



Grant County, Washington Policies & Procedures

POLICY NUMBER 400

Employment

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401 – At Will Employment

Employment at Grant County is at will. This means that employees are free to resign their employment at any time, for any reason or no reason with or without cause, and with or without prior notice. The County retains the right to terminate an employee's employment at any time, for any reason or no reason with or without cause and with or without prior notice while adhering to Equal Employment Opportunity, Non-Discrimination, and/or Anti-Harassment policies as defined in Policy Number 200, Sections 203, 205, and 206. No agent or representative of Grant County, other than the Board of County Commissioners, has the authority to enter into an agreement for employment for any specified period of time, or to enter into any employment agreement that in any way modifies the at will status of employment at Grant County.

402 – Personnel Action Request (PAR) Process

- 402.1 Grant County Personnel Action Request (PAR) forms are to be completed for any individual's employment change(s): as a new hire, re-hired employee, for an address and/or name change, a position/salary change, need for special leave, or for separation from employment with the County.
- 402.2 All PARs are routed to the Human Resources department, and the Director has signing authority for all Routine PARs. Non-Routine PARs require the Board of County Commissioners as the final signing authority. Routine and Non-Routine PARs are defined as follows:

Routine PARs

- ◆ Routine Step Increase
- ◆ Status Change; *i.e.*, from 100% FTE to 50% FTE
- ◆ New Hire (at entry level wage)
- ◆ Extended Leave-of-Absence (non-personal; *i.e.*, FMLA)
- ◆ Promotion (routine increase)
- ◆ Separation
- ◆ Department Transfer

Non-Routine PARs

- ♦ New Hire (above Step 1)
- ♦ Job re-evaluation
- ♦ Extended Leave-of-Absence (personal)
- ♦ Promotion (above routine increase)

402.3 County offices/departments must allow sufficient time for processing PARs, while keeping in mind the designated payroll cut-off dates each month. PAR-related questions should be directed to the Human Resources Director.

403 – New Employee Orientation

403.1 New employees are provided a general orientation. The orientation includes completion of all new hire paperwork, an explanation of benefits, and a brief overview of the County's Policies & Procedures and directions for access to same on the County's intranet. Supervisors will explain the job responsibilities and provide training as necessary.

403.2 All newly hired employees shall present valid documentation confirming their identity and legal status to work in this country within three (3) days of beginning work for Grant County.

404 – Introductory Period

404.1 Employment is at will and the first six (6) months for full-time employees and the first thousand (1,000) hours for part-time employees are considered an introductory period, during which supervisors will evaluate the employee's ability to meet Grant County standards of work performance, attendance, conduct, and attitude. The introductory period may be extended, by the employer, for the employee to obtain position required credentials.

404.2 An employee and his/her supervisor will evaluate the employee's attendance, conduct, attitude, and performance before the end of the introductory period. As determined by the supervisor, the introductory period may be extended for three (3) months in cases where additional time and/or training is needed, as determined by the employer, to evaluate the employee's performance. However, employees not capable and/or not willing to meet County standards may be terminated at any time. Nothing about this introductory period, or completion thereof, shall be construed as altering at will employment.

405 – Employment Status/Classifications

405.1 Employment status/classifications affect areas such as, but not limited to, benefits and overtime/compensatory time. Positions will be full-time or part-time based on the number of hours regularly scheduled to work. Full-

time and/or part-time positions may be eligible for the overtime provisions in accordance with the Fair Labor Standards Act (FLSA). Employment status/classifications are assigned to the position through the job description process in accordance with County policy and local, state, and/or federal regulations.

405.1.1 A **full-time employee** is one who is employed in a budgeted position, paid on a salary, and is regularly scheduled and works an average of forty (40) or more hours per week.

405.1.2 A **part-time employee** is one who is employed in a budgeted position, paid on a salary or on an hourly basis, and is regularly scheduled and works less than forty (40) hours per week.

405.1.3 An **exempt employee** is one who is employed in an executive, administrative, managerial or professional capacity as defined by the Fair Labor Standards Act (FLSA). These employees are exempt from overtime and are paid for work performed rather than hours of work.

