

SAINT JOSEPH COUNTY, INDIANA

Employee Handbook

ADOPTED NOVEMBER 12, 2024, EFFECTIVE JANUARY 1, 2025

ABOUT THIS HANDBOOK/DISCLAIMER

We prepared this handbook to help employees find the answers to many questions that they may have regarding their employment with Saint Joseph County, Indiana. Please take the necessary time to read it.

We do not expect this handbook to answer all questions. Elected Department Heads, Supervisors and Human Resources also serve as a major source of information.

Neither this handbook nor any other verbal or written communication by a Saint Joseph County representative is, nor should it be, an agreement, contract of employment, express or implied, or a promise of treatment in any particular manner in any given situation, nor does it confer any contractual rights whatsoever. Saint Joseph County, Indiana adheres to the policy of employment at will, which permits the County or the employee to end the employment relationship at any time, for any reason, with or without cause or notice.

No County representative other than the Director of Finance and Human Resources and/or Board of Commissioners, by duly approved agreement, or the SAINT JOSEPH COUNTY COUNCIL, by duly adopted ordinance or resolution, may modify at-will status and/or provide any special arrangement concerning terms or conditions of employment in an individual case or generally, and any such modification must be in a signed writing.

Many matters covered by this handbook, such as benefit plan descriptions, are also described in separate County documents. These County documents are always controlling over any statement made in this handbook or by any individual employee or elected official.

This handbook states only general County guidelines. The County may, at any time, in its sole discretion, modify or vary from anything stated in this handbook, with or without notice, except for the rights of the parties to end employment at will, which may only be modified by an express written agreement signed by the employee and the Board of Commissioners.

This handbook supersedes all prior handbooks.

These policies and procedure guidelines apply to all full time and part-time St. Joseph County Employees except Circuit, Superior and Probate Court employees, Health Department Employees, Park Department Employees and Sheriff's Department Merit Officers. Furthermore, the policies and procedures contained herein are not to be considered to supersede any collective bargaining agreements between the COUNTY and various unions as may be applicable to employees who are represented by such unions. Departments not expressly subject to the policies and procedures set forth herein may elect to adopt these policies and procedures for their department.

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Section 1 - GOVERNING PRINCIPLES OF EMPLOYMENT

1-1 INTRODUCTION

For employees who are commencing employment with Saint Joseph County, Indiana ("SAINT JOSEPH COUNTY, INDIANA" or "the COUNTY"), on behalf of Saint Joseph County, Indiana, we extend a warm and sincere welcome.

For employees who have been with us, thanks for your past and continued service.

We extend our personal best wishes for success and happiness here at Saint Joseph County, Indiana. We understand that it is our employees who provide the services that our citizens rely upon, and who will enable us to create new opportunities in the years to come.

At-Will Employment

This policy and any individual agreement addressing this work arrangement do not create a contract of employment and are not intended to be considered or construed as a promise of continued employment. Employment is at will and may be discontinued at any time by the County or employee without notice, cause, or liability.

1-2 EQUAL EMPLOYMENT OPPORTUNITY

Saint Joseph County, Indiana is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, color, creed, religion, national origin, ancestry, citizenship status, age, sex or gender (including pregnancy, childbirth and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, military service and veteran status, physical or mental disability, genetic information, or any other characteristic protected by applicable federal, state or local laws and ordinances. Saint Joseph County, Indiana's leadership team is dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities, access to facilities and programs, and general treatment during employment. The County will endeavor to make a reasonable accommodation of an otherwise qualified applicant or employee related to an individual's: physical or mental disability; sincerely held religious beliefs and practices; and/or any other reason required by applicable law, unless doing so would impose an undue hardship upon the County's business operations, or for other lawful reasons. This includes accommodation under The Pregnant Workers Fairness Act (PWFA)

Any applicant or employee who needs accommodation to perform the essential functions of the job should contact Human Resources and/or the Employee's Supervisor and/or Department Head to request such accommodation. The individual should specify what accommodation is needed to perform the job and submit supporting documentation explaining the basis for the requested accommodation, to the extent permitted and in accordance with applicable law. The County then will review and analyze the request, including engaging in an interactive process with the employee or applicant, to identify if such an accommodation can be made. The County will evaluate requested accommodations, and as appropriate, identify other possible accommodations, if any. The individual will be notified of The County's decision regarding the request within a reasonable period. The County treats all medical information submitted as part of the accommodation process in a confidential manner.

Any employees with questions or concerns about equal employment opportunities in the workplace are encouraged to bring these issues to the attention to Human Resources and/or the Manager and/or the Employee's Supervisor and/or Department Head. The County will not allow any form of retaliation against individuals who raise issues of equal employment opportunity. If employees feel they have been subjected to any such retaliation, they should contact Human Resources and/or the Manager and/or the Employee's Supervisor and/or Department Head. To ensure our workplace is free of artificial barriers, violation of this policy including any improper retaliatory conduct will lead to discipline, up to and including discharge. All employees must cooperate with all investigations conducted pursuant to this policy.

1-3 NON-HARASSMENT

It is Saint Joseph County, Indiana's policy to prohibit intentional and unintentional harassment of or against job applicants, contractors, interns, volunteers or employees by another employee, supervisor, vendor, unpaid board members, customer or any third party on the basis of actual or perceived race, color, creed, religion, national origin, ancestry, citizenship status, age, sex or gender (including pregnancy, childbirth and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, military service and veteran status, physical or mental disability, genetic information or any other characteristic protected by applicable federal, state or local laws (referred to as "protected characteristics"). Such conduct will not be tolerated by Saint Joseph County, Indiana.

The purpose of this policy is not to regulate our employees' personal morality, but to ensure that no one harasses another individual in the workplace, including while on County premises, while on County business (whether or not on County premises) or while representing the County. In addition to being a violation of this policy, harassment or retaliation based on any protected characteristic as defined by applicable federal, state, or local laws also is unlawful. For example, sexual harassment and retaliation against an individual because the individual filed a complaint of sexual harassment or because an individual aided, assisted or testified in an investigation or proceeding involving a complaint of sexual harassment as defined by applicable federal, state, or local laws are unlawful.

Harassment Defined

Harassment generally is defined in this policy as unwelcome verbal, visual or physical conduct that denigrates or shows hostility or aversion towards an individual because of any actual or perceived protected characteristic or has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Harassment can be verbal (including slurs, jokes, insults, epithets, gestures or teasing), visual (including offensive posters, symbols, cartoons, drawings, computer displays, text messages, social media posts or e-mails) or physical conduct (including physically threatening another, blocking someone's way, etc.). Such conduct violates this policy, even if it does not rise to the level of a violation of applicable federal, state or local laws. Because it is difficult to define unlawful harassment, employees are expected to behave at all times in a manner consistent with the intended purpose of this policy.

Sexual Harassment Defined

Sexual harassment can include all the above actions, as well as other unwelcome conduct, such as unwelcome or unsolicited sexual advances, requests for sexual favors, conversations regarding sexual activities and other verbal, visual or physical conduct of a sexual nature when:

- submission to that conduct or those advances or requests is made either explicitly or implicitly a term or condition of an individual's employment; or
- submission to or rejection of the conduct or advances or requests by an individual is used as the basis for employment decisions affecting the individual; or
- the conduct or advances or requests have the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Examples of conduct that violate this policy include:

1. Unwelcome flirtations, leering, whistling, touching, pinching, assault, blocking normal movement;
2. Requests for sexual favors or demands for sexual favors in exchange for favorable treatment;
3. Obscene or vulgar gestures, posters or comments;
4. Sexual jokes or comments about a person's body, sexual prowess or sexual deficiencies;
5. Propositions or suggestive or insulting comments of a sexual nature;
6. Derogatory cartoons, posters and drawings;
7. Sexually-explicit e-mails, text messages or voicemails;
8. Uninvited touching of a sexual nature;
9. Unwelcome sexually-related comments;

10. Conversation about one's own or someone else's sex life;
11. Conduct or comments consistently targeted at only one gender, even if the content is not sexual; and
12. Teasing or other conduct directed toward a person because of the person's gender.

Reporting Procedures

If the employee has been subjected to or witnessed conduct which violates this policy, the employee should immediately report the matter to any member of leadership. If the employee is unable for any reason to contact this person, or if the employee has not received an initial response within five (5) business days after reporting any incident of what the employee perceives to be harassment, the employee should contact the Director of Finance and Human Resources. If the person toward whom the complaint is directed is one of the individuals indicated above, the employee should contact any higher-level manager in the reporting hierarchy.

Investigation Procedures

Every report of perceived harassment will be fully investigated, and corrective action will be taken where appropriate. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. All employees must cooperate with all investigations conducted pursuant to this policy.

Retaliation Prohibited

In addition, the County will not allow any form of retaliation against individuals who report unwelcome conduct to leadership or who cooperate in the investigations of such reports in accordance with this policy. If the employee has been subjected to any such retaliation, the employee should report it in the same manner in which the employee would report a claim of perceived harassment under this policy.

Violation of this policy including any improper retaliatory conduct will result in disciplinary action, up to and including termination.

1-4 DRUG-FREE AND ALCOHOL-FREE WORKPLACE

To help ensure a safe, healthy and productive work environment for our employees and others, to protect County property, and to ensure efficient operations, Saint Joseph County, Indiana has adopted a policy of maintaining a workplace free of drugs and alcohol. This policy applies to all employees and other individuals who perform work for the County.

The unlawful or unauthorized use, abuse, solicitation, theft, possession, transfer, purchase, sale or distribution of controlled substances, drug paraphernalia or alcohol by an individual anywhere on County premises, while on County business (whether or not on County premises) or while representing the County, is strictly prohibited. Employees and other individuals who

work for the County also are prohibited from reporting to work or working while they are using or under the influence of alcohol or any controlled substances, which may impact the employee's ability to perform their job or otherwise pose safety concerns, except when the use is pursuant to a licensed medical practitioner's instructions and the licensed medical practitioner authorized the employee or individual to report to work.

Violation of this policy will result in disciplinary action, up to and including discharge. Employees may be requested to drug or alcohol test if they are suspected of being under the influence at work. Employees may refuse the drug and/or alcohol testing but this may lead to disciplinary action up to termination. This decision will be decided by the elected official or governing body who leads that employee's department.

The County maintains a policy of non-discrimination and will endeavor to make reasonable accommodations to assist individuals recovering from substance and alcohol dependencies, and those who have a medical history which reflects treatment for substance abuse conditions. However, employees may not request an accommodation to avoid discipline for a policy violation. We encourage employees to seek assistance before their substance abuse or alcohol misuse renders them unable to perform the essential functions of their jobs or jeopardizes the health and safety of any County employee, including themselves.

SMOKING AND USE OF TOBACCO IN ANY FORM, AND VAPING ARE PROHIBITED ON ANY COUNTY OWNED PROPERTY AND/OR WHILE USING COUNTY PROPERTY INCLUDING COUNTY VEHICLES.

Employees must notify the County within 72 hours if they are convicted of a criminal drug violation in the workplace. Within ten (10) days of such notification or other actual notice, the County will advise the contracting agency of such conviction.

All employees are hereby advised that full compliance with the foregoing policy shall be a condition of employment at the County.

Any employee who violates the foregoing drug-free workplace policy described above shall be subject to discipline up to and including immediate discharge.

In the discretion of the County, any employee who violates the drug-free workplace policy may be required, in connection with or in lieu of disciplinary sanctions, to participate to the County's satisfaction in an approved drug assistance or rehabilitation program.

In order to maintain a drug-free workplace, the County has established a drug-free awareness program to educate employees on the dangers of drug abuse in the workplace, our drug-free workplace policy, the availability of any drug-free counseling, rehabilitation and employee assistance programs and the penalties that may be imposed for violations of our drug-free workplace policy. (Such education may include: (1) distribution of our drug-free workplace policy at the employment interview; (2) a discussion of our policy at the new employee orientation session; (3) distribution of a list of approved drug assistance agencies,

organizations and clinics; (4) distribution of published educational materials regarding the dangers of drug abuse; (5) reorientation of all involved employees in cases in which a drug-related accident or incident occurs; (6) inclusion of the policy in employee handbooks and any other personnel policy publications; (7) lectures or training by local drug abuse assistance experts; (8) discussion by the County 's safety experts on the hazards associated with drug abuse; and (9) video presentations on the hazards of drug abuse.)

1-5 WORKPLACE VIOLENCE

St. Joseph County, Indiana is strongly committed to providing a safe workplace. The purpose of this policy is to minimize the risk of personal injury to employees and damage to County and personal property.

St. Joseph County, Indiana does not expect employees to become experts in psychology or to physically subdue a threatening or violent individual. Indeed, St. Joseph County, Indiana specifically discourages employees from engaging in any physical confrontation with a violent or a potentially violent individual. However, St. Joseph County, Indiana does expect and encourage employees to exercise reasonable judgment in identifying potentially dangerous situations.

Experts in the mental health profession state that prior to engaging in acts of violence, troubled individuals often exhibit one or more of the following behaviors or signs: over-resentment, anger and hostility; extreme agitation; making ominous threats such as bad things will happen to a particular person, or a catastrophic event will occur; sudden and significant decline in work performance; irresponsible, irrational, intimidating, aggressive or otherwise inappropriate behavior; reacting to questions with an antagonistic or overtly negative attitude; discussing weapons and their use, and/or brandishing weapons in the workplace; overreacting or reacting harshly to changes in County policies and procedures; personality conflicts with co-workers; obsession or preoccupation with a co-worker or supervisor; attempts to sabotage the work or equipment of a co-worker; blaming others for mistakes and circumstances; or demonstrating a propensity to behave and react irrationally.

