

A. WORK HOURS:

It is the right of the Elected Official/Department Head to modify work hours and schedules according to the needs of the County and/or the individual department at any time. Employees may be required to work overtime when needed.

1. The County workweek begins on Sunday and ends on Saturday.
EXCEPTION: law enforcement officers

2. Meal Periods and breaks. The following policy on meal periods and breaks applies to non-exempt employees only. Non-exempt employees have a 30 minute minimum or 60 minute maximum unpaid meal break that will be automatically deducted from each shift of 5 or more hours unless an employee works only up to a 6-hour shift. The length of meal period is dependent upon the individual departmental operations. For each 8-hour shift or longer, non-exempt employees are provided one 15-minute refreshment break each 4 hours.)

3. Exempt employees are responsible for their own schedule, although they should confirm in advance that they will not be needed during any planned break or absence.

B. INCLEMENT WEATHER/DISASTER CLOSINGS:

In the event of inclement weather, natural disaster, or other events, the Board of County Commissioners may delay opening, operate with minimum staff or close County offices and/or shops. Closings will be broadcast on the local news media and/or on the county web site. Employees will also be notified through individual departmental communication. In the event of an inclement weather closure, a full-time employee will be compensated for time missed from work at his/her normal rate of pay. If a part-time employee has reported to work and the County closes due to inclement weather, the part-time employee will be paid for the remainder of his/her shift for that day. Certain employees, whose jobs are essential to public safety in such circumstances, may be required to be present for work.

Absences due to weather or natural disaster, when the County is not closed, will be charged to the employee's vacation leave or comp time if available. If no leave is available, the employee will receive no pay for

the absence. The employee must notify his/her supervisor as soon as possible should an absence occur.

If an employee has scheduled a vacation or M/B/E leave day and the County is closed due to inclement weather, the employee will still be charged for those hours of vacation or M/B/E leave previously approved.

No additional monetary compensation will be provided to non-essential employees who voluntarily work when minimal staff is necessary, however, Elected Officials/Department Heads may use their discretion to grant compensatory leave or administrative leave for those non-essential employees who work during reduced staffing events.

In the event of an area crisis that causes an employee to be evacuated from his/her home, the Board of County Commissioners will institute evacuation leave to be paid as follows:

Any full-time employee who is notified that he/she needs to evacuate his/her home will receive paid administrative leave for the period of time necessary to evacuate and relocate. This administrative leave must be coordinated with and approved by the Elected Official/Department Head. Any work time taken off which has not been approved by the Elected Official/Department Head will be deducted from vacation time.

Any part-time employee who is notified that he/she needs to evacuate his/her home will receive paid administrative hours for hours they would have worked for the period of time necessary to evacuate and relocate. This administrative leave must be coordinated with and approved by the Elected Official/Department Head. Any work time taken off which is not approved by the Elected Official/Department Head will be unpaid leave.

An employee who is notified of stand-by status for evacuation will be granted one day of administrative leave to prepare for evacuation. An employee who wishes to be absent from work for more than the granted one day must coordinate this with and receive approval from the Elected Official/Department Head. If approved, the employee will have his/her vacation time deducted or will be on unpaid leave (see paragraphs above relating to full-time or part-time employees) to cover missed work

time.

C. MILITARY LEAVE:

Teller County complies with the Uniformed Services Employment and Reemployment Rights Act (USERRA), 38 U.S.C. § 4303 et seq. and all applicable laws governing leaves for military service. The Company does not discriminate against you as to employment, reinstatement, promotion or any other benefit of employment because of your membership, service or application to join the military. An employee with Military Reserve or National Guard obligations must notify his or her Elected Official/Department Head of that fact at the time of hire or upon assuming such obligation and provide a copy of the military orders to the Elected Official/Department Head as soon as possible after receiving the orders so appropriate arrangements can be made. A three-week leave will be granted to eligible employees each year to satisfy military obligations. If the employee's military pay for such service is less than his/her County salary, the County will pay the employee the difference upon presentation of documentation to the payroll department. Benefits will be continued. In the event such obligation results in a call to active duty, the affected employee's benefits will continue until such time as a break in service occurs. Group medical benefits will continue only until military benefits begin.

