

2020 Personnel Policy Changes

Probationary Period:

Change: Part time employees shall serve a minimum of twelve consecutive months. (from six mos.)

Add: Completion of the probationary period does not alter the at-will nature of employment with the County.

Phased Retirement Option:

Add: Upon Department Head's approval for employee to participate in the program, the employee shall meet with Human Resources to complete the appropriate documents. After County Board resolution is passed, the employee will be enrolled in the Phased Retirement Option Program.

~~Remove: To participate, the member and employer must file a Phased Retirement Agreement form with PERA. A current retiree cannot participate in the program. The option is set to sunset June 30, 2019. Continuation of the option would require legislative action.~~

DELETE - PERFORMANCE, BEHAVIOR AND CONDUCT

~~It is the policy of the County that employees dress and grooming should be appropriate to the work situation. However, radical departures from conventional dress or personal grooming are not permitted, regardless of the nature of the job performed.~~

~~Every office has some contact with the public and, therefore, represents the County through their appearance as well as by their actions. The properly attired person helps to create a favorable image for the County. Accordingly, the personal appearance of employees shall be governed by the following standards:~~

~~Employees are expected to dress in a manner that is normally acceptable in business establishments. Business casual dress is the standard for this dress code.~~

~~These guidelines will help you determine what is appropriate to wear to work. Clothing that works well for the beach, yard work, dance clubs, exercise sessions, and sports contests may not be appropriate for a professional appearance at work. Clothing that reveals cleavage, your back, your chest, your feet, your stomach or your underwear is not appropriate for a place of business.~~

~~Clothing should be pressed and not wrinkled. Torn, dirty, or frayed clothing is unacceptable. All seams must be finished. Any clothing that has words, terms, or pictures that may be offensive to other employees is unacceptable. Clothing that has the County logo is encouraged. Appropriate business casual attire includes suits, pant suits, sport coats, dress slacks, pants, khakis, dress shirts, dresses, skirts and jumpers, blouses, shirts, sweaters, pullovers and any type of business shoe.~~

~~Fridays may be designated as casual dress days. Acceptable casual dress includes jeans, sweatshirts with sports team, university or fashion brand logos and athletic shoes in good condition.~~

~~No dress code policy can cover all contingencies. Employees must exercise a certain amount of judgment in their choice of clothing to wear to work. Employees should contact their supervisor or department head if they experience uncertainty about acceptable dress for work.~~

~~Personal grooming~~

~~The dress and grooming of employees shall also be governed by the requirements of safety. For example, loose fitting baggy clothing should not be worn by employees who work with machinery. If an employee reports for work improperly dressed or groomed, the department head shall instruct the employee to return home to change clothes or to take other appropriate corrective action. The employee will not be compensated during such time away from work, and repeated violations of this policy will be cause for disciplinary action.~~

Add: WORKPLACE ATTIRE POLICY

Policy Statement

Workplace attire must be neat, clean, and appropriate for the work being performed and for the setting in which the work is performed. Uniforms may be required for certain positions. Employees are representatives of the County while at work or performing work on behalf of the County, and therefore must be neat in appearance and may not appear to be endorsing any products or causes in their official capacity. Departments may determine appropriate workplace attire for employees based upon the duties of the position(s). Supervisors should communicate their department's workplace attire and appearance guidelines to staff during the orientation and evaluation period or during the trial period. Any questions about the department's guidelines for attire should be discussed with the immediate supervisor. Regardless of dress, all staff must carry or wear the County's identification badge at all times while at work.

Guidelines

- Staff are expected at all times to present a professional, businesslike image to clients, customers, and the public. Acceptable personal appearance, like proper maintenance of work areas, is an ongoing requirement of employment.
- Employees working in office environments will generally be required to wear office casual attire.
- Employees shall not wear clothing with advertising, slogans, or graphics.
- Certain staff may be required to meet special dress, grooming and hygiene standards, such as wearing uniforms, depending on the nature of their job.
- Depending upon the duties of the position and Department non-office environments (field work), Departments with low levels of public contact, or on special occasions, employees may, at the discretion of the Department Head, authorize more casual attire such as jeans and t-shirts. In these circumstances, employees are still expected to present a neat appearance and are not permitted to wear ripped or disheveled clothing, athletic wear or similarly inappropriate clothing.
- Any employee who does not meet the standards set by his or her department will be required to take corrective action, which may include leaving the premises to change clothing. Hourly-paid staff will not be compensated for any work time missed because of failure to comply with designated workplace attire standards.