Prohibited Conduct

Threats, threatening language or any other acts of aggression or violence made toward or by any County employee **WILL NOT BE TOLERATED**. For purposes of this policy, a threat includes any verbal or physical harassment or abuse, any attempt at intimidating or instilling fear in others, menacing gestures, flashing of weapons, stalking or any other hostile, aggressive, injurious, or destructive action undertaken for the purpose of domination or intimidation. To the extent permitted by law, employees and visitors are prohibited from carrying weapons onto County premises.

Procedures for Reporting a Threat

All potentially dangerous situations, including threats by co-workers, should be reported immediately to any member of leadership with whom the employee feels comfortable. Reports of threats may be maintained confidential to the extent maintaining confidentiality does not impede St. Joseph County, Indiana ability to investigate and respond to the complaints. All threats will be promptly investigated. All employees must cooperate with all investigations. No employee will be subjected to retaliation, intimidation, or disciplinary action as a result of reporting a threat in good faith under this policy.

If the County determines, after an appropriate good faith investigation, that someone has violated this policy, the County will take swift and appropriate corrective action.

If the employee is the recipient of a threat made by an outside party, that employee should follow the steps detailed in this section. It is important for the County to be aware of any potential danger in its offices. Indeed, the County wants to take effective measures to protect everyone from the threat of a violent act by employees or by anyone else.

Section 2 - OPERATIONAL POLICIES

2-1 EMPLOYEE CLASSIFICATIONS

For purposes of this handbook, all SAINT JOSEPH COUNTY, INDIANA employees fall within one of the classifications below.

Full-Time Employees - Employees who regularly work at least 37.50 hours per week who were not hired on a short-term basis.

Part-Time Benefit Eligible – Employee who regularly work more than 20 hours per week, but less than 37.5 hours per week and who were not hired on a short-term basis. Certain benefits may be awarded to this group of employees on a pro-rated basis.

Part-Time Employees - Employees who regularly work fewer than 30 hours per week who were not hired on a short-term basis.

Short-Term Employees - Employees who were hired for a specific short-term project, or on a short-term freelance, per diem or temporary basis.

Short-Term and Part-Time employees who are not Benefit Eligible generally are not eligible for county benefits, but are eligible to receive statutory benefits.

In addition to the above classifications, employees are categorized as either "**exempt**" or "**non-exempt**" for purposes of federal and state wage and hour laws. Employees classified as exempt do not receive overtime pay; they generally receive the same weekly salary regardless of hours worked. Such salary may be paid less frequently than weekly. The employee will be informed of these classifications upon hire and informed of any subsequent changes to the classifications.

2-2 EMPLOYEE SERVICE CREDIT

"Length of service" refers to the length of time that employees spend as active full-time or part-time employees with SAINT JOSEPH COUNTY, INDIANA. Service begins on the day they become full-time or part-time employees.

Length of service may be used in determining certain employee benefits, such as time-off benefits. Employees will not lose credit for service with the COUNTY provided their last day of service was within 60 days of again becoming an active employee. Human Resources will discuss this issue with any rehired employees upon hire.

In certain cases, The County, through its Board of Commissioners, may deem it necessary to acknowledge service credit for relevant work for other employers so as to provide elevated levels of benefits for such employees so that their initial benefits are not limited to those applicable to first year employees. In such cases, a written agreement reflecting such

acknowledgement of service credit and specifying benefit levels shall be approved by the Board of Commissioners before such service credit may be acknowledged.

2-3 YOUR EMPLOYMENT RECORDS

In order to obtain their position, employees have provided personal information, such as address and telephone number. This information is contained in their personnel file.

All personnel file information is available to the affected employee or the employee's representative pursuant to IC 5-14-3-4, and is subject to limitations with respect to disclosure to the public under the same statute.

Employees should keep their personnel file up to date by informing the Human Resources and/or the Director of Payroll and/or the employee's supervisor of any changes. Employees also should inform the Human Resources and/or the Director of Payroll and/or the employee's supervisor of any specialized training or skills they acquire, as well as any changes to any required visas. Unreported changes of address, marital status, etc. can affect withholding tax and benefit coverage. Further, an "out of date" emergency contact or an inability to reach employees in a crisis could cause a severe health or safety risk or other significant problem. Employees have a right to exam their employee file.

2-4 WORKING HOURS AND SCHEDULE

SAINT JOSEPH COUNTY, INDIANA normally is open for business from 8:00 a.m. to 4:30 p.m., Monday through Friday.

Employees will be assigned a work schedule and will be expected to begin and end work according to the schedule. To accommodate the needs of the County, at some point SAINT JOSEPH COUNTY, INDIANA may need to change individual work schedules on either a short-term or long-term basis.

Employees will be provided meal and rest periods as required by law. A supervisor will provide further details.

2-5 REMOTE WORK/TELECOMMUTING

St. Joseph County, Indiana may allow employees to work remotely if their job duties and work performance are determined to be eligible for remote work. Eligibility will be decided on a case-by-case basis by the Elected Officials. Employees also may be required to work remotely during periods of public health emergencies if government orders and mandates recommend such work. Department heads are responsible for auditing the work of their remote employees. Failure to do so may result in disciplinary action for the department head. Employees who do not reside in the state of Indiana will be ineligible for remote work.

This policy provides general information regarding remote work/telecommuting. Employees who are approved to work remotely should be familiar with the conditions allowing for their remote work/telecommuting arrangement, such as expected work hours, equipment provided, and other important information; failure to comply with the conditions for remote work/telecommuting may result in termination of the privilege to work remotely, as well as other discipline, including but not limited to termination.

Any remote work/telecommuting arrangement may be discontinued by the County at any time and at the discretion of the Elected Officials. Employees may also discontinue the arrangement but may not be guaranteed office space at the County's location.

The allowance for remote work is not intended to promote or permit the hiring of employees who are not residents of the State of Indiana.

Hours of Work

Employees will work full time from home. Scheduled hours of work will be set by the employees' manager or supervisor. Employees should maintain regular contact with their supervisors and managers.

Nonexempt employees must accurately record all hours worked pursuant to the County's timekeeping system and take rest and meal breaks as if in the County's workplace and as required by law. Nonexempt employees may not work beyond scheduled working hours (including working more than 40 hours in a work week) without prior, written authorization from their manager or supervisor.

Location

Employees will provide, at their expense, a secure, dedicated work area. Employees are responsible for maintaining the work area in a safe, secure, and nonhazardous condition at all times. Employees will maintain security devices and procedures necessary to prevent use by unauthorized persons, including by preventing the connection of any County-furnished computer system, network, or database to any computer, network, or database other than a computer, network, or database to which connections are provided or authorized by the County.

Duties

Employees are expected to follow all existing County policies and procedures. The duties, obligations, responsibilities, and conditions of employment with the County remain unchanged. Employees must stay engaged with work throughout the workday and be fully available during normal business hours. If employees do not successfully perform their job duties remotely, this arrangement will be revoked. Employees are expected to follow existing County policies with respect to scheduled and unscheduled time off, including the obligation to speak with their manager or supervisor before the scheduled start time in the event of an unscheduled absence, tardy, or early departure.

Accidents and Injuries

Employees agree to maintain safe conditions in the remote work space and to practice the same safety habits and rules applied on County premises. If employees incur an injury arising out of the course and scope of the assigned job duties while working in the remote work space, the workers' compensation provisions in place for the state in which the employees are working will apply. Employees must notify their supervisor or manager immediately and complete all necessary and/or requested documents regarding the reported injury. The County assumes no responsibility for injuries occurring in the remote work space outside normal working hours or for injuries that occur as a result of a reasonably recognizable unsafe remote work space.

Equipment

Employees agree to use electronic equipment that has been encrypted and meets all of the County's security requirements. If the County provides equipment for home use, employees agree to provide a secure location for County -owned equipment and will not use, or allow others to use, such equipment for purposes other than County business. Employees have no expectation of ownership in such equipment, linkages, property, or other items installed or provided by the County. The County will bear the expense of removal of any such equipment, linkages, and installations provided by the County upon the termination of the remote work/telecommuting arrangement but not modification of or repairs to the work location. Employees hereby release the County from any damage or liability incurred in the installing or removal of the equipment provided by the County.

Return of County Property

All equipment, records, and materials provided by the County will remain County property. Employees agree to return County equipment, records, and materials upon request. All County equipment will be returned by employees for inspection, repair, or replacement as needed or requested or immediately upon termination of the remote work/telecommuting arrangement. All equipment must be returned within five (5) business days of written notice to the employees.

Expenses

Upon presentment of receipts and in accordance with all applicable statutes, ordinances, regulations, policies and rules in place for reimbursement, the County will reimburse employees for certain preapproved expenses.

Regular household utility charges, such as electricity, water, phone, Internet service, auto, homeowners' insurance, etc., are not reimbursable unless state law requires reimbursement.

Confidentiality

Employees agree that they are subject to the County 's policies prohibiting the nonbusiness use or dissemination of the County's confidential business information. Employees will take all

appropriate steps to safeguard the County's confidential business information, including segregating it from personal papers and documents, not allowing nonemployees to access such information, and keeping such information in locked drawers or file cabinets when not in use. Employees will maintain confidential information, including, but not limited to, information regarding the County's products or services, processing, marketing and sales, client lists, client e-mail addresses and mailing addresses, client data, orders, memoranda, notes, records, technical data, sketches, designs, plans, drawings, trade secrets, research and development data, experimental work, proposals, new product and/or service developments, project reports, sources of supply and material, operating and cost data, and corporate financial information.

Contact

If employees have any questions concerning this policy or would like to apply to work remotely, they should contact their elected department head and/or direct supervisor.

2-6 TIMEKEEPING PROCEDURES

All employees must record their actual time worked for payroll and benefit purposes, as well as for compliance with State Board of Accounts compliance.

Non-exempt employees must record the time work begins and ends, as well as the beginning and ending time of any departure from work for any non-work-related reason, on forms as prescribed by management.

Altering, falsifying or tampering with time records is prohibited and subjects the employee to discipline, up to and including discharge.

Exempt employees are required to record their daily work attendance and report full days of absence from work for reasons such as leaves of absence, sick leave or personal business.

Non-exempt employees may not start work until their scheduled starting time.

It is the employee's responsibility to sign time records to certify the accuracy of all time recorded. Any errors in the time record should be reported immediately to a supervisor, who will attempt to correct legitimate errors.

2-7 OVERTIME/COMPENSATORY/FLEX TIME

From time to time, various departments within St. Joseph County, Indiana may experience periods of extremely high activity. During these busy periods, additional work is required from all of us. Department Heads and Supervisors are responsible for monitoring business activity and requesting and approving overtime work if it is necessary. Effort will be made to provide employees with adequate advance notice in such situations.

Any non-exempt employee who works overtime will be compensated at the rate of one and one-half times (1.5) their normal hourly wage for all time worked in excess of 40 hours each week, unless otherwise required by law.

Employees may work overtime only with prior management authorization.

The workweek begins at 12 a.m. on Saturday and ends 168 hours later at 11:59:59 on the following Friday.

Compensatory time (time credit at a the rate of 1.5 hours for each hour of time worked over 40 hours in a work week) may be used in lieu of payment for overtime, subject to certain limitations, including a maximum of 240 hours for non-police and 480 hours for police employees who are not exempt under FLSA. **PLEASE SEE APPENDIX B FOR A LINK TO THE COMPLETE POLICY ON COMPENSATORY TIME.**

Flexible time arrangements ("Flex Time") may also be used to allow an employee to work shorter hours on one day and make up the time on another day, but this should be used only for FLSA exempt employees, and should typically be used with a two week pay period. Unused flexible time shall be lost at the end of each year and shall not be compensated upon termination of employment. **PLEASE SEE APPENDIX B FOR A LINK TO THE COMPLETE POLICY ON FLEX TIME.**

2-8 TRAVEL TIME FOR NON-EXEMPT EMPLOYEES; REIMBURSEMENT OF TRAVEL EXPENSES

Overnight, Out-of-Town Trips

Non-exempt employees will be compensated for time spent traveling (except for meal periods) during their normal working hours, on days they are scheduled to work and on unscheduled work days (such as weekends). Non-exempt employees also will be paid for any time spent performing job duties during otherwise non-compensable travel time; however, such work should be limited absent advance leadership authorization.

Out-of-Town Trips for One Day

Non-exempt employees who travel out of town for a one-day assignment will be paid for all travel time, except for, among other things: time spent traveling between the employee's home and the local railroad, bus or plane terminal; and meal periods.

Local Travel

Non-exempt employees will be compensated for time spent traveling from one job site to another job site during a workday. The trip home, however, is non-compensable when the

employee goes directly home from the final job site, unless it is much longer than the regular commute home from the regular worksite. In such case, the portion of the trip home in excess of the regular commute is compensable.

Commuting Time

Travel from home to work and from work to home is generally non-compensable. However, if a non-exempt employee regularly reports to a worksite near their home, but is required to report to a worksite farther away than the regular worksite, the additional time spent traveling is compensable.

If compensable travel time results in more than 40 hours worked by a non-exempt employee, the employee will be compensated at an overtime rate of one and one-half (1-1/2) times the regular rate.

Expenses

Upon presentment of receipts and in accordance with all applicable statutes, ordinances, regulations, policies and rules in place for reimbursement, the County will reimburse employees for certain preapproved expenses. Employees will have 30 days from the time traveled to seek reimbursement. If the request is submitted more than 30 days after the last travel date, the request will be denied.

Pre-Authorization to Travel

Prior to travel, an employee must complete a Travel Pre-Authorization Form and it have it approved by their Department Head and the Board of Commissioners. A copy of the executed form is required to be submitted with the Travel Reimbursement Form at the time reimbursement is sought.