D. JURY DUTY:

Jury Duty is a right as well as an obligation. An employee called to jury duty will be paid the regular salary for the term of jury duty. Any juror's compensation shall be returned to the County.

E. ADMINISTRATIVE LEAVE:

Administrative leave, with or without pay, originates with the Elected Official/Department Head. Examples of administrative leave may include but are not limited to: investigation of an employee's actions (with or without pay), or discipline (with or without pay).

F. FAMILY AND MEDICAL LEAVE POLICY:

In accordance with the Family and Medical Leave Act (FMLA), Teller County grants leave to eligible employees. FMLA leave is a guaranteed period

of time that eligible employees can be absent from work with job protection.

FMLA leave can be requested or designated to cover the time an employee needs to be away from work for any of the following reasons:

- * to care for a newborn child or a newly adopted or newly placed foster care child during the twelve (12) months following the child's birth or placement;

- * to care for a child, spouse, or parent who has a serious health condition; or

- * to provide an employee time to attend to his/her own serious health condition that leaves him/her unable to perform his/her job duties.

- for Servicemember Family and Medical Leave (see below for details).

ELIGIBILITY FOR LEAVE. To be eligible for FMLA leave an employee must have worked for Teller County for at least one year and performed at least 1,250 hours of work during the previous 12 months.

LENGTH OF LEAVE. An employee can take up to 12 weeks/480 hours of FMLA leave during a rolling 12-month period measured backward from the latest date an employee uses FMLA leave. Although most leaves would be taken in a single block of time, intermittent leave or reduced work schedules also may be approved when medically required. An employee taking intermittent leave or a reduced schedule may be required to transfer temporarily to another job with equivalent pay and benefits that better accommodates that type of leave.

When an employee has control over the timing of leave, the employee is expected to consult with the supervisor to arrange a mutually acceptable time. An employee taking leave to care for a new born or newly placed child does not have a legal right to take intermittent leave and can do so only with the supervisor's consent.

When a husband and wife both work for Teller County, the two employees are limited to a combined total of 12 weeks/480 hours of family leave to cover their time off after the birth or placement of a child or to care for an immediate family member with a serious health condition. However, each

employee is eligible to take any unused portion of their 12 weeks/480 hours for his/her own serious health condition, the care of a seriously ill child or the care of the other spouse.

PROCEDURES. A "REQUEST FOR FMLA LEAVE" form must be submitted to the Elected Official/Department Head. An employee who knows he/she needs FMLA leave a month before the leave begins must give his/her supervisor 30 calendar days advance notice. An employee who cannot foresee the need for FMLA leave 30 days in advance must give as much notice as possible. This generally means notifying Teller County within one or two workdays from the time an employee first learns of the need for leave unless extenuating circumstances exist.

An employee who requests FMLA leave because of a serious health condition must submit a completed "MEDICAL CERTIFICATION" form to the Human Resources Department before the leave can be approved.

BENEFITS AND SALARY CONTINUATION. Teller County will continue to pay all employer-paid portions of group benefit premiums provided the employee timely pays the employee's normal share of all such premiums. For any portion of the leave that the employee receives pay, appropriate deductions for group benefit premiums will be made from the paycheck. For portions of the leave that are without pay, payment of the employee's share of group benefit premiums is due to the Human Resources Department by the 20th of each month for the succeeding month's coverage. If the employee fails to pay the required share, the employee's group benefits will be canceled following a 30-day grace period during which the required payment may be made.

An employee is required to use previously accrued vacation, accumulated compensatory time, M/B/E leave, and holiday time for salary continuation. When paid leaves are exhausted, FMLA leave will be leave without pay. M/B/E and holiday time will not accumulate and vacation time will not accrue during unpaid or M/B/E donated leave. When appropriate, accruals and accumulations will be prorated.

PRIVACY AND LEAVE REQUEST. An employee must inform the supervisor that he/she needs family or medical leave and when he/she expects to be absent. However, supervisors will not inquire about the reasons for the employee's leave request. To ensure the worker's privacy, the Human Resources Department will make any necessary inquiries and evaluate whether the situation qualifies for FMLA leave. The Human Resources Department will also

ensure that all medical information provided by the employee is kept confidential.

