee's total military pay is **greater** than their current Adams County salary, the leave becomes leave without pay. The employee may also request use of accrued annual leave and/or compensatory time. If the employee's current total military pay is **less** than their current Adams County salary, they are eligible to receive differential pay in the amount of the difference between the military pay and their base County salary for the full duration of their military leave not to exceed a cumulative leave period of five (5) years. In order to receive supplemental military pay each month,

3.5(3): Military Leave (continued)

employees must forward a copy of their Leave and Earnings Statement (LES) to Human Resources each month.

Continuation of Benefits

For employees who are called to active military duty for more than thirty (30) consecutive **calendar** days, the County shall continue payment of the County-funded portion of all applicable medical, dental, and vision premiums and shall pay the employee portion of these premiums for up to twelve (12) consecutive months of active duty.

If employees choose not to continue medical, dental, and vision benefits while on leave, they must sign a waiver form and must re-enroll upon return to work. Coverage shall become effective immediately upon return to active employment with Adams County.

Employees are eligible to continue participation in the long term disability, life and optional life insurance policies for the first ninety (90) days of military leave. Employees shall be responsible for making their required monthly premium contribution for the **voluntary** life insurance by the 20th of the month for the following month's coverage, or cancellation of coverage shall occur. After ninety (90) days of active military leave, the long term disability, life and **voluntary** life insurance policies will be waived and employees must re-enroll upon return to work. Coverage shall become effective immediately upon discharge from active duty if employee returns to active employment with Adams County.

Employees shall not accrue vacation, sick leave, or receive holiday pay while in military leave-without-pay status.

Retirement Plan

The employee should notify the Retirement Office of the dates of leave prior to starting military leave. The Retirement Office will provide the employee with information regarding contributions to the Adams County Retirement Plan, including contributions from any Adams County pay received while in active military service.

Reinstatement

In accordance with the laws governing Veterans' reemployment rights, employees shall be returned to the same position held before the leave or to a position of like status with no loss of seniority or benefit status upon completion of their military leave provided:

1. Employees provide advance notice of their service;
2. Employees return to work or apply for reemployment in a timely manner after the

3.5(3): Military Leave (continued)

conclusion of their service;

3. Employees have five (5) years or less of cumulative military leave while employed with the organization; and
4. Employees have not been separated from service with disqualifying discharge or under other than honorable conditions.

In certain circumstances, employees may be required to undergo a fitness-for-duty examination prior to returning to work.

3.6(1): Compensatory Time

This policy applies to all non-exempt employees.

POLICIES AND PROCEDURES

It is the option of department directors to grant compensatory time off in lieu of the payment of overtime for hours worked beyond forty (40) hours per workweek. Only regular hours worked and scheduled holidays shall be used for the purpose of computing compensatory time. Such granting of compensatory time off shall be consistent with the provisions of the Fair Labor Standards Act.

It is the responsibility of department directors to notify employees in advance if hours worked in excess of forty (40) per week are to be paid in overtime or compensatory time off. Compensatory time earned and taken must be documented on monthly time entry. Compensatory time shall be granted at a rate of one-and-one-half (1-1/2) times the number of hours of overtime worked and shall be paid at their regular rate of pay.

All requests for compensatory time off must be requested in accordance with department procedures and are subject to prior approval from department directors. Compensatory time accrued in excess of forty (40) hours will be paid in December of each year.

Upon separation from the County (or upon transfer into a position exempt from overtime), accrued compensatory time shall be paid at employees' regular rates of pay as of their last working day. Employees who are demoted to a position with a lower rate of pay will have compensatory time paid out at the time of demotion.

3.6(2): Administrative Leave

This policy applies to all employees.

POLICIES AND PROCEDURES

Administrative leave shall be granted at the discretion of the County Manager. Employees cannot receive pay in lieu of administrative leave and any remaining leave is forfeited upon separation from the county for any reason.