Links to forms and information needed for travel authorization and reimbursement:



Travel



2024 Travel Expense

PreAuthorization Fo Reimbursement Forr

www.gsa.gov/travel/plan-book/per-diem-rates

SEE APPENDIX B FOR LINKS.

2-9 SALARY RULES FOR EXEMPT EMPLOYEES

It is St. Joseph County, Indiana's policy and practice to accurately compensate employees and to do so in compliance with all applicable state and federal laws. To ensure proper payment and that no improper deductions are made, employees must review pay stubs promptly to identify and report all errors.

Those classified as exempt, salaried employees will receive a salary which is intended to compensate them for all hours they may work for St. Joseph County, Indiana. This salary will be established at the time of hire or classification as an exempt employee, in accordance with the County's salary ordinance as adopted and/or amended. While it may be subject to review and modification from time to time, pursuant to the County's Annual Salary Ordinance, including amendments thereto, and other adjustments within the salary amounts set forth the Salary Ordinance, as amended, the salary will be a predetermined amount that will not be subject to deductions for variations in the quantity or quality of the work performed, subject to the following:

In any work week in which the employee performed any work, salary will not be reduced for any of the following reasons:

- **partial** day absences for personal reasons, sickness or disability;
- an absence because the County has decided to close a facility on a scheduled work day;
- absences for jury duty, attendance as a witness, or military leave in any week in which the employee performed any work (subject to any offsets as set forth above); and
- any other deductions prohibited by state or federal law.

Deductions may be made to accrued paid time off full- or partial-day absences for personal reasons, sickness or disability.

Deductions from salary may be made in connection with disciplinary measures such as suspensions without pay. Salary may also be apportioned in the first or last week of employment in the event the employee does not work each day of the work w

If employees believe they have been subject to any improper deductions, they should immediately report the matter to a supervisor. If the supervisor is unavailable or if the employee believes it would be inappropriate to contact that person (or if the employee has not received a prompt and fully acceptable reply), they should immediately contact Director of Payroll or any other supervisor in St. Joseph County, Indiana with whom the employee feels comfortable.

2-10 YOUR PAYCHECK

Employees will be paid bi-weekly for all the time worked during the past pay period.

Payroll stubs itemize deductions made from gross earnings. By law, St. Joseph County, Indiana is required to make deductions for Social Security, federal income tax and any other appropriate taxes. These required deductions also may include any court-ordered garnishments. Payroll stubs also will differentiate between regular pay received and overtime pay received.

If there is an error in any employee's pay, the employee should bring the matter to the attention of the Director of Payroll immediately so the County can resolve the matter quickly and amicably.

Paychecks will be given only to the employee, unless the employee requests that they be mailed or authorizes in writing that another person may accept the check.

2-11 DIRECT DEPOSIT

St. Joseph County, Indiana requires employees to use direct deposit. Authorization forms are available from the Director of Payroll.

2-12 SALARY ADVANCES

St. Joseph County, Indiana does not permit advances on paychecks or against accrued paid time off.

2-13 PERFORMANCE REVIEW

Depending on the employee's position and classification, St. Joseph County, Indiana endeavors to review performance annually. However, a positive performance evaluation does not guarantee an increase in salary, a promotion or continued employment. Compensation increases and the terms and conditions of employment, including job assignments, transfers, promotions, and demotions, are determined by management, including Department heads, elected officials, and supervisors, and are subject to budgeting processes and other limitations.

In addition to these formal performance evaluations, the County encourages employees and supervisors to discuss job performance on a frequent and ongoing basis.

2-14 RECORD RETENTION

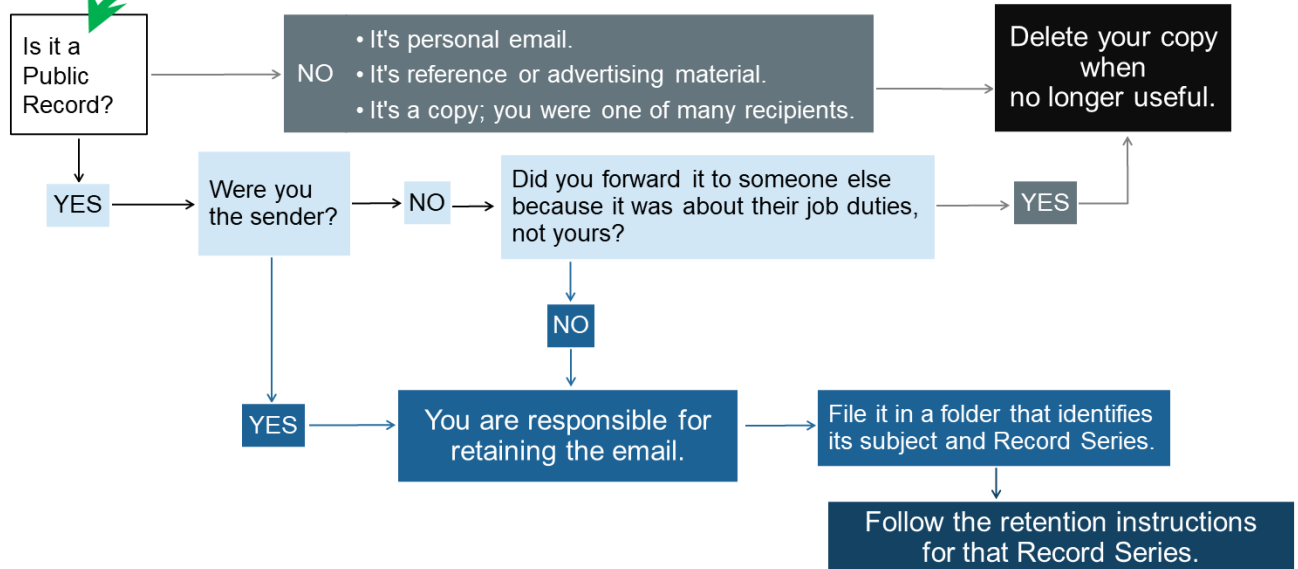
St. Joseph County, Indiana acknowledges its responsibility to preserve information relating to litigation, audits and investigations. Failure on the part of employees to follow this policy can result in possible civil and criminal sanctions against the County and its employees and possible disciplinary action against responsible individuals (up to and including discharge of the employee). Each employee has an obligation to contact the County Attorney to inform them of potential or actual litigation, external audit, investigation, or similar proceeding involving the County that may have an impact on record retention protocols.

One of the most common forms of records at St. Joseph County is email. Please see the below infographic from Indiana Archives as guidance on keeping emails. For further guidance please reach out to the Archives department.

Am I Responsible for Keeping this Email?

Maybe! If you're a government employee, start here

and ask yourself some questions:



Email That Can Be Deleted Immediately

Personal emails: delete or move personal emails elsewhere as soon as possible.

Non-Record Materials: Any piece of recorded information that is created or received by your office but does NOT document the activities of your office, OR that is a duplicate of information that is a public record (e.g. advertisements, mailing list messages).

Duplicates: Information that reproduces the exact content, in any format, of a record an agency is retaining under an approved retention schedule (e.g. a policy announcement from your agency director that was sent to all staff).

Transitory Information: Records that are required for only a short time AND your office does not need the records to meet legal or fiscal obligations, or to initiate, sustain, evaluate, or provide evidence of decision-making. (Such as: "There are cookies in the break room.")

2-15 JOB POSTINGS

St. Joseph County, Indiana is dedicated to assisting employees in managing their careers and reaching their professional goals through promotion and transfer opportunities. This policy outlines the on-line job posting program which is in place for all employees. Generally, to be eligible to apply for an open position, employees must meet the following requirements:

- be a current, regular, full-time or part-time employee;
- have been in current position for at least six (6) months;
- maintain a performance rating of satisfactory or above;
- not be on conduct/performance-related probation or warning;
- meet the job qualifications listed on the job posting; and
- provide their current manager with notice prior to applying for the position.

The employer may elect to waive one or more of these requirements.

If employees find a position of interest on the job posting website and they meet the eligibility requirements, an online job posting application must be completed in order to be considered for the position. Not all positions are guaranteed to be posted. The County reserves the right to seek applicants solely from outside sources or to post positions internally and externally simultaneously.

For more specific information about the program, please contact the Human Resources Department.

2-16 PROCUREMENT

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To access the County's Procurement Policy and Procedures, **please use the link set forth in the Attached Appendix B to his Handbook.**

Section 3 - BENEFITS

3-1 BENEFITS OVERVIEW

In addition to good working conditions and competitive pay, it is St. Joseph County, Indiana's policy to provide a combination of supplemental benefits to all eligible employees. In keeping with this goal, each benefit program has been carefully devised. These benefits include paid time off ("PTO") for use as vacation, sick or personal days, holidays, and insurance and other plan benefits. We are constantly studying and evaluating our benefits programs and policies to better meet present and future requirements. These policies have been developed over the years and continue to be refined to keep up with changing times and needs.

The next few pages contain a brief outline of the benefits programs St. Joseph County, Indiana provides employees and their families. Of course, the information presented here is intended to serve only as guidelines.

The descriptions of the insurance and other plan benefits merely highlight certain aspects of the applicable plans for general information only. The details of those plans are spelled out in the official plan documents, which are available for review upon request from Human Resources. Additionally, the provisions of the plans, including eligibility and benefits provisions, are summarized in the summary plan descriptions ("SPDs") for the plans (which may be revised from time to time). In the determination of benefits and all other matters under each plan, the terms of the official plan documents shall govern over the language of any descriptions of the plans, including the SPDs and this handbook.

Further, St. Joseph County, Indiana (including the officers and administrators who are responsible for administering the plans) retains full discretionary authority to interpret the terms of the plans, as well as full discretionary authority with regard to administrative matters arising in connection with the plans and all issues concerning benefit terms, eligibility and entitlement.

While the County intends to maintain these employee benefits, it reserves the absolute right to modify, amend or terminate these benefits at any time and for any reason.

If employees have any questions regarding benefits, they should contact Human Resources.

3-2 PAID HOLIDAYS

Full-time and Part-time employees will be paid for the holidays as set forth by the St. Joseph County Commissioners each year. These holidays may vary depending on the year. Please see the most recent holiday calendar schedule on the St. Joseph County website.

When holidays fall or are celebrated on a regular workday, eligible employees will receive one (1) day's pay at their regular straight-time rate. Eligible employees who work on a holiday will receive one and a half (1.5) day's pay at their regular straight-time rate. Employees must work their scheduled day before the holiday and their scheduled day after the holiday to receive holiday pay. Sick time is not an exception to this.

If a holiday falls within an eligible employee's approved vacation period or other approved leave, the eligible employee will be paid for the holiday (at the regular straight-time rate) in addition to the vacation day or other approved leave, or the eligible employee will receive an additional vacation day at the option of the County.

If a holiday falls within a jury duty the eligible employee will be paid for the holiday (at the regular straight-time rate) in addition to the leave day, or the eligible employee will receive an additional day off at the option of the County.

3-3 PAID TIME OFF (“PTO”)

St. Joseph County, Indiana appreciates how hard employees work and recognizes the importance of providing time for rest and relaxation. St. Joseph County, Indiana fully encourages employees to get this rest by taking paid time off. Time off under this policy includes extended time off, such as for a vacation, and incidental time due to sickness or to handle personal affairs.

Full-time employees and part-time employees working more than 20 hours but less than 37.5 hours per week accrue PTO subject to certain rules and limits which are set forth in an addendum to this Manual, identified as **SJC - PTO accrual, limits, and use Policy**.

See Attached Addendum for details.

3-4 PAID PREGNANCY DISABILITY BENEFITS

Paid Pregnancy Disability Benefits are available to full-time employees who have worked at St. Joseph County for at least 12 consecutive months. Generally, six (6) consecutive weeks of paid Pregnancy Disability Benefits will be granted to eligible employees who are personally and directly disabled by pregnancy, childbirth or related medical conditions prior to and/or following the birth of a child.

This benefit is calculated (based on the following chart) including any short-term disability benefits.

If the employee has:

- one (1) to two (2) years of continuous full-time service: payment per week is \$200.00.
- over two (2) years of continuous full-time service: payment per week is \$400.00.

Pregnancy Disability Benefits are solely a monetary benefit and not a leave of absence. Employees who will be out of work must also request a formal leave of absence. See the "Leaves of Absence" section of this handbook for more information. In addition, this Pregnancy Disability Benefit will be integrated with any applicable disability benefit offered by the County or required by law, and employees must apply for such benefit as a condition of receipt of any Pregnancy Disability Benefit under this policy.

3-5 LACTATION BREAKS

St. Joseph County will provide a reasonable amount of break time to accommodate employees desiring to express breast milk for their infant child, in accordance with and to the extent required by applicable law. The break time, if possible, must run concurrently with rest and meal periods already provided. If the break time cannot run concurrently with rest and meal periods already provided, the break time will be unpaid, subject to applicable law.

The County will make reasonable efforts to provide employees with the use of a room or location other than a toilet stall to express milk in private. This location may be the employee's private office, if applicable. The County may not be able to provide additional break time if doing so would seriously disrupt the County's operations, subject to applicable law. Please consult Human Resources with questions regarding this policy.

Employees should advise leadership if they need break time and an area for this purpose. Employees will not be discriminated against or retaliated against for exercising their rights under this policy.

3-6 WORKERS' COMPENSATION

On-the-job injuries are covered under Indiana's Workers' Compensation system. St. Joseph County is self-insured for most workers' compensation injury claims, but utilizes the services of a third party claims administrator. Workers' compensation benefits are provided at no cost. If employees are injured on the job, no matter how slightly, they should report the incident immediately to their supervisor. Failure to follow County procedures may affect the ability of employees to receive Workers Compensation benefits.

