

**SAN JUAN COUNTY EMPLOYEE HANDBOOK
SUMMARY OF CHANGES
2018**

5.1.1 HOURS OF WORK. Added: “When an employee has a need to miss part of a shift, he or she may make arrangements with the supervisor to make up the work time missed, provided it is done within the same workweek as the hours missed.”

Also, prohibition against arriving to work earlier than 10 minutes or staying later than 10 minutes after end of shift is changed to 7 minutes.

5.3 DRESS AND PERSONAL APPEARANCE. Added: “Tattoos, piercings, and body art with wording, images, or placement (e.g. face, nose, tongue) that are inappropriate, offensive in a professional work environment, or promote illegal activity must be covered or removed while on duty.”

Also added: “Employees shall wear an I.D. badge at all times except in the case of safety concerns or when other departmental identification is provided. Badges must be worn in a manner that may be seen. If lost, an employee may be charged for a replacement badge.”

5.8 RESPONSIBILITY FOR COUNTY PROPERTY. Added: “Each County department shall maintain a document detailing the County property assigned to each employee, including employee signatures, and updated to show any new or replacement equipment. Copies of these documents shall be forwarded to the Human Resources Department.”

5.18 OTHER POLICIES INCORPORATED BY REFERENCE. New Section Added: “The San Juan County Travel Policy, Vehicle Use Policy, and all other policies adopted by the Board of County Commissioners are incorporated into this Employee Handbook by reference.”

6.6 EMPLOYEE DATA CHANGES. Employees are now required to provide a personal email address and to update their personal information through the Employee Self Service portal. Added: “This information may be subject to disclosure under the Inspection of Public Records Act.”

7.2 & 7.3 VACATION ACCRUAL. Language added to make it clear that the next highest rate of vacation accrual begins on the first day of the 4th and 9th years.

Added: “Employees must utilize the employee self-service portal to access accrual balances, pay stubs, and W-2’s (if applicable).”

7.5 REQUESTING VACATION. Requests for vacation will now be submitted through the electronic timekeeping system.

7.6 & 8.5 VACATION & SICK LEAVE COMPENSATION. Salaried employees will now be required to use vacation and sick leave in half-day increments.

8.7.2.5 PROCEDURE FOR REQUESTING DONATION OF SICK LEAVE, VACATION LEAVE, OR COMPENSATORY TIME – STEP 5. If donated vacation leave is not needed and returned to the employee who donated it, that leave will be forfeited if the employee is over the limit for accumulated vacation.

9.2 All references to shift differential pay have been removed, as shift differential pay is being eliminated.

10.2 BEREAVEMENT LEAVE. Step-grandparent has been added to the list of family members which qualify for the use of bereavement leave. Also added: “With supervisor’s approval, bereavement leave need not be taken on consecutive days.”

10.3 MILITARY LEAVE. Added: “Employees utilizing military leave will not be responsible for the County’s portion of the Medical Plan premium.”

12.3 WORKERS’ COMPENSATION PROGRAM. Full pay for the “waiting week” period is eliminated unless an employee is on workers’ compensation benefits for more than 4 weeks, and then will be paid 66 2/3% retroactively for the waiting week.

12.4 SHORT-TERM DISABILITY PLAN. Benefit raised from \$150/week to \$200/week.

12.5 SHORT-TERM DISABILITY PLAN – HIGH RISK EMPLOYEES. This plan eliminated in its entirety.

12.8.1.4 FOOTWEAR ALLOWANCES. The method of payment for footwear allowances has been changed. A new employee will receive the first annual stipend added into the first paycheck. After that, the annual footwear allowance for will be split over the 26 pay periods of the year and added into each paycheck. Current employees will receive their annual stipend on their anniversary date and then begin receiving their next stipend split over the 26 pay periods.

Footwear allowances for Juvenile Services and Sheriff’s Office have been eliminated.

14.6.2 PAYCHECKS. All references to paper paychecks have been eliminated and employees are required to receive pay electronically, either by direct deposit or pay card.

Added: “In the event of an error in the amount of payment, no correction will occur until the following pay period, if the error was caused by the employee. If the error was caused by the Finance Department, a paper check will be issued as soon as reasonably possible. Employee reimbursements will be paid via the next scheduled payroll payment date. Advances will be paid according to the current travel policy. Employees must utilize the employee self-service portal to access accrual balances, pay stubs, and W-2’s (if applicable). Employees must notify the Human Resources Department or the Finance Department of any change in bank account information.”