TYPES OF ADMINISTRATIVE LEAVE

Exempt Employees

As a way to remain competitive in the market, all exempt employees are eligible for one (1) administrative day off per month. Employees cannot accumulate exempt administrative leave and it will not be paid out at any time. Exempt employees must be in a paid status for more than half of the month to earn their exempt administrative leave for that month.

Incentive

Incentive administrative leave may be provided to employees for doing work that extends beyond the scope of their normal job duties or for working a significant amount of extra hours on a project. This must be approved by the department director and should only be provided in special circumstances.

Inquiry

An employee may be placed on administrative leave pending an investigation or to allow the county to look into a specific situation. This is not a disciplinary action in itself but allows for the county to conduct a thorough investigation. An employee may also be on investigatory administrative leave during the Pre-Disciplinary process and/or appeal process.

3.6(3): Leave Without Pay

This policy applies to all employees eligible for annual and sick leave.

POLICIES AND PROCEDURES

Leave Without Pay (LWOP) occurs when an employee misses work after exhausting sick and/or annual leave accruals. LWOP may also occur when an employee takes leave that was not approved.

The County discourages the use of LWOP. A manager or director may approve the use of LWOP only in extraordinary circumstances.

If LWOP is not approved by an employee's manager or director prior to use, it will be deemed unauthorized LWOP. The use of unauthorized LWOP shall be subject to disciplinary action, up to and including, termination of employment under the Discipline and Appeal Policy 1.8.

Employees who use LWOP may not be eligible to work an alternative work schedule for six (6) months following the use of LWOP.

Effect of Leave Without Pay Status on Accruals

If an employee is in unpaid status for more than fifty (50) percent of the pay period, he or she shall not accrue annual or sick leave.

Taking leave without pay while in a probationary period may extend an employee's probationary period until actual time worked is equivalent to a twelve (12) month period.

Leave of Absence

Regular full-time employees may request a one-time leave of absence. *A leave of absence is intended to provide for employees who encounter a personal or medical issue, who have exhausted protected leave (such as FMLA), or who are not eligible for FMLA and believe that they could return to work full-time if they were able to take a limited block of additional time away from work.* This block of leave shall not exceed thirty (30) calendar days. If an employee who is requesting a leave of absence has remaining annual or sick accruals, these accruals must be used during the leave of absence.

Employees must request a leave of absence in writing and submit the written request to their Department Director at least thirty (30) calendar days prior to

3.6(3): Leave Without Pay (continued)

commencement of leave, except in cases of an emergency. A leave request is subject to the approval of the Department Director, who shall consider the following when determining whether or not to approve the leave:

- The work requirements and work load of the department;
- The employee's performance and length of service with the County; and
- The urgency of the situation prompting the leave request.

The approved written request must be forwarded to the People Services Department and the County Manager's Office for notification prior to the employee taking the leave. It is the employee's responsibility to pay his or her portion of the insurance coverage while on leave **without pay**. Failure to pay will result in a termination of insurance coverage.

Failure to return to work within the approved time frame may result in termination.

After a leave of absence, the County will attempt to return an employee to the same or equivalent position that he or she left, and the same level of pay and benefits as prior to taking an approved leave of absence. Any salary increase, which would have been granted if the employee had not been on leave, shall be awarded immediately upon return to work, but shall not be retroactive. Because of the nature of our business, it is not always practical to hold a position open during a leave of absence. In the event an employee's job is filled, an employee may be considered along with other candidates for any vacant position for which he or she is qualified.

3.7(2): On-Call

This policy applies to all employees.

POLICIES AND PROCEDURES

Adams County recognizes that it may be necessary for various departments and Elected Offices to require employees to be available for on-call assignments. It is the County's general policy that on-call assignments should be kept to a minimum. On-call time is defined as the time period when an employee is required and designated to remain available for duty during non-scheduled work hours, but he or she is permitted to engage in most personal activities as long as he or she responds to calls promptly, efficiently, and safely.