This is solely a monetary benefit and not a leave of absence entitlement. Employees who need to miss work due to a workplace injury must also request a formal leave of absence. See the Leave of Absence sections of this handbook for more information.

3-7 JURY DUTY

St. Joseph County, Indiana realizes that it is the obligation of all U.S. citizens to serve on a jury when summoned to do so. All employees will be allowed time off to perform such civic service

as required by law. Employees are expected, however, to provide proper notice of a request to perform jury duty and verification of their service.

Employees also are expected to keep management informed of the expected length of jury duty service and to report to work for the remaining portion of the day if excused by the court, unless such portion is less than 2 hours, in which case the entire day shall be excused. If the required absence presents a serious conflict for management, employees may be asked to try to postpone jury duty.

Employees on jury duty leave will be paid for their jury duty service in accordance with state law; however, exempt employees will be paid their full salary for any week in which time is missed due to jury duty if work is performed for the County during such week.

3-8 BEREAVEMENT LEAVE

In connection with the death of a family member who is a close relative, the employee will be allowed up to 5 days off with pay; for other listed family members, 3 days off will be allowed. Bereavement leave is in addition to other paid time off, subject to the provisions herein. For the purposes of this policy, a “close relative” includes a spouse, domestic/civil union partner, child and/or stepchild, parent and/or step-parent, sibling and/or step-sibling, mother-in-law, father-in-law, sibling-in-law, grandparent, great-grandparent, or grandchild. For the purposes of this policy, “Other listed relative” includes niece, nephew, first cousin, aunt, uncle, or other person deemed to be a close member due to the nature of the relationship with the employee. Paid leave days may only be taken on regularly scheduled, consecutive workdays following the day of death, or alternatively, at the time of a service in memory of the decedent, or in combination between the day following death and the time for service. Employees must inform their supervisor prior to commencing bereavement leave. In administering this policy, St. Joseph County, Indiana may require verification of death.

3-9 INSURANCE PROGRAMS

Eligible employees may participate in St. Joseph County, Indiana’s insurance programs. Under these plans, eligible employees will receive comprehensive health and other insurance coverage for themselves and their families, as well as other benefits.

Upon becoming eligible to participate in these plans, employees will receive summary plan descriptions (SPDs) describing the benefits in greater detail. Please refer to the SPDs for detailed plan information. Of course, feel free to contact the insurance vendors with any further questions. If the insurance vendors are unable to answer your questions, please reach out to Human Resources with any further questions.

3-10 LONG-TERM DISABILITY BENEFITS

Full-time employees are eligible to participate in the Long-Term Disability plan, subject to all terms and conditions of the agreement between St. Joseph County, Indiana and the insurance carrier.

This is solely a monetary benefit and not a leave of absence. Employees who will be out of work must also request a formal leave of absence. See the Leave of Absence sections of this handbook for more information.

3-11 EMPLOYEE ASSISTANCE PROGRAM

St. Joseph County, Indiana provides the Employee Assistance Program, which offers qualified counselors to help employees cope with personal problems they may be facing. Further details can be obtained through your supervisor or Human Resources.

3-12 BENEFITS CONTINUATION (COBRA)

The Consolidated Omnibus Reconciliation Act of 1985 (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under the County's health plan when a qualifying event would normally result in the loss of eligibility. Under COBRA, the employee or beneficiary pays the full cost of coverage at the County's group rates plus an administration fee. A person employed by County, enrolled in the employee health plan, can choose to continue the insurance coverage if his/her position is lost due to reduction in hours or termination of employment. The spouse of an employee can choose to continue the coverage at his/her expense in the case of the death of the employee, termination of the employee, divorce or legal separation from spouse, or if the spouse qualifies for coverage under Medicare. Similar circumstances would permit the child of a separated employee to continue coverage. Coverage may be continued for eighteen (18) months, and in some circumstances, up to three (3) years. The County's third party insurance administrator provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under the County's health insurance plan. The notice contains important information about the employee's rights and obligations.

Cobra contact Information: email: Cobra@auxiant.com Phone: 319-398-3283 ext. 1208

3-13 EMPLOYEE REFERRAL AWARDS

St. Joseph County, Indiana encourages all employees to refer qualified job applicants for available job openings. Other than managers in the line of authority and all Human Resources personnel, all employees are eligible to receive employee referral awards. When making referrals, instruct the applicant to list the referring employee's name on their employment application as the referral source. If the referred employee is hired and completes 12 months of

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service AND the referring employee is still an employee of the County, the referring employee is eligible to receive a monetary award. The reward is currently a gross amount of \$500 for regular full-time hires, subject to all appropriate withholdings. The department head will be responsible for tracking and submitting for this benefit to the Auditors office.

Section 4 - LEAVES OF ABSENCE

4-1 PERSONAL LEAVE

If employees are ineligible for any other County leave of absence, St. Joseph County, Indiana, under certain circumstances, may grant a personal leave of absence without pay. A written request for a personal leave should be presented to management at least two (2) weeks before the anticipated start of the leave. If the leave is requested for medical reasons and employees are not eligible for leave under the federal Family and Medical Leave Act (FMLA) or any state leave law, medical certification also must be submitted. The request will be considered on the basis of staffing requirements and the reasons for the requested leave, as well as performance and attendance records. Normally, a leave of absence will be granted for a period of up to eight (8) weeks. However a personal leave may be extended if, prior to the end of leave, employees submit a written request for an extension to management and the request is granted. During the leave, employees will not earn vacation, personal days or sick days. St. Joseph County, Indiana will continue health insurance coverage during the leave if employees submit their share of the monthly premium payments to the County in a timely manner, subject to the terms of the plan documents.

When the employees anticipate returning to work, they should notify management of the expected return date. This notification should be made at least one (1) week before the end of the leave.

Upon completion of the personal leave of absence, the County will attempt to return employees to their original job or a similar position, subject to prevailing County considerations. Reinstatement, however, is not guaranteed.

Failure to advise management of availability to return to work, failure to return to work when notified or a continued absence from work beyond the time approved by the County will be considered a voluntary resignation of employment.

Personal leave runs concurrently with any County-provided Short-Term Disability Leave of Absence.

4-2 MILITARY LEAVE

If employees are called into active military service or enlist in the uniformed services, they will be eligible to receive an unpaid military leave of absence. To be eligible for military leave, employees must provide management with advance notice of service obligations unless they are prevented from providing such notice by military necessity or it is otherwise impossible or unreasonable to provide such notice. Provided the absence does not exceed applicable statutory limitations, employees will retain reemployment rights and accrue seniority and benefits in accordance with applicable federal and state laws. Employees should ask management for further information about eligibility for Military Leave.

If employees are required to attend yearly Reserves or National Guard duty, they can apply for an unpaid temporary military leave of absence not to exceed the number of days allowed by law (including travel). They should give management as much advance notice of their need for military leave as possible so that St. Joseph County, Indiana can maintain proper coverage while employees are away.

4-3 FAMILY MILITARY LEAVE

Employees who have been employed by St. Joseph County, Indiana for at least 12 months, have worked at least 1,500 hours during the 12-month period immediately preceding the day the leave begins, and are the spouse, parent, grandparent, child or sibling of an individual ordered to active duty, are eligible for an unpaid leave of absence for up to 10 days each calendar year.

Leave may be taken during any of the following periods:

- during the 30 days before active duty orders are in effect;
- during a period in which the military family member ordered to active duty is on leave while active duty orders are in effect;
- during the 30 days after the active duty orders are terminated.

Employees may elect to substitute any accrued paid time off (except for paid medical or sick leave) for leave provided under this policy. If applicable, health care benefits will be continued at the employee's expense during the period of leave.

Employees must provide written notice to the County at least 30 days in advance; notice must include a copy of the active duty orders (if available) and an indication of the date the leave will begin. If the active duty orders are issued less than 30 days before the date the requested leave is to begin, written notice must be provided as soon as possible under such circumstances. The County reserves the right to require verification of eligibility for this leave. Failure to provide such verification within a reasonable time after it was requested may result in the absence from employment being considered unexcused.

Upon returning from leave, in most cases the employee will be restored to the position they held before the leave began or to an equivalent position.

4-4 FAMILY AND MEDICAL LEAVE

The Leave Policy

Employees may be entitled to a leave of absence under the Family and Medical Leave Act (FMLA). This policy provides employees information concerning FMLA entitlements and obligations employees may have during such leaves. If employees have any questions concerning FMLA leave, they should contact MetLife. MetLife's phone number is 877-638-8269. Their website is www.metlife.com/mybenefits.

I. FMLA Eligibility

FMLA leave is available to "eligible employees." To be an "eligible employee," the employee must: 1) have been employed by the County for at least 12 months (which need not be consecutive); 2) have been employed by the County for at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave; and 3) be employed at a worksite where 50 or more employees are located within 75 miles of the worksite.

II. FMLA Entitlements

As described below, the FMLA provides eligible employees with a right to leave, health insurance benefits and, with some limited exceptions, job restoration.

A. Basic FMLA Leave Entitlement

The FMLA provides eligible employees up to 12 workweeks of unpaid leave for certain family and medical reasons during a 12-month period. The 12-month period is determined based on a rolling 12-month period measured backward from the date the employee uses their FMLA leave. Leave may be taken for any one, or for a combination, of the following reasons:

- 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 (but not in-law) who has a **serious health condition**;
- For the employee's own serious health condition (including any period of incapacity due to pregnancy, prenatal medical care or childbirth) that makes the employee unable to perform one or more of the essential functions of the employee's job; and/or
- Because of any **qualifying exigency** arising out of the fact that the employee's spouse, son, daughter or parent is a military member on covered active duty or called to covered active duty status (or has been notified of an impending call or order to covered active duty) in the Reserves component of the Armed Forces for deployment to a foreign country in support of contingency operation or Regular Armed Forces for deployment to a foreign country.

A **serious health condition** is an illness, injury, impairment or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents employees from performing the functions of their job, or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, caring for the parents of the military member on covered active duty and attending post-deployment reintegration briefings.

B. Additional Military Family Leave Entitlement (Injured Servicemember Leave)

In addition to the basic FMLA leave entitlement discussed above, an eligible employee who is the spouse, son, daughter, parent or next of kin of a **covered servicemember** is entitled to take up to 26 weeks of leave during a single 12-month period to care for the servicemember with a serious injury or illness. Leave to care for a servicemember shall only be available during a single-12 month period and, when combined with other FMLA-qualifying leave, may not exceed 26 weeks during the single 12-month period. The single 12-month period begins on the first day an eligible employee takes leave to care for the injured servicemember.

A "**covered servicemember**" is a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status or is on the temporary retired list, for a serious injury or illness. These individuals are referred to in this policy as "current members of the Armed Forces." **Covered servicemembers** also include a veteran who is discharged or released from military services under condition other than dishonorable at any time during the five years preceding the date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation or therapy for a serious injury or illness. These individuals are referred to in this policy as "covered veterans."

The FMLA definitions of a "serious injury or illness" for current Armed Forces members and covered veterans are distinct from the FMLA definition of "serious health condition" applicable to FMLA leave to care for a covered family member.

C. Intermittent Leave and Reduced Leave Schedules

FMLA leave usually will be taken for a period of consecutive days, weeks or months. However, employees also are entitled to take FMLA leave intermittently or on a reduced leave schedule when medically necessary due to a serious health condition of the employee or covered family member or the serious injury or illness of a covered servicemember. Qualifying exigency leave also may be taken on an intermittent basis.

D. No Work While on Leave

The taking of another job while on family/medical leave or any other authorized leave of absence is grounds for immediate discharge, to the extent permitted by law.

E. Protection of Group Health Insurance Benefits

During FMLA leave, eligible employees are entitled to receive group health plan coverage on the same terms and conditions as if they had continued to work.

F. Restoration of Employment and Benefits

At the end of FMLA leave, subject to some exceptions including situations where job restoration of "key employees" will cause the County substantial and grievous economic injury, employees generally have a right to return to the same or equivalent positions with equivalent pay, benefits and other employment terms. The County will notify employees if they qualify as "key employees," if it intends to deny reinstatement, and of their rights in such instances. Use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of an eligible employee's FMLA leave.

III. Employee FMLA Leave Obligations

A. Provide Notice of the Need for Leave

Employees who take FMLA leave must timely notify the County of their need for FMLA leave. The following describes the content and timing of such employee notices.

1. Content of Employee Notice

To trigger FMLA leave protections, employees must inform the Human Resources of the need for FMLA-qualifying leave and the anticipated timing and duration of the leave, if known. Employees may do this by requesting FMLA leave specifically. For example, employees might explain that:

- a medical condition renders them unable to perform the functions of their job;
- they are pregnant or have been hospitalized overnight;
- they or a covered family member are under the continuing care of a health care provider;
- the leave is due to a qualifying exigency caused by a military member being on covered active duty or called to covered active duty status to a foreign country; or
- if the leave is for a family member, that the condition renders the family member unable to perform daily activities or that the family member is a covered servicemember with a serious injury or illness.

Calling in "sick," without providing the reasons for the needed leave, will not be considered sufficient notice for FMLA leave under this policy. FMLA is administered through a third party provider with St. Joseph County. Please reach out to Human Resources for further details.

If employees fail to explain the reasons for FMLA leave, the leave may be denied. When employees seek leave due to FMLA-qualifying reasons for which the County has previously provided FMLA-protected leave, they must specifically reference the qualifying reason for the leave or the need for FMLA leave.