Rationale for Workplace Attire

There are four business-related reasons for implementing workplace attire guidelines:

1. to ensure safety while working;
2. to present or create a professional or identifiable appearance for visitors, customers, and the public;
3. to promote a positive working environment and limit distractions caused by provocative or inappropriate dress; and
4. to ensure that there is no appearance that the County is endorsing any products or causes or that employees are using their positions as public employees for personal or political gain.

Workplace Attire Standards/Guidelines

Each department must determine its own definition of acceptable attire and grooming standards. This process should weigh the department's operating environment, industry norms, safety considerations, the nature of the jobs being performed and currently acceptable business dress standards.

The process of creating standards can be approached in a number of ways to include:

- Providing basic guidelines and relying on staff members' judgment and supervisors' enforcement of the policy.
- Listing specific acceptable and unacceptable clothing and grooming habits.

Whatever approach is chosen, it should attempt to set standards and guidelines that conform to the operational needs of the department.

Religious Issues

A department's workplace attire guideline must not violate Title VII if it interferes with a staff member's observance of religious practices since the County must accommodate a staff member's religious beliefs unless the accommodation creates an undue hardship.

Casual or Dress-Down Days

Fridays may be designated as casual dress days. Acceptable casual dress includes jeans, sweatshirts with sports team, university or fashion brand logos and athletic shoes in good condition.

Workplace Attire and Hygiene

If a staff member's poor hygiene is at issue, the supervisor should discuss the problem with the staff member in private to prevent unnecessary embarrassment and should point out specific problems to be corrected. The same approach can be used with a staff member who wears too much perfume or cologne. If the problem persists, supervisors should follow the normal corrective action process for repeated standards of conduct and behavior infractions.

Business Casual Dress Code

County employees are to dress appropriately in business casual attire. Because our work environment serves customers, professional business casual attire is essential. Customers make decisions about the quality of our services based on their interaction with employees. Use courtesy

towards coworkers and your professional image to customers as the factors you use to assess whether you are dressing in business attire that is appropriate. Employees who wear attire that is deemed inappropriate in this workplace will be dealt with on an individual basis rather than subjecting all employees to a more stringent dress code for appropriate business attire.

Casual Dress Code

County employees are to dress appropriately in business attire of a casual nature. Our work environment for employees encourages employees to dress comfortably for work. Please do not wear anything that other employees might find offensive or that might make coworkers or members of the public uncomfortable. Our goal is to provide a workplace environment that is comfortable and inclusive for all employees and the public. We expect that your business attire, although casual, will exhibit common sense and professionalism.

We will deal with employees who wear attire that is inappropriate in this workplace on an individual basis rather than subjecting all employees to a more stringent dress code for appropriate business attire.

PERSONAL PHONE CALLS

Delete: Personal phone calls during county time should be kept to a minimum. ~~The County prefers that employees use a calling card or cellular phone should the situation arise.~~

Add: Long distance calls (which should be during breaks or lunch) must be made on the employee's cell phone and not charged to the County.

~~Delete: If that is not feasible, calls will be logged by date, time and approximate length so the employee can track the charges on a monthly basis. All reimbursements for personal phone calls will be made to the Auditor/Treasurer's Office each month.~~

Add: If employee use of a personal cell phone, **to conduct personal business**, causes disruptions or loss in productivity, **the department head/supervisor may check the employee's cell phone or require the employee to leave the cell phone in the employee's vehicle or in the supervisor's office except during designated break periods.** The employee may become subject to disciplinary action per county policy.

EMPLOYEE ASSISTANCE PROGRAM POLICY

~~Delete: Le Sueur County is concerned with an employee's personal problems when they adversely affect job performance or reflect discredit on the organization.~~

~~Le Sueur County is concerned with an employee's personal problems when they adversely affect the job performance or reflect discredit on the organization.~~

DISCIPLINARY ACTION

Add: The following actions are considered violations of County rules of conduct or otherwise grounds for disciplinary action. The following list is not intended to be exhaustive but rather is only

illustrative of examples of misconduct subject to disciplinary action up to and including discharge:

- 1) Incompetency, inefficiency or ineffectiveness in the performance of duties as reflected in the lack of achievement of assigned reasonable workloads.
- 2) The inability, whether due to physical or mental conditions or otherwise, of the employee to perform the essential functions of his/her duties employment position.
- 3) Unauthorized use of drugs or alcohol while on duty and/or excess use of drugs or alcohol while off duty which is detrimental to the performance of duties,
- 4) Hostile, insulting and/or abusive conduct or language used toward County employees and/or members of the public.
- 5) Carelessness and/or negligence in the handling or control of County property.
- 6) Abuse of an official County position to achieve personal, political or financial gain.
- 7) Absence from duty without approval.
- 8) Willful misconduct or insubordination.
- 9) Misuse, theft, destruction, neglect, or non-authorized use or appropriation of County equipment and supplies, including phone and computer use.
- 10) Dishonesty in performance of duties;
- 11) Criminal conduct;
- 12) Failure to follow County and/or department safety rules;
- 13) Falsifying government, client or employment records;
- 14) Falsely stating or falsely making claims of injury or illness;
- 15) False or inaccurate claims for reimbursement of expenses;
- 16) Sale, distribution, possession, or use of drugs or alcohol on agency property during working hours and/or while representing the County;
- 17) Being under the influence of drugs, alcohol, or controlled substances while performing duties for the County or while on agency premises, or acting as a County representative off premises;
- 18) Neglect or refusal to follow established health, safety, or security rules or regulations;
- 19) Disorderly, abusive, or indecent conduct that causes disruption of the work environment, including fighting;
- 20) Gambling on County property or County equipment or resources;
- 21) Possession of weapons on County property;
- 22) Sleeping or loafing during working hours;
- 23) Improper reproductions or misuse of copyrighted computer software or other copyrighted materials.
- 24) Theft of others' personal belongings;
- 25) Abuse of official position with the County to achieve personal, political or financial gain;
- 26) Allowing unauthorized visitors into unauthorized County offices and locations;
- 27) Violation of attendance and punctuality guidelines;
- 28) Unauthorized/excessive service to outside organizations on County time;
- 29) Unauthorized disclosure of private or confidential information
- 30) Violation of provisions of agreements;
- 31) Violation of any personnel policy set forth in this policy manual or as adopted by the County Board.
- 32) Failure or refusal to follow a lawful directive of a supervisor.
- 33) Failure or refusal to comply with department or program regulations, policies, procedures

34) Any other conduct which, in the discretion of the County, constitutes a breach of the standards of behavior which it should reasonably expect of its employees.

Employment at the County may be terminated at the will of either the employee or the County, at any time, and for any reason or no reason.

Delete:

- Failure to report or refusal to work when necessary to keep essential services operating to provide service to the public.
- Reporting for work under the influence of alcohol or drugs when not under the supervision of a medical doctor.
- Repeated tardiness or unauthorized absences.
- Inability or incapacity to perform duties.
- Insubordination.
- Failure to observe laws, regulations, or policies.
- Misconduct as determined by the Human Resources Director/ Department Head.
- Harassment or offensive treatment of fellow employees or other persons.
- Theft (this includes misuse of county equipment and time).
- Sleeping on the job.
- Fighting.
- Incompetence or inefficiency in the performance of duties.
- Carelessness or negligence.

CONFLICT OF INTEREST POLICY

Add: All new hires will complete an Employee Notification of Outside Employment Activities form. The information will be submitted to the Department Head for review and a copy will be filed in the employee's personnel file.

LE SUEUR COUNTY WORKPLACE VIOLENCE POLICY

Change: (Complete policy available in the Employee ~~Safety Manual~~ **Emergency Handbook**)

Add: Employee Emergency Handbook Table of Contents

Introduction	page 3
Citizen Alert	page 4
Interoffice Paging System	page 4
Emergency Operation Center (EOC)	page 5
Responsibilities and Authorities	page 6
Hazard Identification	page 8
Safety Training	page 9
Workplace Violence	page 13
Active Shooter – COURTHOUSE	page 19
Active Shooter – JUSTICE CENTER	page 20
Anger Management/Violence	page 21
Hostage Taking	page 22
Fire – COURTHOUSE	page 23