Each department shall have a written on-call duty plan that will be approved by the County Manager's Office and on file in People and Culture Services and Payroll. This plan should detail the specific course of action to be followed by employees when they are assigned to be on-call, and the plan should also detail any associated rate of pay. On-call duty should be scheduled with the employee in advance, and each department and Elected Office should develop a rotation. Employees who are assigned on-call duty must be provided with a cell phone, pager, or two-way radio during the period specified as the on-call period. Employees assigned on-call duty are generally required to respond by telephone or radio within fifteen (15) minutes, or report to a work location within thirty (30) minutes of being notified, unless the department or Elected Office requires a more or less rapid response time.

In the event an on-call employee fails to respond to a call to work or reports unfit for duty, he or she shall be subject to disciplinary action, up to and including, termination of employment under the Discipline and Appeal Policy 1.8.

4.3: Recruitment and Selection

This policy applies to all employees.

POLICIES AND PROCEDURES

All recruitment and selection procedures and activities shall be conducted in a manner that provides equal employment opportunities and avoids discrimination. The evaluation of candidates shall be based on objective, relevant job criteria.

Vacancies

All regular, project designated, grant funded, executive, part-time and seasonal vacancies must be recruited for by using the county's applicant tracking system. The hiring manager and/or department director, in consultation with People and Culture Services, may elect to advertise the position on other recruitment sites.

Job announcements must be posted for a minimum of (5) days. The hiring department or office, in consultation with People and Culture Services, may elect to advertise a vacancy internally only. If an internal posting does not yield adequate quality and quantity of candidates to conduct a successful recruitment, the hiring manager shall consult with the Culture Services Department in determining the next step in the recruitment process. To be considered for a vacancy, all application materials must be received on or before the closing date as stated on the job announcement. Candidates must meet the minimum qualifications for the position for which they have applied.

The hiring department must use a competitive process based on job-related criteria and shall interview for vacancies.

Temporary Positions

- **Temporary** - This classification allows departments and elected offices the ability to hire a temporary employee. Hiring managers shall work with People and Culture Services before hiring a temporary employee to ensure temporary employment guidelines are met.
- **Seasonal** - This classification allows departments and elected offices the ability to hire a temporary employee to work for a designated season. The People Services Department determines what positions are eligible for seasonal status.

4.3 Recruitment and Selection (continued)

Hiring managers and/or department directors must follow all the requirements set forth in this policy for the hiring of all temporary vacancies. Hiring managers and/or department directors may elect to use the county's applicant tracking system, to recruit for temporary vacancies that are anticipated to last for less than 180 days.

If the department elects to utilize the applicant tracking system, the hiring department must follow all the requirements set forth in this policy. Hiring departments and offices can elect to use a staffing agency for short-term (less than 180 days) temporary needs. Department shall work in consultation with the Culture Services department prior to contracting with a staffing agency.

Internships/Volunteers

Hiring managers and/or department directors may elect to use the county's applicant tracking system to recruit for interns and volunteers. If the department elects to utilize the applicant tracking system, the hiring department must follow all the requirements set forth in this policy. The hiring manager and/or department director, in consultation with Culture Services, may elect to advertise the position on other recruitment sites.

Eligibility List/Candidate Pool

Applicants who meet the minimum qualifications for a position will be placed on a candidate eligibility list. This list shall remain active for 180 days from the position closing date. Interviewed candidates are eligible for selection for a maximum of 90 days after the conclusion of the interview process.

Candidate pools can be created for positions that have more than twenty (20) vacancies per year. Candidate pools are created by advertising a continuous posting regardless of a current vacancy. Candidates that meet the minimum qualifications for a position in a continuous posting shall remain active for six (6) months. At the expiration of six (6) months, candidates will be notified that their application has expired and they need to reapply if they are still interested in the position.