2. Timing of Employee Notice

Employees must provide 30 days' advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, or the approximate timing of the need for leave is not foreseeable, employees must provide the County notice of the need for leave as soon as practicable under the facts and circumstances of the particular case. Employees who fail to give 30 days' notice for foreseeable leave without a reasonable excuse for the delay, or otherwise fail to satisfy FMLA notice obligations, may have FMLA leave delayed or denied.

B. Cooperate in the Scheduling of Planned Medical Treatment (Including Accepting Transfers to Alternative Positions) and Intermittent Leave or Reduced Leave Schedules

When planning medical treatment, employees must consult with the County and make a reasonable effort to schedule treatment so as not to unduly disrupt the County's operations, subject to the approval of the employee's health care provider. Employees must consult with the County prior to the scheduling of treatment to work out a treatment schedule that best suits the needs of both the County and the employees, subject to the approval of the employee's health care provider. If employees providing notice of the need to take FMLA leave on an intermittent basis for planned medical treatment neglect to fulfill this obligation, the County may require employees to attempt to make such arrangements, subject to the approval of the employee's health care provider.

When employees take intermittent or reduced work schedule leave for foreseeable planned medical treatment for the employee or a family member, including during a period of recovery from a serious health condition or to care for a covered servicemember, the County may temporarily transfer employees, during the period that the intermittent or reduced leave schedules are required, to alternative positions with equivalent pay and benefits for which the employees are qualified and which better accommodate recurring periods of leave.

When employees seek intermittent leave or a reduced leave schedule for reasons unrelated to the planning of medical treatment, upon request, employees must advise the County of the reason why such leave is medically necessary. In such instances, the County and employee shall attempt to work out a leave schedule that meets the employee's needs without unduly disrupting the County's operations, subject to the approval of the employee's health care provider.

C. Submit Medical Certifications Supporting Need for FMLA Leave (Unrelated to Requests for Military Family Leave)

Depending on the nature of FMLA leave sought, employees may be required to submit medical certifications supporting their need for FMLA-qualifying leave. As described below, there generally are three types of FMLA medical certifications: an **initial certification**, a **recertification** and a **return to work/fitness for duty certification**.

It is the employee's responsibility to provide the our third party FMLA provider (TPA) with timely, complete and sufficient medical certifications. Whenever the our third party provider requests employees to provide FMLA medical certifications, employees must provide the requested certifications within 15 calendar days after the TPA's request, unless it is not practicable to do so despite the employee's diligent, good faith efforts. The TPA will inform employees if submitted medical certifications are incomplete or insufficient and provide employees at least seven calendar days to cure deficiencies. The TPA will deny FMLA leave to employees who fail to timely cure deficiencies or otherwise fail to timely submit requested medical certifications.

With the employee's permission, the TPA (through individuals other than the employee's direct supervisor) may contact the employee's health care provider to authenticate or clarify completed and sufficient medical certifications. If employees choose not to provide the TPA with authorization allowing it to clarify or authenticate certifications with health care providers, the TPA may deny FMLA leave if certifications are unclear.

Whenever the TPA deems it appropriate to do so, it may waive its right to receive timely, complete and/or sufficient FMLA medical certifications.

If employees have any questions concerning FMLA leave, they should contact MetLife. MetLife's phone number is 877-638-8269. Their website is www.metlife.com/mybenefits.

1. Initial Medical Certifications

Employees requesting leave because of their own, or a covered relation's, serious health condition, or to care for a covered servicemember, must supply medical certification supporting the need for such leave from their health care provider or, if applicable, the health care provider of their covered family or service member. If employees provide at least 30 days' notice of medical leave, they should submit the medical certification before leave begins. A new initial medical certification will be required on an annual basis for serious medical conditions lasting beyond a single leave year.

If the TPA has reason to doubt initial medical certifications, it may require employees to obtain a second opinion at the County's expense. If the opinions of the initial and second health care providers differ, the County may, at its expense, require employees to obtain a third, final and binding certification from a health care provider designated or approved jointly by the County and the employee.

2. Medical Recertifications

Depending on the circumstances and duration of FMLA leave, the County may require employees to provide recertification of medical conditions giving rise to the need for leave. The County will notify employees if recertification is required and will give employees at least 15 calendar days to provide medical recertification.

3. Return to Work/Fitness for Duty Medical Certifications

Unless notified that providing such certifications is not necessary, employees returning to work from FMLA leaves that were taken because of their own serious health conditions that made them unable to perform their jobs must provide the TPA with medical certification confirming they are able to return to work and the employees' ability to perform the essential functions of the employees' position, with or without reasonable accommodation. The County may delay and/or deny job restoration until employees provide return to work/fitness for duty certifications.

D. Submit Certifications Supporting Need for Military Family Leave

Upon request, the first time employees seek leave due to qualifying exigencies arising out of the covered active duty or call to covered active duty status of a military member, the County may require employees to provide: 1) a copy of the military member's active duty orders or other documentation issued by the military indicating the military member is on covered active duty or call to covered active duty status and the dates of the military member's covered active duty service; and 2) a certification from the employee setting forth information concerning the nature of the qualifying exigency for which leave is requested. Employees shall provide a copy of new active duty orders or other documentation issued by the military for leaves arising out of qualifying exigencies arising out of a different covered active duty or call to covered active duty status of the same or a different military member.

When leave is taken to care for a covered servicemember with a serious injury or illness, the County may require employees to obtain certifications completed by an authorized health care provider of the covered servicemember. In addition, and in accordance with the FMLA regulations, the County may request that the certification submitted by employees set forth additional information provided by the employee and/or the covered servicemember confirming entitlement to such leave.

E. Substitute Paid Leave for Unpaid FMLA Leave

Employees must use any accrued paid time while taking unpaid FMLA leave.

The substitution of paid time for unpaid FMLA leave time does not extend the length of FMLA leave and the paid time will run concurrently with the employee's FMLA entitlement.

Leaves of absence taken in connection with a disability leave plan or workers' compensation injury/illness shall run concurrently with any FMLA leave entitlement. Upon written request, the County will allow employees to use accrued paid time to supplement any paid disability benefits.

F. Pay Employee's Share of Health Insurance Premiums

During FMLA leave, employees are entitled to continued group health plan coverage under the same conditions as if they had continued to work. Unless the County notifies employees of other arrangements, whenever employees are receiving pay from the County during FMLA leave, the County will deduct the employee portion of the group health plan premium from the employee's paycheck in the same manner as if the employee was actively working.

If FMLA leave is unpaid, employees must pay their portion of the group health premium through a "pay-as-you-go" method.

The County's obligation to maintain health care coverage ceases if the employee's premium payment is more than 30 days late. If the employee's payment is more than 15 days late, the County will send a letter notifying the employee that coverage will be dropped on a specified date unless the co-payment is received before that date. If employees do not return to work within 30 calendar days at the end of the leave period (unless employees cannot return to work because of a serious health condition or other circumstances beyond their control), they will be required to reimburse the County for the cost of the premiums the County paid for maintaining coverage during their unpaid FMLA leave.

IV. Exemption for Highly Compensated Employees

The County may choose not to return highly compensated employees (highest paid 10% of employees at a worksite or within 75 miles of that worksite) to their former or equivalent positions following a leave if restoration of employment will cause substantial economic injury to the County. (This fact-specific determination will be made by the County on a case-by-case basis.) The County will notify employees if they qualify as a "highly compensated", if the County intends to deny reinstatement, and of the employee's rights in such instances.

V. Questions and/or Complaints about FMLA Leave

If you have questions regarding this FMLA policy, please contact Human Resources or MetLife. The County is committed to complying with the FMLA and, whenever necessary, shall interpret and apply this policy in a manner consistent with the FMLA.

The FMLA makes it unlawful for employers to: 1) interfere with, restrain or deny the exercise of any right provided under FMLA; or 2) discharge or discriminate against any person for opposing any practice made unlawful by FMLA or involvement in any proceeding under or relating to FMLA. If employees believe their FMLA rights have been violated, they should contact the Human Resources immediately. The County will investigate any FMLA complaints and take prompt and appropriate remedial action to address and/or remedy any FMLA violation. Employees also may file FMLA complaints with the United States Department of Labor or may bring private lawsuits alleging FMLA violations.

VI. Coordination of FMLA Leave with Other Leave Policies

The FMLA does not affect any federal, state or local law prohibiting discrimination, or supersede any State or local law that provides greater family or medical leave rights. For additional information concerning leave entitlements and obligations that might arise when FMLA leave is either not available or exhausted, please consult the County's other leave policies in this handbook or contact Human Resources.

Section 5 - GENERAL STANDARDS OF CONDUCT

5-1 WORKPLACE CONDUCT

St. Joseph County, Indiana endeavors to maintain a positive work environment. Each employee plays a role in fostering this environment. Accordingly, we all must abide by certain rules of conduct, based on honesty, common sense and fair play.

Because everyone may not have the same idea about proper workplace conduct, it is helpful to adopt and enforce rules all can follow. Unacceptable conduct may subject the offender to disciplinary action, up to and including discharge, in the County's sole discretion. The following are examples of some, but not all, conduct which can be considered unacceptable:

1. Obtaining employment on the basis of false or misleading information.
2. Stealing, removing or defacing St. Joseph County, Indiana property or a co-worker's property, and/or disclosure of confidential information.
3. Completing another employee's time records.
4. Violation of safety rules and policies.
5. Violation of St. Joseph County, Indiana Drug and Alcohol-Free Workplace Policy.
6. Fighting, threatening or disrupting the work of others or other violations of St. Joseph County, Indiana's Workplace Violence Policy.
7. Failure to follow lawful instructions of a supervisor.
8. Unsatisfactory work or failure to maintain required standard of performance.
9. Violation of the Punctuality and Attendance Policy, including but not limited to irregular attendance, habitual lateness or unexcused absences.
10. Gambling on County property.
11. Willful or careless destruction or damage to County assets or to the equipment or possessions of another employee.
12. Wasting work materials.
13. Performing work of a personal nature during working time.
14. Violation of the Solicitation and Distribution Policy.
15. Violation of St. Joseph County, Indiana's Harassment or Equal Employment Opportunity Policies.
16. Violation of the Communication and Computer Systems Policy.
17. Unsatisfactory job performance.
18. Circulating false or misleading information regarding government functions or fellow employees.
19. Leaving the work area during working hours without authorization.
20. Reporting to work unfit for duty.
21. Unauthorized presence on county property.
22. Abuse or deliberate destruction in any manner of county property or the property of employees.
23. Knowingly exposing others to hazardous conditions, such as communicable diseases, which may endanger other employees or the public.

24. Carrying or possession of firearms where prohibited.
25. Performing private work on county time or property.
26. Violation of sexual harassment or hostile work environment policy.
27. Making false claims or misrepresentations in an attempt to obtain any county benefit.
28. Falsifying any records or providing false information.
29. Instigating, leading, or participating in any illegal walkout, strike, sit down, stand-in, refusal to return to work at the scheduled time for the scheduled shift, or other concerted curtailment, restriction, or interference with work.
30. Dishonesty or any dishonest action. Some examples of what is meant are as follows: theft, pilfering, opening of others desks, opening of others lunchboxes, logging into someone else's computer without permission, making false statements, or using someone else's login information without proper authorization.
31. Insubordination to perform assigned work.
32. Disclosure of confidential information.
33. Failure to disclose at time of employment material information.
34. Failure to follow safety regulations.
35. Failure to cooperate in response to legal proceedings.
36. Failure to maintain certifications required of the position.
37. Any other violation of St. Joseph County, Indiana policy.

Obviously, not every type of misconduct can be listed. Note that all employees are employed at-will, and St. Joseph County, Indiana reserves the right to impose whatever discipline it chooses, or none at all, in a particular instance. The County will deal with each situation individually and nothing in this handbook should be construed as a promise of specific treatment in a given situation. However, St. Joseph County, Indiana will endeavor to utilize progressive discipline but reserves the right in its sole discretion to terminate the employee at any time for any reason.

The observance of these rules will help to ensure that our workplace remains a safe and desirable place to work.

5-2 PUNCTUALITY AND ATTENDANCE

Employees are hired to perform important functions at St. Joseph County, Indiana. As with any group effort, operating effectively takes cooperation and commitment from everyone. Therefore, attendance and punctuality are very important. Unnecessary absences and lateness are expensive, disruptive and place an unfair burden on fellow employees and supervisors. We expect excellent attendance from all employees. Excessive absenteeism or tardiness will result in disciplinary action up to and including discharge. Consultation with the Director of Human Resources is encouraged in evaluating whether an employee has engaged in excessive absenteeism or tardiness.

We do recognize, however, there are times when absences and tardiness cannot be avoided. In such cases, employees are expected to notify Supervisors as early as possible, but no later than

the start of the workday. Asking another employee, friend or relative to give this notice is improper and constitutes grounds for disciplinary action. Employees should call, stating the nature of the illness and its expected duration, for every day of absenteeism.

Unreported absences of two (2) consecutive workdays generally will be considered a voluntary resignation of employment with the County.

5-3 USE OF COMMUNICATIONS AND COMPUTER SYSTEMS

The County's Policy on use of information and technology is meant to provide guidance and restrictions which are consistent with the County's established culture of openness, trust and integrity. The County's Information Technology Department is tasked with providing guidance with respect to protecting St. Joseph County's employees, partners and the County from illegal or damaging actions by individuals, either knowingly or unknowingly.

Internet/Intranet/Extranet-related systems, including but not limited to computer equipment, software, operating systems, storage media, network accounts providing electronic mail, WWW browsing, and FTP, are the property of St. Joseph County. These systems are to be used for County purposes in serving the interests of the County, and of our constituents, clients and customers in the course of normal operations.