14.6.3 & 14.6.4 TIME REPORTING. All time reporting will now be done via timeclocks, desktop entry, or approved mobile app. Supervisors will certify the accuracy of time reported. Modifications to time reporting may be made to one previous pay period only.

15.7 MOTOR VEHICLE ACCIDENTS. Added: "In the event a County employee operating a County vehicle, or a County employee operating a personal vehicle while on County business, is involved in a motor vehicle crash and is cited as the responsible party for the crash, regardless of cost of property damage, that employee shall surrender to a post-accident drug/alcohol screening."

20.3 E-MAIL AND INTERNET USAGE. Added: "Email signature lines cannot be altered and must contain the disclosure that has been approved by the Legal Department. An individual employee's email signature may not contain any type of slogan. Departmental mottos and logos are permitted."

20.4 COMPUTER USE - MISCELLANEOUS. Added: "Modification to any County computer device is strictly prohibited. Only USB devices that have been approved by the Information Systems Administrator shall be used with County equipment."

20.5 SOCIAL MEDIA. New Section Added: "It is prohibited to use social media to post or display comments about the County, coworkers, or supervisors that are vulgar, obscene, threatening, intimidating, harassing, or a violation of the County's policies against discrimination, harassment, or hostility based on age, race, religion, sex, ethnicity, nationality, disability, or other protected class, status, or characteristic."

21.1 CELLULAR PHONE USE – NO EXPECTATION OF PRIVACY. New cellular phone use policy: "Employees who are issued a County cell phone or receive a reimbursement for use of their personal cell phone should not expect privacy with the phone. All content created, sent, or retrieved should be considered public information. The County reserves the right to access and monitor all messages and files on the phone as deemed necessary and appropriate. All communications, including text, images, and applications can be disclosed to law enforcement or other third parties without prior consent of the sender or receiver."

21.2 PERSONAL USE OF COUNTY-PROVIDED COMMUNICATION DEVICES. "Where job or business needs demand immediate access to an employee, a department may authorize issuance of a business cell phone, beeper, and/or two-way radio for work-related communications. Call summary reports (i.e. number of minutes used) are distributed to supervisors on a periodic basis and are to be reviewed for reasonableness. Employees shall reimburse the County for any overage charges related to personal calls. The call detail records generated from assigned cell phones are considered records of the County and may, on occasion, be subject to internal and outside audits by the County and/or official agencies and are subject to public inspection."

21.3 RETURN OF COUNTY-PROVIDED COMMUNICATION DEVICES. "Employees in possession of County equipment (e.g. cellular phones, pagers, radios, etc.) are expected to protect the equipment from loss, damage, or theft. Upon resignation or termination of employment, the employee will be required to return the equipment. Employees unable to

present the equipment in good working condition will bear the cost of repair or replacement. Employees who separate from employment with outstanding debts for equipment loss or unauthorized charges will be considered to have left employment on unsatisfactory terms and may be subject to legal action for recovery of the loss. Any outstanding debt may be deducted from the employee's final pay. Department Heads shall be responsible for maintaining an inventory of all cell phones or other devices issued and shall be responsible for obtaining the return."

21.4 PERSONAL CELLULAR PHONES. "While at work, employees are expected to exercise discretion in using personal cell phones. Personal calls during the work hours, regardless of the phone used, can interfere with employee productivity, safety, and may be distracting to others. Employees are encouraged to make personal calls during breaks and lunch and to ensure that friends and family members are aware of the County's policy. The County will not be liable for the loss of personal cell phones brought into the workplace. Cell phones may not be used to harass, intimidate, or threaten any other person. Employees are prohibited from using their cell phones in any illegal or illicit manner."

24.3.6 SUSPENSION/TIME OFF. Added: "During unpaid leave, an employee shall not accrue any of the benefits described in this Employee Handbook. To the extent permissible by law, the County will not make any of its normal contributions to the employee's retirement, health insurance, or benefit program during unpaid leave. Donated leave shall not be available."

24.4 GROUNDS FOR DISCIPLINARY ACTION. 3 new grounds added:

23. "Failure to comply with the County's Vehicle Use Policy, current Computer Use Policy, Procurement Card Policy, Travel Policy, or any other policy adopted by the Board of County Commissioners."

24. "Disclosure of personal health information and/or personal protected information as prohibited in the County's HIPAA Privacy and Security Policies and Procedures."

25. "Clocking in or out for another employee."

28.4 FINAL PAY. Added: "Regular wages or salary will be issued on the Thursday that is the regularly scheduled pay date. Final pay, including any accrual balances, will be paid the next day. Any employee reimbursements due the County will be deducted from final payment (voluntary and involuntary) up to legal limits."