Fire – JUSTICE CENTER	page 24
Medical Emergency – COURTHOUSE	page 25
Medical Emergency – JUSTICE CENTER	page 26
Suspicious Package/Unattended Item	page 27
Severe Weather- COURTHOUSE	page 28
Sever Weather – JUSTICE CENTER	page 29
Sever Weather Evacuation	page 30
Bomb Threat	page 31
Utility Emergency – COURTHOUSE	page 32
Utility Emergency – JUSTICE CENTER	page 33
AWAIR Program Committee	page 34
Hazard Communication Safety Data Sheets	page 37
GHS Pictogram Sheet	page 38
First Report of Offensive Violence form	page 39
Accident Report form	page 41
Weapons of Mass Destruction Employee Guidelines	page 43
Emergency Response Guide – Quick Reference	page 44
Telephone Bomb Threat Checklist	page 46

Add: INFORMATION TECHNOLOGY DOCUMENTS AND POLICIES

Le Sueur County has adopted a Mobile Device Policy and a User Agreement Wireless Policy. The policies are available on the RtVision Timecard Program under the Paystub icon, and Files tab. Additional IT documents such as remote access, help desk link, send secure email and email login from another location are also available in this section.

Add: SOCIAL MEDIA USAGE

Social media technologies will be used as a tool to complement, communicate or deliver messages and information resources to media and constituencies.

The County’s presence on social media sites or services is considered an extension of the County’s information networks and is governed by the Acceptable Use for Computer and Network Systems Policy.

Violation of this policy may lead to disciplinary action up to and including termination from employment.

Appropriate Use

County employees who are designated by Department Heads to be responsible for posting on the department’s social media accounts are expected to ensure appropriate communication forums, including the types of messages created and the tone and content. Employee use of all social media technologies must be able to withstand public scrutiny without embarrassment to the recipient, the department, or the County. These employees are expected to adhere to the highest ethical standards when conducting County business. They must use excellent judgment in making decisions about their department’s day-to-day postings and what is shared with the public as it relates to the department’s specific goals. Employees are required to comply with the Minnesota Government

Data Practices Act at all times, including but not limited to media postings and content. Employees that fail to conduct themselves in an appropriate manner shall be subject to the disciplinary procedures outlined in the Personnel Policy or applicable union contracts.

Violation of these standards may result in the removal of department pages from the social media outlets. Department Heads may monitor content on each of the social media sites to ensure adherence to policy and retains the authority to remove information.

Employees may not identify themselves as acting as a Le Sueur County employee or representative when advocating for any cause or political position on social media or elsewhere, absent express written permission from the County Administrator.

Official Records and Records Retention

Each department must be aware of the official records it maintains and the retention of those records according to an approved records retention schedule. Social media communications and posts might not consist of official records required to be maintained according to a record retention schedule. However, if a department determines that any communication or posts are official records, those records should be maintained in an appropriate format according to the relevant records retention schedule.

Use of Personal Accounts

The creation, access or use of personal social networking technology or account with a County resource is allowed only during an employee's non-work time and must not interfere with County business.

The County may monitor information created or accessed on County resources including but not limited to computers, cell phones, pagers, smartphones, etc., and employees should have no expectation of privacy regarding such information.

In online social media, employees must take care to ensure that the lines between public and private, personal and professional do not become blurred. Employees may not identify themselves as acting as a Le Sueur County employee or representative when advocating for any cause or political position on personal social media. Personal social media accounts set to "public" must be consistent with the County's professional standards. Employees must take care that their statements on social media may be viewed by members of the public that they serve.

The County expects employees to use discretion while using their personal social media accounts. Employees are **expressly prohibited** from posting or disclosing any data considered private or confidential or information that is disruptive to the workplace.

Add: COMPENSATION

The FLSA does not require overtime pay for work on weekends, holidays, or regular days of rest, unless overtime is worked on such days. Hours worked ordinarily include all the time during which an employee is required to be on the employer's premises, on duty, or at a prescribed workplace.

Overtime is based on actual hours worked and does not include holidays, vacation leave or sick leave days used.

Compensatory time earned and compensatory time taken cannot occur in the same workweek. Hours not worked are excluded from the 40-hour work week for overtime pay calculations. An employee has to actually work the 40 hours in a workweek to be eligible for overtime pay. *Paid Holiday hours are considered regular hours worked.*

Employees engaged in a 24/7 shift schedule may be paid overtime after 80 hours on a 14-day “work period” basis.