Effective security is a team effort involving the participation and support of every St. Joseph County employee and affiliate who deals with information and/or information systems. It is the responsibility of every computer user to know these guidelines, and to conduct their activities accordingly.

To understand what is considered acceptable use of computer equipment at the County, and to understand what is considered to be non-acceptable, the County maintains rules to protect employees and the County from exposure to risks of data breach, virus attacks, network system crashes, breaches of confidentiality, and other issues.

1. PURPOSE

The purpose of this policy is to outline the acceptable use of computer equipment communications systems (e-mail, voice mail, etc.) at St. Joseph County. These rules are in place to protect the employee and St. Joseph County. Inappropriate use exposes St. Joseph County to risks including virus attacks, compromise of network systems and services, and legal issues.

2. SCOPE

This policy applies to the use of information, electronic and computing devices, and network resources to conduct St. Joseph County business or interact with internal networks and business systems, whether owned or leased by St. Joseph County, the employee, or a third party. All employees, contractors, consultants, temporary, and other workers at St. Joseph County and its subsidiaries are responsible for exercising good judgment regarding appropriate use of information, electronic devices, and network resources in accordance with St. Joseph County policies and standards, and local laws and regulations. Exceptions to this policy are documented in section 5.2

This policy applies to employees, contractors, consultants, temporaries, and other workers at St. Joseph County, including all personnel affiliated with third parties. This policy applies to all equipment that is owned or leased by St. Joseph County.

3. POLICY

A. General Use and Ownership

- 1) St. Joseph County proprietary information stored on electronic and computing devices whether owned or leased by St. Joseph County, the employee or a third party, remains the sole property of St. Joseph County. You must ensure through legal or technical means that proprietary information is secured and protected.
- 2) You have a responsibility to promptly report the theft, loss or unauthorized disclosure of St. Joseph County proprietary information.
- 3) Employees are responsible for exercising good judgment regarding the reasonableness of personal use. If there is any uncertainty, employees should consult the Department of Information Technology.
- 4) For security and network maintenance purposes, authorized individuals within St. Joseph County may monitor equipment, systems and network traffic at any time, per Information Technology's Audit Policy.
- 5) St. Joseph County reserves the right to audit networks and systems on a periodic basis to ensure compliance with this policy.

B. Security and Proprietary Information

- 1) The user interface for information contained on Internet/Intranet/Extranet-related systems should be classified as public, internal, or confidential as defined guidelines, details of which can be found in this series of documents. Financial information, identification information of employees, and research data, etc. Employees should take all necessary steps to prevent unauthorized access to this information.

- 2) Keep passwords secure and do not share accounts. Authorized users are responsible for the security of their passwords and accounts. Providing access to another individual, either deliberately or through failure to secure its access, is prohibited.
- 3) All computing devices must be secured with a password-protected screensaver with the automatic activation feature set to 15 minutes or less. You must lock the screen or log off when the device is unattended.
- 4) Postings by employees from a St. Joseph County email address to newsgroups should contain a disclaimer stating that the opinions expressed are strictly their own and not necessarily those of St. Joseph County, unless posting is in the course of business duties and not necessarily those of St. Joseph County, unless posting is in the course of business duties.
- 5) Employees must use extreme caution when opening e-mail attachments received from unknown senders, which may contain malware.
- 6) Use encryption of information in compliance with the Office of Information Technology Security's Acceptable Encryption Use policy.
- 7) All hosts used by the employee that are connected to the St. Joseph County Internet/Intranet/Extranet, whether owned by the employee or St. Joseph County, shall be continually executing approved virus-scanning software with a current virus database.

C. Unacceptable Use

The following activities are, in general, prohibited. Employees may be exempted from these restrictions during the course of their legitimate job responsibilities (e.g., systems administration staff may have a need to disable the network access of a host if that host is disrupting production services).

Under no circumstances is an employee of St. Joseph County authorized to engage in any activity that is illegal under local, state, federal or international law while utilizing St. Joseph County-owned resources.

The lists below are by no means exhaustive but attempt to provide a framework for activities which fall into the category of unacceptable use.

1. System and Network Activities

The following activities are strictly prohibited, with no exceptions:

- Violations of the rights of any person or entity protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of "pirated" or other software products that are not appropriately licensed for use by St. Joseph County.

- Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which St. Joseph County or the end user does not have an active license is strictly prohibited.
- Accessing data, a server, or an account for any purpose other than conducting St. Joseph County business, even if you have authorized access, is prohibited.
- Exporting software, technical information, encryption software or technology, in violation of international or regional export control laws, is illegal. The appropriate management should be consulted prior to export of any material that is in question.
- Introduction of malicious programs into the network or server (e.g., viruses, worms, Trojan horses, e-mail bombs, etc.).
- Revealing your account password to others or allowing use of your account by others. This includes family and other household members when work is being done at home.
- Using a St. Joseph County computing asset to actively engage in procuring or transmitting material that is in violation of sexual harassment or hostile workplace laws in the user's local jurisdiction.
- Making fraudulent offers of products, items, or services originating from any St. Joseph County account.
- Making statements about warranty, expressly or implied, unless it is a part of normal job duties.
- Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the employee is not an intended recipient or logging into a server or account that the employee is not expressly authorized to access, unless these duties are within the scope of regular duties. For purposes of this section, "disruption" includes, but is not limited to, network sniffing, pinged floods, packet spoofing, denial of service, and forged routing information for malicious purposes.
- Port scanning or security scanning is expressly prohibited unless prior notification to Information Technology is made.
- Executing any form of network monitoring which will intercept data not intended for the employee's host unless this activity is a part of the employee's normal job/duty.
- Circumventing user authentication or security of any host, network, or account.
- Introducing honeypots, honeynets, or similar technology on the St. Joseph County network.
- Interfering with or denying service to any user other than the employee's host (for example, denial of service attack).

- Using any program/script/command, or sending messages of any kind, with the intent to interfere with, or disable, a user's terminal session, via any means, locally or via the Internet/Intranet/Extranet.
- Providing information about, or lists of, St. Joseph County employees to parties outside St. Joseph County.
- Commercial use of IT Systems and equipment for non-St. Joseph County purposes is generally prohibited, except if specifically authorized and permitted under St. Joseph County conflict-of-interest, outside employment, and other related policies. Prohibited commercial use does not include communications and exchange of ideas that furthers the St. Joseph County's educational, administrative, research, and other roles, regardless of whether it has an incidental financial or other benefit to an external organization.

2 Email and Communication Activities

- When using St. Joseph County resources to access and use the Internet, users must realize they represent St. Joseph County. Whenever employees state an affiliation to the County, they must also clearly indicate that "the opinions expressed are my own and not necessarily those of St. Joseph County". Questions may be addressed to the IT Department
- Sending unsolicited email messages, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material (email spam).
- Any form of harassment via email, telephone, or paging, whether through language, frequency, or size of messages.
- Unauthorized use, or forging, of email header information.
- Solicitation of email for any other email address, other than that of the poster's account, with the intent to harass or to collect replies.
- Creating or forwarding "chain letters", "Ponzi" or other "pyramid" schemes of any type.
- Use of unsolicited email originating from within St. Joseph County's networks of other Internet/Intranet/Extranet service providers on behalf of, or to advertise, any service hosted by St. Joseph County or connected via St. Joseph County's network.
- Posting the same or similar non-business-related messages to large numbers of Usenet newsgroups (newsgroup spam).

D. POLICY COMPLIANCE

1) Compliance Measurement

The Information Technology team will verify compliance to this policy through various methods, including but not limited to, business tool reports, internal and external audits, and feedback to the policy owner.

2) Exceptions

Any exception to the policy must be approved by the Information Technology team in advance.

3) Non-Compliance

An employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment. In addition to St. Joseph County discipline, users may be subject to criminal prosecution under federal, state or local laws; civil liability; or both for unlawful use of any IT System.

4) Limited personal use

St. Joseph County, Indiana's communication and computer systems are intended primarily for County business purposes; however limited personal usage is permitted if it does not hinder performance of job duties or violate any other County policy. This includes the voice mail, e-mail and Internet systems. Users have no legitimate expectation of privacy in regard to their use of the St. Joseph County, Indiana's systems.

5) County access

St. Joseph County, Indiana's may access the voice mail and e-mail systems and obtain the communications within the systems, including past voice mail and e-mail messages, without notice to users of the system, in the ordinary course of business when the County deems it appropriate to do so. The reasons for which the County may obtain such access include but are not limited to: maintaining the system; preventing or investigating allegations of system abuse or misuse; assuring compliance with software copyright laws; complying with legal and regulatory requests for information; and ensuring that County operations continue appropriately during the employee's absence.

Further, St. Joseph County, Indiana may review Internet usage to ensure that such use with County property, or communications sent via the Internet with County property, are appropriate. The reasons for which the County may review

employees' use of the Internet with County property include, but are not limited to: maintaining the system; preventing or investigating allegations of system abuse or misuse; assuring compliance with software copyright laws; complying with legal and regulatory requests for information; and ensuring that County operations continue appropriately during the employee's absence.

6) Storage

The County may store electronic communications for a period of time after the communication is created. From time to time, copies of communications may be deleted.

7) Harassment prohibited

The County's policies prohibiting harassment, in their entirety, apply to the use of County's communication and computer systems. No one may use any communication or computer system in a manner that may be construed by others as harassing or offensive based on race, national origin, sex, sexual orientation, age, disability, religious beliefs, or any other characteristic protected by federal, state or local law.

8) Access codes/passwords

Further, since the County's communication and computer systems are intended for business use, all employees, upon request, must inform management of any private access codes or passwords.

9) Unauthorized Access

Unauthorized duplication of copyrighted computer software violates the law and is strictly prohibited.

No employee may access, or attempt to obtain access to, another employee's computer systems without appropriate authorization.

10) Violations

Violators of this policy may be subject to disciplinary action, up to and including discharge.

5-4 USE OF SOCIAL MEDIA

St. Joseph County, Indiana's respects the right of any employee to maintain a blog or web page or to participate in a social networking, Twitter or similar site, including but not limited to Facebook and LinkedIn. However, to protect County interests and ensure employees focus on their job duties, employees must adhere to the following rules:

Employees may not post on a blog or web page or participate on a social networking platform, such as Twitter or similar site, during work time or at any time with County equipment or property.

All rules regarding confidential and proprietary business information apply in full to blogs, web pages and social networking platforms, such as Twitter, Facebook, LinkedIn or similar sites. Any information that cannot be disclosed through a conversation, a note or an e-mail also cannot be disclosed in a blog, web page or social networking site.

Whether the employees are posting something on their own blog, web page, social networking, Twitter or similar site or on someone else's, if the employee mentions the County and also expresses either a political opinion or an opinion regarding the County's actions that could pose an actual or potential conflict of interest with the County, the poster must include a disclaimer. The poster should specifically state that the opinion expressed is his/her personal opinion and not the County's position. This is necessary to preserve the County's good will in the community.

Any conduct that is impermissible under the law if expressed in any other form or forum is impermissible if expressed through a blog, web page, social networking, Twitter or similar site. For example, posted material that is discriminatory, obscene, defamatory, libelous or violent is forbidden. County policies apply equally to employee social media usage.

St. Joseph County, Indiana encourages all employees to keep in mind the speed and manner in which information posted on a blog, web page, and/or social networking site is received and often misunderstood by readers. Employees must use their best judgment. Employees with any questions should review the guidelines above and/or consult with their manager. Failure to follow these guidelines may result in discipline, up to and including discharge.

5-5 PERSONAL AND COUNTY-PROVIDED PORTABLE COMMUNICATION DEVICES

St. Joseph County, Indiana's -provided portable communication devices (PCDs), including cell phones and personal digital assistants, should be used primarily for business purposes. Employees have no reasonable expectation of privacy in regard to the use of such devices, and all use is subject to monitoring, to the maximum extent permitted by applicable law. This includes, as permitted, the right to monitor personal communications as necessary.

Some employees may be authorized to use their own PCD for business purposes. These employees should work with the IT department to configure their PCD for business use. Communications sent via a personal PCD also may subject to monitoring if sent through the County's networks and the PCD must be provided for inspection and review upon request.

All conversations, text messages and e-mails must be professional. When sending a text message or using a PCD for business purposes, whether it is a County-provided or personal device, employees must comply with applicable County guidelines, including policies on sexual harassment, discrimination, conduct, confidentiality, equipment use and operation of vehicles. Using a County-issued PCD to send or receive personal text messages is prohibited at all times and personal use during working hours should be limited to emergency situations.

If employees who use a personal PCD for business resign, or are discharged, they will be required to submit the device to the IT department for resetting on or before their last day of work. At that time, the IT department will reset and remove all information from the device, including but not limited to, County information and personal data (such as contacts, e-mails and photographs). The IT department will make efforts to provide employees with the personal data in another form (e.g., on a disk) to the extent practicable; however, the employee may lose some or all personal data saved on the device.

Employees may not use their personal PCD for business unless they agree to submit the device to the IT department on or before their last day of work for resetting and removal of County information. This is the only way currently possible to ensure that all County information is removed from the device at the time of termination. The removal of County information is crucial to ensure compliance with the County's confidentiality and proprietary information policies and objectives.

Please note that whether employees use their personal PCD or a County-issued device, the County's electronic communications policies, including but not limited to, proper use of communications and computer systems, remain in effect.

Portable Communication Device Use While Driving

Employees who drive on County business must abide by all state or local laws prohibiting or limiting PCD (cell phone or personal digital assistant) use while driving. Further, even if usage is permitted, employees may choose to refrain from using any PCD while driving. "Use" includes, but is not limited to, talking or listening to another person or sending an electronic or text message via the PCD.