Alternatives to Posting

Exceptions to the posting requirements may be requested in writing to the Culture Services Department. Approval by the Culture Services Director (or designee) must be received prior to taking action. Exceptions may be approved in the following situations:

4.3: Recruitment and Selection (continued)

- Transfers within the same classification within a department or office
- Demotions (voluntary and involuntary) from a higher classification from within the same or different department
- Transfers and demotions of a qualified employee from any classification as an alternative to layoff
- Career progressions within the same job series that have been established by a department or office and approved by People Services
- Position and incumbent moved to another department as part of a reorganization
- To accommodate the transfer or demotion of an employee as part of an ADA accommodation
- Transfer as part of a formal settlement of a grievance or employment litigation
- Temporary/seasonal employment for less than 180 consecutive days
- Summer youth or similar grant funded programs
- Retiree re-employment based on temporary business need
- Internship opportunities
- Volunteer opportunities

Selection

The hiring manager shall establish relevant job-related criteria to evaluate candidates. Candidates must be evaluated solely on their qualifications (knowledge, skills, experience and education) and ability to perform the essential functions of the job. If the hiring department elects to use a test, simulation of job responsibilities, a case study or off the shelf assessments (i.e. personality, interest inventory, etc.) as part of their selection process they must present and receive approval from Culture Services prior to using. In most cases, the hiring manager shall conduct reference checks prior to extending an offer of employment.

Background Check

All candidates, including temporary employees, interns, volunteers, seasonal employees, and any other person performing work for the county, must successfully pass a background check appropriate for the position prior to commencing work with the county. People and Culture Services will conduct and store all background checks. Internal candidates that are selected to fill a vacancy shall have a new background check completed prior to starting in their new position.

Job Offer

Prior to posting a position, a hiring rate/range will be recommended by People and Culture Services if not already established. Pay ranges will provide guidance in

4.3: Recruitment and Selection (continued)

making final salary decisions by providing a minimum and maximum salary allowed for each job. Factors to consider in making salary decisions, in consultation with People and Culture Services include: education/experience of new hire, budget constraints, internal equity, and market relevance. Appropriate business justification documentation must be submitted to the Deputy County Manager(s) or County Manager for approval of any offer that is fifteen (15) percent above the minimum of the pay range. The salary for an internal promotion or hire should be determined in the same manner as that for an external hire.

Documentation

All documentation related to the recruitment process must be forwarded to Culture Services within two (2) weeks of the conclusion of the hiring process. Culture Services will retain all recruitment documentation in accordance with federal and state record retention requirements.

Starting Date

A selected candidate's date of hire will be the first day he/she physically reports to work and, unless there are special circumstances, shall coincide with new hire orientation. An internal transfer's effective date begins when he/she assumes the responsibilities of the new position.

Falsification/Omission of application materials

Any falsification or significant omission of information on an application may result in refusal of employment or, if already hired, may result in termination of employment regardless of when the recruitment and selection for the position occurred.

3.1(1): Health Insurance

This policy applies to employees in regular and project-designated positions budgeted for thirty (30) or more hours per week.

POLICIES AND PROCEDURES

Adams County offers eligible employees' one or more medical, dental and vision plans, and contributes towards the cost of employee and dependent coverage.

Employees should refer to individual plan documents for specific policy provisions. Master plan documents and summary plan descriptions are available for inspection in the People Services Department and are available on the County's Intranet. Provisions of master plan documents and applicable laws shall prevail in all issues of coverage.

Effective Date

Coverage becomes effective on the first day of the month that coincides with, or following, forty-five (45) calendar days of employment.

Enrollment

Employees who elect to enroll in a medical plan must also enroll in the dental and vision plans. Employees may elect to cover their dependents at an additional cost to the employee. If employees elect to cover dependents on the medical plan, it is mandatory that the same dependents be covered on the dental plan. Dependent coverage on the vision plan is optional.

Employees who waive their enrollment in the offered health care plans must sign a waiver. They may then only enroll during an authorized open enrollment period or within thirty-one (31) calendar days of a valid change in status as defined by federal regulations. The waiver can be found on the intranet (<https://myadams/HumanResources/Benefits/Pages/default.aspx>)

Dependents must be enrolled during the employee's initial enrollment period or within thirty-one (31) calendar days from the date dependents are established as members of the family (e.g. birth, adoption, and marriage), within 31 days of the loss of other employer health care coverage, within 60 days from the loss of Medicaid/CHIP coverage and/or eligibility for state premium assistance, or during an authorized open enrollment period.