Hire Date/Step Increase

Change: Part-time employees and temporary employees, when hired to full time **before October 1**, without a break in service, receive a step increase upon satisfactory review by Department Head and/or Supervisor and completion of 1000 hours at the end of the calendar year.

EMPLOYEE LEAVES

Holidays

Change: In order for the employee to qualify for the holiday pay listed above, he/she must work his/her **last next** scheduled work day immediately following the holiday unless his/her failure to do so is for a reason acceptable to the Employer.

Vacation Leave:

Change: Effective the last pay period of the year, employees may carry over a maximum of 240 hours of vacation balance. Employees who have accrued over the 240 hours of vacation time will have a one-time option, on the last pay period of each year, to:

- 1.) Convert the hours into cash and deposit the amount into their ~~457b deferred comp plan~~ **MSRS Health Care Savings Plan (HCSP).**
- 2.) Deposits made into the ~~457b deferred comp plan~~ **MSRS HCSP** will be effective **on the last pay period of the year the first pay date in January** at the **current** hourly rate **the hours were accrued.** or
- 3.) Donate the hours to the **County sick leave bank Account.**

If the employee does not choose one of the options, hours earned in excess of this maximum shall be lost and there shall be no pay in lieu of vacation.

Contact the Human Resources Department to receive information regarding the ~~deferred compensation plans~~ **Health Care Savings Plan.**

Severance:

Add: **If the dollar amount of the accumulated unused sick leave is under \$500.00 (five hundred dollars), the dollar amount shall be paid out on the employee's last paycheck.**

Change:

10 - 14 years of service	100% up to \$10,000.00
15 – 19 years of service	100% up to \$15,000.00
20 – 24 years of service	100% up to \$20,000.00
25 - 29 years of service	100% up to \$25,000.00
30 and above years of service	100% up to \$30,000.00

EMPLOYEE LEAVES

Add: Subpoena to Testify: Full time, regular employee will be granted a leave of absence for service if subpoenaed to testify in a criminal proceeding or in a civil proceeding involving the County or other governmental entity. They will be compensated for the hours missed. When the employee receives a check for their time to testify, it should be turned over to the County (with the exception of other related expenses). Part-time employees are not compensated for hours missed.

Add: Volunteer emergency fire or rescue worker: An employee may respond to emergency calls as a volunteer emergency fire or rescue worker during scheduled working hours and the County shall make no deductions from the employee’s wages or sick or vacation time for time spent responding to calls and worker’ compensation is the responsibility of the entity for which the emergency services are provided while the employee is responding to the call.

Absence from Work Due to Weather:

Change: 3. Take a deduction of one day’s pay for each day not present **if exhausted accrual balance (enter unpaid time off row).**

FAMILY MEDICAL LEAVE POLICY

Leave Entitlements:

Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons:

- The birth of a child or placement of a child for adoption or foster care;
- To bond with a child (leave must be taken within one year of the child’s birth or placement);
- To care for the employee’s spouse, child, or parent who has a qualifying serious health condition;
- For the employee’s own qualifying serious health condition that makes the employee unable to perform the employee’s job;
- For qualifying exigencies related to the foreign deployment of a military member who is the employee’s spouse, child, or parent.

An eligible employee who is a covered service member’s spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the service member with a serious injury or illness. An eligible husband and wife couple employed by the County are permitted to take a combined total of 26 weeks of FMLA leave during a single 12-month period for purposes of “service member family leave,” as defined by the FMLA.

An eligible husband and wife couple employed by the County are permitted to take a combined total of 12 work weeks of FMLA leave in a single 12-month period if the FMLA leave is: (1) due to the birth of a son or daughter of the employees, (2) due the placement of a son or daughter with the employees for adoption or foster care, or (3) in order to care for a parent of the eligible employee.

An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule.

Le Sueur County requires that employees use accrued paid leave concurrent with FMLA. Employees must comply with the County's paid leave policies.

Benefits and Protections:

While employees are on FMLA leave, employers must continue health insurance coverage as if the employees were not on leave.

Upon return from FMLA leave, most employees must be restored to the same job or one nearly identical to it with equivalent pay, benefits, and other employment terms and conditions.

An employer may not interfere with an individual's FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA.

Eligibility Requirements:

An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employee must:

- Have worked for the employer for at least 12 months;
- Have at least 1,250 hours of service in the 12 months before taking leave; and
- Work at a location where the employer has at least 50 employees within 75 miles of the employee's worksite.