Regardless of the circumstances, including slow or stopped traffic, if any use is permitted while driving, employees should proceed to a safe location off the road and safely stop the vehicle before placing or accepting a call. If acceptance of a call is absolutely necessary while driving, and permitted by law, employees must use a hands-free option and advise the caller that they are unable to speak at that time and will return the call shortly.

Under no circumstances should employees feel that they need to place themselves at risk to fulfill business needs.

Since this policy does not require any employee to use a cell phone while driving, employees who are charged with traffic violations resulting from the use of their PCDs while driving will be solely responsible for all liabilities that result from such actions.

Texting and e-mailing while driving is prohibited in all circumstances.

5-6 CAMERA PHONES/RECORDING DEVICES

Due to the potential for issues such as invasion of privacy, sexual harassment and loss of productivity, as well as inappropriate disclosure of confidential information, no employee may use a camera phone function on any phone on St. Joseph County, Indiana's property or while performing work for the County, unless done by an employee authorized to do so in relationship to documenting damage to property or injury to a person, or for the documentation of other information relevant to incidences or occurrences involving damage to property or injury to person, or done in connection with investigation of a claim arising from any alleged unlawful act on the part of the County or its agents, employees, office holders, department heads, and elected officials.

The use of tape recorders, Dictaphones or other types of voice recording devices anywhere on County property, including to record conversations or activities of other employees or management, or while performing work for the County, is also strictly prohibited, unless the device was provided to you by the County and is used solely for legitimate business purposes.

5-7 SMOKING

Smoking and the use of any tobacco products, including the use of e-cigarettes and vaping, is prohibited on County all premises and in all County vehicles.

5-8 PERSONAL TELEPHONE CALLS

Disruptions during work time can lead to errors and delays. Therefore, personal telephone calls must be kept to a minimum, and only be made or received after working time, or during lunch or break time.

5-9 SOLICITATION AND DISTRIBUTION

To avoid distractions, solicitation by the employee of another employee is prohibited while either employee is on work time. "Work time" is defined as the time the employee is engaged, or should be engaged, in performing his/her work tasks for St. Joseph County, Indiana. Solicitation of any kind by non-employees on County premises is always prohibited.

Distribution of advertising material, handbills, printed or written literature of any kind in working areas of the County is prohibited at all times. Distribution of literature by non-employees on County premises is prohibited at all times.

5-10 BULLETIN BOARDS

Important notices and items of general interest are continually posted on St. Joseph County, Indiana bulletin boards. Employees should make it a practice to review bulletin boards frequently. This will assist employees in keeping up with what is current at St. Joseph County, Indiana. To avoid confusion, employees should not post or remove any material from the bulletin board.

5-11 CONFIDENTIAL COUNTY INFORMATION

During the course of work, employees may become aware of confidential information about St. Joseph County, Indiana's business. Employees also may become aware of similar confidential information belonging to the County's constituents or users of County services. It is extremely important that all such information remain confidential, and particularly not be disclosed. Any employee who improperly copies, removes (whether physically or electronically), uses or discloses confidential information to anyone outside of the County may be subject to disciplinary action up to and including termination. Employees may be required to sign an agreement reiterating these obligations.

5-12 GHOST EMPLOYMENT

The County is committed to providing efficient and lawful services to its citizens and to maintaining public trust. Therefore, "ghost employment" is a violation of County policy and of Indiana Code 35-44.1-1-3. Ghost employment is a Class D felony.

A public servant who knowingly or intentionally hires an employee for a governmental entity and fails to assign the employee any duties, or assigns duties not related to the operation of the governmental entity, is committing ghost employment.

Additionally, a public servant employed by a governmental entity knowing that he/she has not been assigned any duties to perform for the entity and accepts property (compensation) from the entity, or a public servant who knowingly or intentionally accepts property (compensation) from the entity for the performance of duties not related to the operation of the entity, commits ghost employment.

Examples of violations of this policy include, but are not limited to, performing work on public property that is not job related, authorizing or receiving payment for time not worked, and authorizing or receiving payment for leave time not authorized by County paid leave policies. Violations of this policy shall result in disciplinary action up to and including termination, in addition to potential prosecution under Indiana Code 35-44-2-4.

5-13 CONFLICT OF INTEREST AND BUSINESS ETHICS

It is St. Joseph County, Indiana's policy that all employees avoid any conflict between their personal interests and those of the County. The purpose of this policy is to ensure that the County's honesty and integrity, and therefore its reputation, are not compromised. The fundamental principle guiding this policy is that no employee should have, or appear to have, personal interests or relationships that actually or potentially conflict with the best interests of the County.

It is not possible to give an exhaustive list of situations that might involve violations of this policy. However, the situations that would constitute a conflict in most cases include but are not limited to:

1. holding an interest in or accepting free or discounted goods from any organization that does, or is seeking to do, business with the County, by any employee who is in a position to directly or indirectly influence either the County's decision to do business, or the terms upon which business would be done with such organization;
2. being employed by (including as a consultant) or serving on the board of any organization which does, or is seeking to do, business with the County or which competes with the County; and/or
3. profiting personally, e.g., through commissions, loans, expense reimbursements or other payments, from any organization seeking to do business with the County.

A conflict of interest would also exist when a member of the employee's immediate family is involved in situations such as those above.

This policy is not intended to prohibit the acceptance of modest courtesies, openly given and accepted as part of the usual business amenities, for example, occasional business-related meals or promotional items of nominal or minor value.

It is the employee's responsibility to report any actual or potential conflict that may exist between the employee (and the employee's immediate family) and the COUNTY.

5-14 USE OF FACILITIES, EQUIPMENT AND PROPERTY, INCLUDING INTELLECTUAL PROPERTY

Equipment essential in accomplishing job duties is often expensive and may be difficult to replace. When using property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards and guidelines.

Employees should notify their supervisor if any equipment, machines, or tools appear to be damaged, defective or in need of repair. Prompt reporting of loss, damages, defects and the need for repairs could prevent deterioration of equipment and possible injury to employees or others.

Supervisors can answer any questions about the employees' responsibility for maintenance and care of equipment used on the job.

Employees also are prohibited from any unauthorized use of the County's intellectual property, such as audio and video tapes, print materials and software.

Improper, careless, negligent, destructive, or unsafe use or operation of equipment can result in discipline, up to and including discharge.

Further, the County is not responsible for any damage to employees' personal belongings unless the employee's supervisor provided advance approval for the employee to bring the personal property to work.

5-15 HEALTH AND SAFETY

The health and safety of employees and others on County property are of critical concern to St. Joseph County, Indiana. The County intends to comply with all health and safety laws applicable to our business. To this end, we must rely upon employees to ensure that work areas are kept safe and free of hazardous conditions. Employees are required to be conscientious about workplace safety, including proper operating methods, and recognize dangerous conditions or hazards. Any unsafe conditions or potential hazards should be reported to management immediately, even if the problem appears to be corrected. Any suspicion of a concealed danger present on the County's premises, or in a product, facility, piece of equipment, process or business practice for which the County is responsible should be brought to the attention of management immediately.

Periodically, the County may issue rules and guidelines governing workplace safety and health. The County may also issue rules and guidelines regarding the handling and disposal of hazardous substances and waste. All employees should familiarize themselves with these rules and guidelines, as strict compliance will be expected.

Any workplace injury, accident, or illness must be reported to the employee's supervisor as soon as possible, regardless of the severity of the injury or accident.

5-16 HIRING RELATIVES/EMPLOYEE RELATIONSHIPS

The County must comply with applicable anti-nepotism laws. A familial relationship among employees can create an actual or at least a potential conflict of interest in the employment setting, especially where one relative supervises another relative. To avoid this problem, St. Joseph County, Indiana may refuse to hire or place a relative in a position where the potential for favoritism or conflict exists or where applicable laws prohibit such hiring.

In other cases, such as personal relationships where a conflict or the potential for conflict arises, even if there is no supervisory relationship involved, the parties may be separated by reassignment or discharged from employment, at the discretion of the County.

If two employees marry, become related, or enter into an intimate relationship, they may not remain in a reporting relationship or in positions where one individual may affect the compensation or other terms or conditions of employment of the other individual. The County generally will attempt to identify other available positions, but if no alternate position is available, the County retains the right to decide which employee will remain with the County.

For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

5-17 EMPLOYEE DRESS AND PERSONAL APPEARANCE

Employees are expected to report to work well groomed, clean, and dressed according to the requirements of their position. Some employees may be required to wear uniforms or safety equipment/clothing. Employees should contact their supervisor for specific information regarding acceptable attire for their position. If employees report to work dressed or groomed inappropriately, they may be prevented from working until they return to work well groomed and wearing the proper attire.

5-18 PUBLICITY/STATEMENTS TO THE MEDIA

Official statements on behalf of the County can only be made through the Board of Commissioners.

5-19 OPERATION OF VEHICLES

To gain authorization to drive county vehicles employee must submit a driver application form to the Fleet Manager. The employee will also be required to sign off on the St. Joseph County Vehicle Policy. All employees authorized to drive county-owned or leased vehicles or personal vehicles in conducting county business must possess a current, valid driver's license and an acceptable driving record. Any change in license status or driving record must be reported to the Fleet Manager within 24 hours.

Employees must have a valid driver's license in their possession while operating a vehicle off or on County property. It is the responsibility of every employee to drive safely and obey all traffic, vehicle safety, and parking laws or regulations. Drivers must always demonstrate safe driving habits.

County-owned or leased vehicles may be used only as authorized by the Fleet Manager.

Portable Communication Device Use While Driving

Employees who drive on County business must abide by all state or local laws prohibiting or limiting portable communication device (PCD) use, including cell phones or personal digital assistants, while driving. Further, even if use is permitted, employees may choose to refrain

from using any PCD while driving. "Use" includes, but is not limited to, talking or listening to another person or sending an electronic or text message via the PCD.

Regardless of the circumstances, including slow or stopped traffic, if any use is permitted while driving, employees should proceed to a safe location off the road and safely stop the vehicle before placing or accepting a call. If acceptance of a call is absolutely necessary while the employees are driving, and permitted by law, they must use a hands-free option and advise the caller that they are unable to speak at that time and will return the call shortly.

Under no circumstances should employees feel that they need to place themselves at risk to fulfill business needs.

Since this policy does not require any employee to use a PCD while driving, employees who are charged with traffic violations resulting from the use of their PCDs while driving will be solely responsible for all liabilities that result from such actions.

Texting and e-mailing while driving is prohibited in all circumstances.

TO ACCESS FLEET POLICY AND FORMS FOR USE OF COUNTY VEHICLES, PLEASE SEE THE LINK SET FORTH IN THE ATTACHED APPENDIX B.

5-20 BUSINESS EXPENSE REIMBURSEMENT

Employees will be reimbursed for reasonable approved expenses incurred in the course of business. These expenses must be approved by the employee's Supervisor, and may include air travel, hotels, motels, meals, cab fare, rental vehicles, or gas and car mileage for personal vehicles. All expenses incurred should be submitted to the employee's Supervisor along with the receipts in a timely manner. *See Policy 2-8 above for travel reimbursement forms and links.*

Employees are expected to exercise restraint and good judgment when incurring expenses. Employees should contact their Supervisor in advance if they have any questions about whether an expense will be reimbursed.

5-21 REFERENCES

St. Joseph County, Indiana will respond to reference requests through the Human Resources Department. The County will provide general information concerning the employee such as date of hire, date of discharge, and positions held. Requests for reference information must be in writing, and responses will be in writing. Please refer all requests for references to the Human Resources Department.

Only the Human Resources Department may provide official references.

5-22 IF YOU MUST LEAVE US

Should any employees decide to leave the County, we ask that they provide a Supervisor with at least 2 weeks advance notice of departure. Thoughtfulness will be appreciated. All County, property including, but not limited to, keys, security cards, parking passes, laptop computers, fax machines, uniforms, etc., must be returned at separation. Employees also must return all of the County's Confidential Information upon separation. To the extent permitted by law, employees will be required to repay the County (through payroll deduction, if lawful) for any lost or damaged County property. As noted previously, all employees are employed at-will and nothing in this handbook changes that status.

5-23 EXIT INTERVIEWS

Employees who resign are requested to participate in an exit interview with a Human Resources Representative, if possible.

Section 6 – STATEMENT ON DISCIPLINE

St. Joseph County is committed to maintaining a productive and positive work environment. To address any conduct or performance issues, the County encourages use of a progressive discipline approach as outlined below. However, depending on the seriousness of the issue, the St. Joseph County reserves the right to bypass lesser forms of discipline and proceed directly to termination.

A. Steps of Progressive Discipline:

1. Verbal Warning: The first step is a verbal warning, where the supervisor discusses the issue with the employee and outlines the expected changes.
2. Written Warning: If the issue persists, a written warning is issued, documenting the behavior or performance problem and the required improvement.
3. Final Written Warning or Suspension: Continued failure to improve may result in a final written warning, which may also include suspension without pay, depending on the situation.
4. Termination: If the employee fails to correct the issue or if the infraction is severe, the company may terminate the employee.

B. County's Discretion Clause:

The County reserves the right to skip any step in the progressive discipline process and proceed directly to termination, depending on the severity of the misconduct.

A FEW CLOSING WORDS

This handbook is intended to give employees a broad summary of things they should know about St. Joseph County, Indiana. The information in this handbook is general in nature and, should questions arise, any member of management should be consulted for complete details. While we intend to continue the policies, rules and benefits described in this handbook, St. Joseph County, Indiana, in its sole discretion, may always amend, add to, delete from or modify the provisions of this handbook and/or change its interpretation of any provision set forth in this handbook. Employees should not hesitate to speak to management if they have any questions about the County or its personnel policies and practices.