3.1(1): Health Insurance (continued)

Loss of Coverage

Medical, dental, and vision plan coverage ceases on the last day of the month in which employees separate from County employment or are no longer eligible due to employment status change, (such as from full time to RP2). Dependent coverage ceases on the last day of the calendar month in which they no longer meet the definition of dependent as stated in the summary plan descriptions. Employees must notify and provide the dependent's forwarding address to the People Services Department within the following timeframes:

- Within 31 calendar days of the date of a dependent status change for death, divorce or non-eligibility
- Within 60 days if the dependent has a loss of Medicaid or CHP coverage or if they become eligible for a premium subsidy through the state

Continuation of Coverage: COBRA

Employees and/or dependents may be eligible for continued health care coverage as specified by federal law. Employees must notify People Services within sixty (60) days from the date a dependent no longer qualifies for the continuation coverage to apply.

Continuation of Coverage: Retirement

Adams County offers retirement health care to eligible retirees and their enrolled dependents and contributes toward the cost of the retiree's health care coverage.

If an employee chooses not to enroll in the retirement health care plan within sixty (60) days from their termination date, People Services will require them to sign a waiver and they will not be allowed to enroll at a later date.

Coverage will be canceled for retirees establishing permanent residency outside the plans' service areas for more than six (6) months. Retirees re-establishing permanent residency within the plan service area within two years of the coverage termination date may re-enroll. Retirees outside the service area must provide proof of other coverage to receive reimbursement of the county monthly subsidy.

Retirees and/or dependents enrolled in Medicare due to age are not eligible to continue coverage under an early retiree health plan option. Medicare Supplemental health plans are available for retirees and their eligible dependents enrolled in Medicare.

3.1(1): Health Insurance (continued)

Continuation of Coverage: Disability

Employees covered under Adams County health plans who incur a loss of coverage due to continued disability and who are approved for disability benefits through Adams County's Long Term Disability (LTD) program are eligible to continue health care coverage under COBRA for up to eighteen months. The county will continue the employer contribution towards the cost of COBRA coverage for eligible employees and their enrolled dependents for up to twelve months from the loss of coverage date.

Continuation of Coverage: Deceased Employees

Eligible dependents enrolled in medical, dental, and vision plan(s) at the time of an employee's death are eligible to continue their health insurance for up to thirty-six (36) Months under COBRA. The County shall continue to pay the employer contribution towards the dependents' coverage for the first six (6) months of COBRA continuation coverage.

Continuation of Coverage: Loss of Life in the Line of Duty

If employees die in the line of duty from other than natural causes or are unconscious due to actions taken in the line of duty, the dependents previously covered by the terms of the plan may elect to continue such coverage for an unlimited period of time with the understanding that the County shall provide an amount to be determined each fiscal year toward the premium cost.

Eligibility for continuation of coverage shall cease in the event the spouse becomes eligible for Medicare, the spouse remarries, or a dependent child no longer qualifies.

3.1(2): Life and Disability Insurance

This policy applies to all benefit eligible employees with the exception of employees in project-designated positions.

POLICIES AND PROCEDURES

Adams County offers life and disability insurance to eligible employees, and contributes towards the cost of employee coverage.

Effective Date

Employee coverage shall become effective on the first day of the month that coincides with, or following, forty-five (45) calendar days of employment, except as noted in the plan document (e.g. following certain leaves).

Employees should refer to individual plan documents for specific policy provisions. Master plan documents and summary plan descriptions are available for inspection in the People Services Department and on the County's Intranet. Provisions of master plan documents and applicable laws shall prevail in all issues of coverage.

Loss of Coverage/Separation of Employment

Life and disability insurance benefits cease on the last day of the month during which the employee separates employment.

Life Insurance

Adams County provides a term life insurance policy, which includes accidental death and dismemberment, to eligible employees. Voluntary life insurance is available to employees and their eligible dependents at the employees' expense.