Requesting Leave:

Generally, employees must give 30-days' advance notice of the need for FMLA leave. If it is not possible to give 30-days' notice, an employee must notify the employer as soon as possible and, generally, follow the employer's usual procedures.

Employees do not have to share a medical diagnosis, but must provide enough information to the employer so it can determine if the leave qualifies for FMLA protection. Sufficient information could include informing an employer that the employee is or will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must inform the employer if the need for leave is for a reason for which FMLA leave was previously taken or certified.

Employers can require a certification or periodic recertification supporting the need for leave. If the employer determines that the certification is incomplete, it must provide a written notice indicating what additional information is required.

Requests for FMLA should be made to the Human Resources Director. Questions regarding FMLA leave entitlement should be directed to the Human Resources Director.

Employer Responsibilities:

Once an employer becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, the employer must notify the employee if he or she is eligible for FMLA leave and, if eligible, must also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, the employer must provide a reason for ineligibility.

Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave.

Enforcement:

Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a private lawsuit against an employer.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

~~Delete:-Overview~~

~~The FMLA entitles eligible employees of covered employers to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave. Eligible employees are entitled to:~~

~~Twelve workweeks of leave in a 12-month period for:~~

- ~~• the birth of a child and to care for the newborn child within one year of birth;~~
- ~~• the placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement;~~
- ~~• to care for the employee's spouse, child, or parent who has a serious health condition;~~
- ~~• a serious health condition that makes the employee unable to perform the essential functions of his or her job;~~
- ~~• any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on "covered active duty;" **or**~~

~~Twenty-six workweeks of leave during a single 12-month period to care for a covered service member with a serious injury or illness if the eligible employee is the service member's spouse, son, daughter, parent, or next of kin (military caregiver leave).~~

~~Leave Entitlements~~

~~Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons:~~

- ~~• The birth of a child or placement of a child for adoption or foster care;~~
- ~~• To bond with a child (leave must be taken within 1 year of the child's birth or placement);~~
- ~~• To care for the employee's spouse, child, or parent who has a qualifying serious health condition;~~
- ~~• For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job;~~
- ~~• For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent.~~

~~An eligible employee who is a covered service member's spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the service member with a serious injury or illness.~~

~~An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule.~~

~~Employees may choose, or an employer may require, use of accrued paid leave while taking FMLA leave. If an employee substitutes accrued paid leave for FMLA leave, the employee must comply with the employer's normal paid leave policies.~~

~~Benefits and Protections~~

~~While employees are on FMLA leave, employers must continue health insurance coverage as if the employees were not on leave.~~

~~Upon return from FMLA leave, most employees must be restored to the same job or one nearly identical to it with equivalent pay, benefits, and other employment terms and conditions.~~

~~An employer may not interfere with an individual's FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA.~~

~~Eligibility Requirements~~

~~An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employee must:~~

- ~~• Have worked for the employer for at least 12 months;~~
- ~~• Have at least 1,250 hours of service in the 12 months before taking leave; * and~~
- ~~• Work at a location where the employer has at least 50 employees within 75 miles of the employee's worksite.~~

~~*Special "hours of service" requirements apply to airline flight crew employees.~~

~~Requesting Leave~~

~~Generally, employees must give 30 days' advance notice of the need for FMLA leave. If it is not possible to give 30 days' notice, an employee must notify the employer as soon as possible and, generally, follow the employer's usual procedures.~~

~~Employees must provide enough information to the employer so it can determine if the leave qualifies for FMLA protection. Sufficient information could include informing an employer that the employee is or will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must inform the employer if the need for leave is for a reason for which FMLA leave was previously taken or certified.~~

~~Employers can require a certification or periodic recertification supporting the need for leave. If the employer determines that the certification is incomplete, it must provide a written notice indicating what additional information is required.~~

Employer Responsibilities

~~Once an employer becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, the employer must notify the employee if he or she is eligible for FMLA leave and, if eligible, must also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, the employer must provide a reason for ineligibility.~~

~~Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave.~~

~~Eligible employees are entitled to take family medical leave due to exigencies related to active military service. The qualifying exigency leave provides 12 workweeks of leave during any 12-month period because of any qualifying exigency arising out of the fact that the spouse, son, daughter, or parent of the employee is on active duty or has been notified of an impending call to active duty. Examples of such leave would include:~~