RETURN FROM LEAVE. An employee on leave must contact the Elected Official/Department Head prior to the return date to reaffirm the intent to return to work. A "MEDICAL CERTIFICATION" form from the health care provider is required if the leave was for health reasons. An employee returning from leave will be reinstated to the same or an equivalent position upon return to work, if that employee's employment would have continued in the absence of FMLA leave. Failure either to return to work on the agreed upon date or to apply for and be granted a leave of absence may result in termination of employment.

If the employee does not return to work or terminates employment within 30 days after the expiration of the leave, the employee will be required to reimburse Teller County for payment of all health insurance premiums paid by the County during the FMLA leave.

G. SERVICEMEMBER FAMILY AND MEDICAL LEAVE:

The FMLA now entitles eligible employees to take leave for a covered family member's service in the Armed Forces ("Servicemember FMLA"). Except as mentioned below, an employee's rights and obligations regarding Servicemember FMLA are governed by the existing FMLA policies and procedures set forth above.

Servicemember FMLA Leave Entitlement: Eligible employees are entitled to unpaid leave for any one, or for a combination, of the following reasons:

- (1) a "qualifying exigency" arising out of a covered family member's active duty or call to active duty in the Armed Forces in support of a contingency plan; and/or
- (2) to care for a covered family member who has incurred an injury or illness in the line of duty while on active duty in the Armed Forces provided that such injury or illness may render the family member medically unfit to perform duties of the member's office, grade, or rating.

LENGTH OF SERVICEMEMBER FMLA LEAVE.

(1) When leave is due to a "qualifying exigency" an employee may take up to 12 workweeks (480 hours) of leave during any 12-month period.

(2) When leave is to care for an injured or ill servicemember an eligible employee may take up to 26 workweeks (1040 hours) of leave during a single 12-month period to care for the servicemember. This leave, when combined with other FMLA-qualifying leave, may not exceed 26 workweeks in a single 12-month period.

H. WORK RELATED INJURY LEAVE:

An employee who suffers a compensable work related injury or illness or any accident that may result in a later diagnosis of injury must report the incident to the supervisor immediately. The supervisor is responsible for informing the Human Resources Department of the incident in order to meet the 1st report of injury requirements. All employees must report to the designated medical provider for work-related injuries or illness. These incidents which result in a medically prescribed absence are eligible for a continuation of health benefits and any accrued sick and vacation accrual until such time that absence results in a break of service. The County will continue to pay for group health benefits including the employee's contribution, if any, and will pay both the County's and the employee's contribution to the retirement program if the employee is a participant or becomes eligible during this time.

At such time as the medically prescribed absence results in a break in service the employee will be considered separated from County employment.

If the medically prescribed time lost is three days or less, for which time the County's worker's compensation carrier is not required to pay compensation, the County will pay the employee's regular salary for that time. If the medically prescribed time lost exceeds three days, the County's Worker's Comp carrier will pay the employee 66.67% of his/her regular salary.

I. LEAVE OF ABSENCE:

Authorized absences for reasons other than those already cited in this manual may be determined Leaves of Absence. A request for a Leave of Absence originates with the employee. All conditions governing a Leave of Absence, including duration, pay, and benefits will be presented by the Elected Official/Department Head to the Elected Officials and must be agreed to by a majority and be in compliance with federal and state laws.

J. PERSONAL LEAVE FOR PROTECTION FROM DOMESTIC ABUSE OR VIOLENT CRIMES:

An employee who is a victim of domestic abuse, stalking, or sexual assault, as defined by applicable law, or the victim of any other crime that a court finds to be an act of domestic violence will be permitted to take up to three (3) working days of leave from work in a twelve-month period, with or without pay, to seek civil protection, obtain medical care and/or mental health counseling, make his or her home secure, or seek legal assistance.

ELIGIBILITY FOR LEAVE. An employee must have been employed by Teller County for at least 12 (twelve) months and have exhausted all other available leave time before using this leave.

PRIVACY AND LEAVE REQUEST. Except in cases of imminent danger to the health or safety of the employee, an employee seeking leave shall provide Human Resources with the appropriate advance notice of leave.

All information related to the employee's leave will be kept confidential by Human Resources.