GENERAL HANDBOOK ACKNOWLEDGMENT

This Employee handbook is an important document intended to help employees become acquainted with SAINT JOSEPH COUNTY, INDIANA. This document is intended to provide guidelines and general descriptions only; it is not the final word in all cases. Individual circumstances may call for individual attention.

Because the COUNTY's operations may change, the contents of this handbook may be changed at any time, with or without notice, in an individual case or generally, at the sole discretion of management.

Please read the following statements and sign below to indicate your receipt and acknowledgment of this handbook.

I have received and read a copy of SAINT JOSEPH COUNTY, INDIANA's Employees handbook. I understand that the policies, rules and benefits described in it are subject to change at the sole discretion of the COUNTY at any time.

I further understand that my employment is terminable at will, either by myself or the COUNTY, with or without cause or notice, regardless of the length of my employment or the granting of benefits of any kind.

I understand that no representative of SAINT JOSEPH COUNTY, INDIANA other than the Head of Human Resources and/or BOARD OF COMMISSIONERS may alter "at will" status and any such modification must be in a signed writing.

I understand that my signature below indicates that I have read and understand the above statements and that I have received a copy of the COUNTY's Employee handbook.

Employee's Printed Name: _____

Employee's Signature: _____

Position: _____

Date: _____

The signed original copy of this acknowledgment should be given to Leadership - it will be filed in your personnel file.

RECEIPT OF NON-HARASSMENT POLICY

It is SAINT JOSEPH COUNTY, INDIANA's policy to prohibit intentional and unintentional harassment of or against job applicants, contractors, interns, volunteers or employees by another employee, supervisor, vendor, customer or any third party on the basis of actual or perceived race, color, creed, religion, national origin, ancestry, citizenship status, age, sex or gender (including pregnancy, childbirth and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, military service and veteran status, physical or mental disability, genetic information or any other characteristic protected by applicable federal, state or local laws (referred to as “protected characteristics”). Such conduct will not be tolerated by SAINT JOSEPH COUNTY, INDIANA.

The purpose of this policy is not to regulate our employees' personal morality, but to ensure that no one harasses another individual in the workplace, including while on COUNTY premises, while on COUNTY business (whether or not on COUNTY premises) or while representing the COUNTY. In addition to being a violation of this policy, harassment or retaliation based on any protected characteristic as defined by applicable federal, state, or local laws also is unlawful. For example, sexual harassment and retaliation against an individual because the individual filed a complaint of sexual harassment or because an individual aided, assisted or testified in an investigation or proceeding involving a complaint of sexual harassment as defined by applicable federal, state, or local laws are unlawful.

Harassment Defined

Harassment generally is defined in this policy as unwelcome verbal, visual or physical conduct that denigrates or shows hostility or aversion towards an individual because of any actual or perceived protected characteristic or has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Harassment can be verbal (including slurs, jokes, insults, epithets, gestures or teasing), visual (including offensive posters, symbols, cartoons, drawings, computer displays, text messages, social media posts or e-mails) or physical conduct (including physically threatening another, blocking someone's way, etc.). Such conduct violates this policy, even if it does not rise to the level of a violation of applicable federal, state or local laws. Because it is difficult to define unlawful harassment, employees are expected to behave at all times in a manner consistent with the intended purpose of this policy.

Sexual Harassment Defined

Sexual harassment can include all of the above actions, as well as other unwelcome conduct, such as unwelcome or unsolicited sexual advances, requests for sexual favors, conversations regarding sexual activities and other verbal, visual or physical conduct of a sexual nature when:

- submission to that conduct or those advances or requests is made either explicitly or implicitly a term or condition of an individual's employment; or
- submission to or rejection of the conduct or advances or requests by an individual is used as the basis for employment decisions affecting the individual; or
- the conduct or advances or requests have the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Examples of conduct that violate this policy include:

1. unwelcome flirtations, leering, whistling, touching, pinching, assault, blocking normal movement;
2. requests for sexual favors or demands for sexual favors in exchange for favorable treatment;
3. obscene or vulgar gestures, posters or comments;
4. sexual jokes or comments about a person's body, sexual prowess or sexual deficiencies;
5. propositions or suggestive or insulting comments of a sexual nature;
6. derogatory cartoons, posters and drawings;
7. sexually-explicit e-mails, text messages or voicemails;
8. uninvited touching of a sexual nature;
9. unwelcome sexually-related comments;
10. conversation about one's own or someone else's sex life;
11. conduct or comments consistently targeted at only one gender, even if the content is not sexual; and
12. teasing or other conduct directed toward a person because of the person's gender.

Reporting Procedures

If the employee has been subjected to or witnessed conduct which violates this policy, the employee should immediately report the matter to any member of management. If the employee is unable for any reason to contact this person, or if the employee has not received an initial response within five (5) business days after reporting any incident of what the employee perceives to be harassment, the employee should contact Human Resources. If the person toward whom the complaint is directed is one of the individuals indicated above, the employee should contact any higher-level manager in the reporting hierarchy.

Investigation Procedures

Every report of perceived harassment will be fully investigated, and corrective action will be taken where appropriate. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. All employees must cooperate with all investigations conducted pursuant to this policy.

Retaliation Prohibited

In addition, the COUNTY will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. If the employee has been subjected to any such retaliation, the employee should report it in the same manner in which the employee would report a claim of perceived harassment under this policy.

Violation of this policy including any improper retaliatory conduct will result in disciplinary action, up to and including termination.

I have read and I understand SAINT JOSEPH COUNTY, INDIANA's Non-Harassment Policy.

Employee's Printed Name: _____

Employee's Signature: _____

Position: _____

Date: _____

The signed original copy of this receipt should be given to management - it will be filed in your personnel file.

APPENDIX A

SJC – PTO Accrual, Limits and use Policy

(applies to Policy 3.3)

**SJC - PTO Accrual, Limits, and use Policy
(applies to Policy 3.3)**

With the adoption of the 2024 SJC Human Resources Manual, there will be one category of paid time off (PTO), regardless of the reason. This contrasts with past practice of providing vacation, personal and sick days. In the past, paid time off (PTO) was allowed at different levels for different reasons. For example, vacation, personal, and sick days were three categories of paid time off that were previously recognized. The one exception will be the provision of a sick days' bank as further described below.

Starting January 1, 2025, PTO will be accrued on a pro-rata basis for full and eligible part-time employees based on hours worked. To be eligible for PTO, a part time employee must regularly work at least 20 or more hours per week.

While employees will be able to carry forward unused PTO per the rules set forth below, upon termination of employment, employees will be paid only for those unused PTO hours which do not exceed 80 hours.

The rules in place for PTO are as follows:

A. Calculating starting balance of PTO as of January 1, 2025:

All employees will have a starting balance of PTO on January 1, 2025, ranging from zero to the PTO limits set forth below:

<u>Years of most recent continuous experience with county as of January 1, 2025</u>	<u>PTO Limit</u>
20	288 hours
15	248 hours
8-14	228 hours
2-7	200 hours
1	160 hours
Part time 30-37.5 hours per week	150 hours
Part time 20-30 hours per week	100 hours

The starting balance of PTO for employees will be determined as follows:

- 1) Accrued and unused vacation and personal day hours earned prior to 2024 will be added to pro-rated vacation and personal day hours earned in 2024 for use in 2025. This sum shall be identified as the “VP Total”. Unused sick hours accrued prior to 2024 and unused sick hours earned in 2024 for use in 2025 shall be added and the sum shall be identified as “Sick Total”.
- 2) The VP Total for each employee shall be compared to the above PTO limit based on the years of service as a county employee as of January 1, 2025.
- 3) If the VP Total is less than the PTO limit, any unused sick hours shall be added to the VP Total and subtracted from the Sick Total until the PTO limit is reached. The result of this process shall be identified as “Available PTO.” Any remaining sick hours after the foregoing calculation shall be identified as the “Sick Bank,” which shall be available for use under the rules set forth below.
- 4) If the VP Total is equal to the PTO limit, then no further calculation shall occur; the VP Total shall be the Available PTO. Any Sick Total hours shall constitute the Sick Bank, which shall be available for use under the rules set forth below.
- 5) If the VP Total exceeds the PTO limit, any VP Total hours in excess of the PTO limit shall be paid out to employees at the

compensation rate in effect as of December 31, 2024 for the employee. The remaining balance of VP Total after payment of such excess hours shall be the Available PTO (and should be equal to the PTO limit). Any Sick Total hours shall constitute the Sick Bank, which shall be available for use under the rules set forth below.

B. Earning PTO going forward:

- 1) During the first partial calendar year of employment, full-time employees may accrue up to 80 hours of paid time off; the time will be accrued in proportion to the start date of employment relative to the calendar year. For example, an employee starting in January can accrue up to 80; an employee starting in July can accrue up to 40. For part-time employees, there will be a further pro-ration based on the ratio of the average hours worked relative to regular hours for a full-time employee.
- 2) For the first year after the first partial calendar year, full-time employees accrue up to 160 hours of paid time off.
- 3) For the second year after the first partial calendar year and thereafter, full-time employees accrue up to 200 hours of paid time off per year.
- 4) There are certain limits on accruals for employees, recognizing that certain employees have already earned significant paid time off under prior policies. The PTO accrual limits are as follows:

<u>Years of most recent continuous experience with county as of January 1, 2025</u>	<u>PTO Limit</u>
20	288 hours
15	248 hours
8-14	228 hours
2-7	200 hours
1	160 hours
Part time 30-37.5 hours per week	150 hours
Part time 20-30 hours per week	100 hours

- 5) For employees who have less than 8 years of experience as of January 1, 2025, 200 hours is the maximum accrual of PTO that will be allowed at any time.
- 6) For all full-time employees and part time employees eligible for PTO, PTO will be accrued on a pro-rata basis instead of a time dump on an anniversary date. For example, a third-year employee has worked half a year; that employee will have earned 100 hours of PTO; 1 year employee works 37.5 hours in the first week of January; that employee has earned 1/52 of the 160 - hour accrual limit. PTO will be accrued while an employee is on paid leave using PTO or sick bank time; if an employee is on leave and is not being paid while on leave, they will not accrue PTO.

C. Carry-over of PTO Time:

For employees having a positive balance of PTO starting on January 1, 2025, and subsequent years, they will have until December 31 of such year to use this PTO. For some employees, the pro-rata accrual of PTO in 2025 and subsequent years, coupled with the balance of PTO they will bring into the succeeding year may result in a total accrual of PTO exceeding their accrual limit. This may occur at varying points throughout the year depending on when PTO is used; such employees will not be prohibited from exceeding their accrual limits on a temporary basis during 2025 and subsequent years; however, on December 31, 2025, and on December 31 of each subsequent year, the PTO limit will be applied such that they will only be able to carry forward any PTO which is not in excess of the PTO limit applicable to such employee.

As a consequence of implementing this policy, greater than normal usage of vacation is expected for certain employees and all department heads and managers are advised to engage in planning to make sure their departments can operate efficiently while employees are using their earned PTO.

D. Use of PTO:

If employees wish to use two (2) or more full days of paid time off consecutively, they must submit a request to their manager at least two (2) weeks in advance of the requested time off. Similar notice should be provided for planned time-off of shorter duration. If an employee wishes to use one (1) day of paid time off, they must submit their request to their manager at a minimum of 48 hours in advance.

Any PTO which has not been used and cannot be carried forward because of accrual limits will be lost.

E. Use of Sick Bank

Any employee having accrued unused sick time hours prior to January 1, 2025, shall have such sick time hours converted to PTO subject to the limits set forth above. Any remaining sick time hours not converted to PTO shall be available for use by the employee under the following conditions:

- 1) If the employee is unable to work due to illness, sickness, or disability, and the employee has used up his or her PTO, the employee may use the remaining balance of Sick Bank, to compensate for any hours not covered by short term disability, long term disability, or other insurance benefit.
- 2) If employees will be off work due to illness or due any other emergency for which notice could not be provided, they must call in and notify their supervisor as early as possible, but at least 2 hours prior to the start of their shift. If they call in sick for three (3) or more consecutive days, they may be required to provide their supervisor with a doctor's note on the day they return to work.
- 3) Under no circumstance will the employee be paid for any unused sick time existing at the time of the employee's termination from employment.

F. Compensatory time not affected.

Compensatory time earned by non-exempt employees is not affected by this PTO policy; but in no event shall employees be allowed to accrue compensatory time in excess of 200 hours.

G. LIMIT ON PAYMENT UPON SEPARATION.

No more than 80 hours of accrued, unused PTO is paid out upon separation unless, otherwise required by law.

NOTE: This schedule and rules for accrual, use and limits of PTO may be amended by ordinance of the St. Joseph County Council.

APPENDIX B
ST. JOSEPH COUNTY
USEFUL LINKS TO ADDITIONAL COUNTY POLICIES

1. COMPENSATORY TIME POLICY – SECTION 2-7

<https://www.sjcindiana.gov/DocumentCenter/View/64984/Compensatory-Policy-2025>

2. FLEX TIME POLICY – SECTION 2-7

<https://www.sjcindiana.gov/DocumentCenter/View/64983/Flex-Time-Policy-2025>

3. TRAVEL APPROVAL/REIMBURSEMENT-SECTION 2-8

<https://www.sjcindiana.gov/DocumentCenter/View/65375/Travel-Expense-Reimbursement-Form-111924>

www.gsa.gov/travel/plan-book/per-diem-rates

4. PROCUREMENT POLICY – SECTION 2-16

[Procurement Policy](#)

5. FLEET MANAGEMENT; USE OF COUNTY VEHICLE – SECTION 5-19

[Current Fleet Policy](#)