- ~~1. Arranging for child care~~
- ~~2. See a child or spouse off or welcoming home ceremony~~
- ~~3. Attending pre-deployment meetings~~
- ~~4. Attending family support meetings~~
- ~~5. Attending reintegration briefings~~

~~A qualifying employee who is the spouse, son, daughter, parent or next of kin of a wounded service member (recovering from a serious illness or injury sustained in the line of duty on active duty) is entitled to up to 26 weeks of leave in a single 12-month period to care for the service member. The military caregiver is available during "a single 12-month period" during which an eligible employee is entitled to a combined total of 26 weeks of all types of FMLA leave.~~

PARENTING AND PREGNANCY LEAVE

Add:

The employer must continue to make coverage available to the employee while on leave of absence under any group insurance policy, group subscriber contract, or health care plan for the employee

and any dependents. Nothing in this section requires the employer to pay the costs of the insurance or health care while the employee is on leave of absence.

EMPLOYEE RECOGNITION AND WELLNESS PROGRAM Wellness Program

Add: The County will establish a Wellness Committee that is responsible for creating healthy worksite goals, developing and implementing supporting wellness programs for employee participation, and providing wellness information on a regular basis. All employees are eligible to participate in the wellness events; however, they need to notify their supervisor of their absence to ensure the department is staffed.

EXPENSES

COUNTY VEHICLES

Add: The County prohibits the use of cell phones while driving a County vehicle pursuant to the hands-free law relating to transportation; prohibiting use of cell phones while driving under specified circumstances; Minnesota Statutes 2018, sections 169.011, subdivision 94; 169.475.

Personal Automobile: Employees shall use a County vehicle for all travel within the State of Minnesota except when authorized or instructed to use a personal vehicle. The County prohibits the use of cell phones while driving a personal vehicle while conducting County business pursuant to the hands-free law relating to transportation; prohibiting use of cell phones while driving under specified circumstances; Minnesota Statutes 2018, sections 169.011, subdivision 94; 169.475.

An employee will be reimbursed at the IRS rate of mileage reimbursement for each mile driven on County business within the State of Minnesota while using a personal vehicle and approved by the Department Head.

- a. The County shall reimburse mileage between the Courthouse, Justice Center and the Environmental Services/Highway Department buildings at 2 miles per trip.

COUNTY ISSUED CREDIT CARD POLICY

6) Procedure for Use of County Issued Credit Card

- b. **Add:** Each department head will reconcile the monthly statement on the monthly reconciliation report and submit all original itemized receipts and the billing statement to the County Auditor/Treasurer on or before the 9th of each month ~~due date~~ to allow for processing Commissioner's warrants.

Le Sueur County will not be responsible for late fees or service charges due to the incomplete submission of records to the County Auditor/Treasurers' office. The department head and employee will be personally responsible if any such fees appear on the bill. The late fees or service charges will be paid by the employee with their personal check.

LACTATION/BREASTFEEDING POLICY

Add: In the Courthouse: The Lactation Room is located on third floor near the west elevator. This room is also located near the sink in the third floor galley with running water for washing hands and rinsing out breast pump parts. If employees prefer, they may also breastfeed or express milk in their own private offices, or in other comfortable locations agreed upon in consultation with the

employee's supervisor. The Lactation Room key and reservation calendar will be maintained by Public Health support staff.

In the Justice Center: The Lactation Room is located on the main floor outside of the jail entrance. This room also has a sink with running water for washing hands and rinsing out breast pump parts. If employees prefer, they may also breastfeed or express milk in their own private offices, or in other comfortable locations agreed upon in consultation with the employee's supervisor. The Lactation Room key and reservation calendar is maintained by the Sheriff Administrative support staff.

Add: Possession of Firearms

Minnesota Statutes, Section 609.66, Subdivision 1g makes it a felony for an individual to possess a dangerous weapon, ammunition or explosives within any courthouse complex with the exception of:

- licensed peace officers or military personnel who are performing official duties;
- persons who carry pistols according to the terms of a permit issued under Minnesota's permit-to-carry law and who so notify the sheriff;
- persons who possess dangerous weapons for the purpose of display as demonstrative evidence during testimony at a trial or hearing or exhibition in compliance with advance notice and safety guidelines set by the sheriff; or
- persons who possess dangerous weapons in a courthouse complex with the express consent of the county sheriff.
- working on the entity's property.
- working in any location on behalf of the entity.
- driving on business for the entity.
- riding as a passenger on business for the entity.
- performing emergency or on-call work after hours for the entity.
- attending training or conferences on behalf of the entity.