Short Term Disability

Short-term disability (STD) insurance provides continued income in the event that employees are disabled for a period longer than fourteen (14) calendar days and pays a portion of the employee's pre-disability salary.

Employees injured under the provisions of the Workers' Comp policy are not eligible for STD benefits.

3.1(2): Life and Disability Insurance (continued)

Duration of Benefits

If an employee is deemed eligible by the carrier, STD insurance benefits begin on the latter of the first day after fourteen (14) consecutive calendar days of disability or the exhaustion of all sick leave accruals.

Short-term disability (STD) plan benefits end automatically on the earliest of the date the recipient is no longer disabled, the date the maximum benefit period ends, or the date of death.

Long Term Disability

Long-term disability (LTD) insurance provides continued income in the event that employees are disabled for a period longer than ninety (90) calendar days and pays a portion of the employee's pre-disability salary.

Duration of Benefits

If an employee is deemed eligible by the carrier, LTD insurance benefits begin on the latter of the first day after ninety (90) consecutive calendar days of disability or the exhaustion of all sick leave accruals.

Long-term disability (LTD) plan benefits end automatically on the earliest of the date the recipient is no longer disabled, the date the maximum benefit period ends, the date of death or the date that benefits become payable under any other group long-term disability insurance policy under which the employee becomes insured during a period of temporary recovery.

Related Policies

Disability benefits occur in conjunction with other County policies, including but not limited to the following:

Family Medical Leave

Employees applying for short term disability are subject to the provisions of the Family Medical Leave Act (FMLA) as stipulated in the Adams County Family Medical Leave Policy 3.5(1). Employees may supplement the STD benefit with available annual leave accruals to meet 100% of their pre-disability salary while receiving STD benefits. Employees are responsible for notifying the People Services Department and Payroll of their intent to use accrued annual leave in this manner. Per the FMLA Policy, when an employee is absent for illness related reasons, sick leave accruals must be exhausted before any other leave types are used.

3.1(2): Life and Disability Insurance (continued)

Leave Without Pay

Employees applying for disability are subject to the leave without pay provisions as stipulated in the Adams County Leave-Without-Pay Policy 3.6(3). If an Employee is in unpaid status for more than fifty (50) percent of the pay period, they shall not accrue annual or sick leave. Employees shall receive accruals for the pay period, provided they have worked or were in an approved paid leave status for at least fifty (50) percent of the pay period. Receipt of benefits from a third party administrator does not qualify as an approved paid leave status for the purpose of receipt of annual and sick leave accruals.

3.5(2): Paid Parental Leave

This policy applies to all Regular Full-Time (RFT) and Regular Part-Time Three (RP3) employees.

POLICIES AND PROCEDURES

The County supports employees by providing eligible employees with Paid Parental Leave (PPL) when an employee has a baby, adopts a child, or fosters a child. The following amounts of Paid Parental Leave (PPL) are dependent on employment status:

- **Regular Full-Time**– Six (6) weeks at forty (40) hours per week
- **Regular Part-Time Three** – Six (6) weeks at thirty (30) hours per week)

Use of Leave & Employee Responsibilities

Employees must contact the People Services Department to request Paid Parental Leave, and employees must provide sufficient documentation to People Services for the County to determine if a request qualifies for PPL.

PPL shall run consecutively with FMLA and any other applicable state and/or local protected medical leave. The use of PPL will not reduce the amount of an employee's available FMLA or any other applicable state and/or local protected medical leave.

The maximum time allowed for PPL is six weeks in a rolling twelve-month period. This twelve-month period is measured backward from the date an employee takes PPL. Under the rolling twelve-month period, each time an employee takes PPL, the remaining leave entitlement would be the balance of the six weeks, which has not been used during the preceding twelve (12) months.

Parents who care for the same child and work for Adams County are each eligible to receive the full amount of PPL for which they are eligible (as defined above). However, they may be required to schedule PPL in a way that does not cause scheduling difficulties for the County.

PPL must be taken in a continuous block of time and must be taken immediately following the birth, adoption, or placement of a child; in addition, PPL must be taken immediately following the employee being taken off work due to pregnancy-related medical reasons (unless there are scheduling conflicts, as described above, when both parents work for Adams County).

3.5(2): Paid Parental Leave (continued)

For purposes of calculating overtime, PPL does not count as time worked. PPL is not an accrued leave type and is not paid out upon termination of employment. If an employee is rehired within a rolling twelve-month rolling period in which PPL has been taken, the rolling twelve-month period will continue to be applied to that employee.

Bereavement, county closure, administrative, and jury duty pay will not be granted while an employee is using PPL.

Holiday pay will be granted during PPL as long as the employee is employed on the date of the holiday.

Related Policies

Please refer to the Family Medical Leave, Short-Term Disability, Annual Leave, and Sick Leave policies for additional information that may be applicable when using PPL.

4.4: Background Investigations

This policy applies to all potential hires, current employees, and volunteers.

POLICIES AND PROCEDURES

Adams County strives to exercise appropriate care and discretion in the screening and placement of its employees and volunteers; therefore, the County will conduct a variety of background investigations on potential hires, current employees, and volunteers during the employment process and when required by law or policy.

People and Culture Services shall conduct all background checks, which may include Social Security Number Verification, criminal history, education verification, Sex Offender Registry, E-verify, Motor Vehicle Records, Child/Adult Welfare systems, financial/credit, applicable state systems, and any others that may be required by law or are directly related to work that the individual will be performing at the County. These background checks can be done through a third party vendor and may require a fingerprint submission.

If the background check reveals any omissions or areas of concern that are directly related to the scope of the position, potential hires, current employees, or volunteers will be notified that information has been obtained which may preclude them from the position that they were seeking. These individuals will be given the opportunity to provide mitigating or pertinent information for review and consideration.

Positions requiring background investigations include the following:

- **Potential Hires:** All applicants who are offered employment with Adams County will be subject to a background investigation. Offers of employment are contingent on the successful completion of a background investigation. New employees may not begin work until People and Culture Services receives the results of a background investigation.
- **Current Employees:** Current employees who are being considered for promotion or job change shall be subject to a background investigation. Background investigations may also be conducted during an internal investigation of an employee's alleged misconduct or when required for specific program rules.
- **Volunteers and Interns:** All volunteers and interns, whether paid or unpaid, shall have a background investigation completed before carrying out any work for the County.

4.4: Background Investigations (continued)

Background checks must be completed on all new employees, promotions, and job changes; a background check authorization form must be completed prior to a background check. Background results are valid for 30 days. Information that is obtained from a background investigation will be considered for employment purposes, as permitted by federal and state law and in accordance with Adams County policies. A designated People and Culture Services representative will review the results of the background check and will notify the appropriate people regarding the results. Information will be reviewed to determine:

- Whether false statements or material omissions were made on the individual;
- Whether an individual, based on the job duties of the position, poses a threat to security or safety in the workplace; or
- Whether an individual, based on the job duties of the position, poses a liability or risk to the county, property, or the vulnerable populations that we serve.

If negative or incomplete information is obtained, the Department Director shall consult with People and Culture Services and the County Attorney's office to assess the potential risks and liabilities related to the job's requirements and to determine whether the individual should be hired or retained. If a decision is made to not hire, promote, or retain an individual based on the results of a background check, additional Fair Credit Reporting Act requirements will be handled by People and Culture Services in conjunction with the background screening service.

Self-Disclosure

All applicants must list criminal convictions on their Adams County application for employment. This requirement applies to all internal and external candidates. Inaccurate or incomplete information contained on the application may be grounds for disqualification or termination, as applicable. A record of conviction will not necessarily result in denial or termination of employment.

All current employees and volunteers are required to immediately inform their supervisor in the event that they are arrested and/or convicted of a felony or misdemeanor, other than minor traffic violations. Additionally, current employees whose position requires a valid Commercial Driver's License (CDL) must immediately inform their supervisor if they receive a citation for any traffic violation. Depending on the circumstances, the nature of the arrest, or conviction could lead to termination of employment.