Add: Pets in the Workplace

Le Sueur County does not allow pets in the workplace except for service animals that are trained to assist individuals with disabilities. Employees who are in need of a service animal must obtain authorization through the job accommodation process prior to bringing the animal to the workplace. Le Sueur County does not allow an employee's pet to accompany the employee while the employee is on official business. Authorized service animals may accompany an employee as needed.

Add: Service Animals in the Workplace

It is the procedure of Le Sueur County to comply with the Minnesota Human Rights Act and the American with Disabilities Act to allow service animals into County facilities.

Service animals are working animals, not pets and is a dog that is individually trained to do work or perform tasks for a person with a disability. Generally, service animals are permitted to accompany people with disabilities in all areas where members of the public are allowed to go.

Examples of such work or tasks include guiding people who are blind, alerting people who are deaf, pulling a wheelchair, alerting and protecting a person who is having a seizure, reminding a person with mental illness to take prescribed medications, calming a person with Post Traumatic Stress Disorder (PTSD) during an anxiety attack, or performing other duties. Service animals are working animals, not pets. The work or task a dog has been trained to provide must be directly related to the person's disability. Dogs whose sole function is to provide comfort or emotional support do not qualify as service animals under the ADA.

Service animals must be harnessed, leashed, or tethered, unless these devices interfere with the service animal's work or the individual's disability prevents using these devices. In that case, the individual must maintain control of the animal through voice, signal, or other effective controls.

When it is not obvious what service an animal provides, only limited inquiries are allowed. Staff may ask two questions: (1) is the dog a service animal required because of a disability, and (2) what work or task has the dog been trained to perform. Staff cannot ask about the person's disability, require medical documentation, require a special identification card or training documentation for the dog, or ask that the dog demonstrate its ability to perform the work or task.

Allergies and fear of dogs are not valid reasons for denying access or refusing service to people using service animals. When a person who is allergic to dog dander and a person who uses a service animal must spend time in the same room or facility, they both should be accommodated by assigning them, if possible, to different locations within the room or different rooms in the facility.

A person with a disability cannot be asked to remove his service animal from the premises unless: (1) the dog is out of control and the handler does not take effective action to control it or (2) the dog is not housebroken. When there is a legitimate reason to ask that a service animal be removed, staff must offer the person with the disability the opportunity to obtain services without the animal's presence.

Add: Security Camera Policy

Le Sueur County reserves the right to install security cameras in work areas for specific business reasons, such as security, theft protection or protection of proprietary information.

Le Sueur County may find it necessary to monitor work areas with security cameras when there is a specific job- or business-related reason to do so. The County will do so only after first ensuring that such action is in compliance with state and federal laws.

Employees should not have any expectation of privacy in work-related areas. Employee privacy in non-work areas will be respected to the extent possible.

Security camera and video surveillance recorded images are considered general nonpublic security data under Minnesota State Statute 13.37 Subd. 1(a).

Security camera system operators and supervisors are responsible to appropriately protect the privacy of personal information that may have been captured by cameras under their control. They are subject to disciplinary action for violations of retention and release standards.

Recorded images are generally not retained for more than 30 days. Recordings may be erased or recorded over in a secure manner after 30 days unless there is a reason to retain or a request from the County Administrator.

Exceptions that may permit or require retention longer than 30 days include:

- Ongoing criminal or civil court proceedings, employment investigation or other legal hold or court order
- Business need approved by the County Administrator or delegated authority

MISCELLANEOUS

Add: Badges: Employee badges must be worn at all times and should be visible to the public/staff. County badges shall be turned in at the end of employment with Le Sueur County. **Immediately report a lost badge to your Supervisor and Human Resources.**

Change: 457 Deferred Compensation Plans: Le Sueur County offers benefits eligible employees the option to enroll in a 457 Deferred Compensation Plan. The County limits the number of 457 deferred compensation plan vendors to ~~four (4)~~ **three (3)**, pursuant to Minnesota State Statute 356.24, Supplemental Pension or Deferred Compensation Plans, Subdivision 1b.