405.1.4 A **non-exempt employee** is one who is employed in a position which is not one of the categories of exempt employees. Non-exempt employees are eligible for overtime as set forth in the FLSA (over forty (40) hours worked in a seven (7) day work period) and are paid for all hours worked.

405.1.5 A **temporary/seasonal employee** is one who is employed for a specific period of time or season for the purpose of assisting an office or department with its workload and should not exceed a five (5) month consecutive period of time. The Board of County Commissioners may grant any necessary extension of this five (5) month consecutive period on a case-by-case basis.

406 – Exempt Guidelines

406.1 As noted in Section 405, an exempt employee is one who is employed in an executive, administrative, managerial or professional capacity as defined by the Fair Labor Standards Act (FLSA), and is exempt from overtime and paid for work performed rather than hours of work. Exempt employees are expected to do what is necessary to meet the demands of the job and get the work done.

406.2 Exempt employees are not required to use paid leave or have their pay docked for time away from work in increments of less than four (4) hours. They are, however, expected to provide appropriate notice, as a courtesy and as a responsibility, for such time away from work; however, no leave slip shall be required for Accounting. Managers and supervisors may choose to develop in-house methods for tracking time away from work, including using leave slips for tracking purposes (only).

- 406.3 The exempt employee, managers, and supervisors are responsible for ensuring that the County's business does not suffer from exempt employee time away from work. Time away must consider workload, performance, and the best interests of the County.
- 406.4 FLSA exempt employees, when absent from work, should apply the following formulas:
- 406.4.1 For a partial day absence of less than four hours, exempt employees need not use leave banks and will not be subject to salary reduction.
- 406.4.2 For a partial day absence of four hours or more, exempt employees shall use eligible leave banks or, if leave banks are exhausted, will be subject to salary reduction.
- 406.4.3 For full day absences, exempt employees shall use eligible leave banks or will be subject to salary reduction.
- 406.5 It is not intended that the "less than four hours" time away from work be used in conjunction with other leave to make up a full day. All questions regarding exempt status should be directed to the Human Resources Department.

407 – Employee Training & Continuing Education Opportunities

407.1 General

- 407.1.1 It is Grant County's policy to strive to support and facilitate training which meets the needs of the County and the employee's job, and to promote continuing education when feasible and applicable.
- 407.1.2 Grant County employees may be provided job-specific internal training. The amount of training will vary from job to job. Some jobs will require specific external training and certifications, as well. A job may require one-time or annual specific and/or non-specific training in order to proceed in any level promotions that may apply. An employee is required to take any job specific training necessary to remain qualified in his/her position. Employees should see their supervisor for specific training provided or required for their position.
- 407.1.3 Subject to budgetary limitations as determined by the Board of County Commissioners, Grant County supports education and training for employees and may sponsor attendance at seminars and/or classes which are relevant to the employee's job. The request must be in writing and document the cost and benefit to

the employee and Grant County, and is subject to prior written approval by the supervisor.

407.1.4 Employees may be required to attend seminars and/or classes which will benefit their job knowledge and performance, and may be sponsored by Grant County. These seminars and/or classes may require travel and/or participation during non-work hours. Non-exempt employees will be compensated in accordance with the FLSA for seminars or classes required during non-work hours. Employees may be required to reimburse the County for costs incurred in certain circumstances.

407.2 County-Sponsored Training: Grant County will research, coordinate and provide training opportunities for employees in order that services to the County will be more efficient and effective.

407.2.1 Employees are offered training as a benefit of their employment.

407.2.2 Employees, including managers and supervisors, may be requested to attend training that is essential to their successful performance at the County.

407.2.3 Generally, payment for County-sponsored training is made by the County and is accomplished on County time, at County facilities. Information on County-sponsored training is available on the intranet by accessing the tab entitled "Training Schedule".

407.3 Continuing Education: Grant County will support employee participation in education programs that assist employees in continuing their formal education.

407.3.1 Generally, payment for continuing education is made by the employee and is during off-duty/non-working hours or appropriate time off is requested and approved.

407.4 Essential Training: As referenced above, certain positions may require specific training, certification, or licensure as a part of a bona fide job requirement or part of a professional certification or licensing program, and these are deemed essential to an employee's right to hold his/her particular position at the County.

407.4.1 The required training must be successfully completed according to the instructional guidelines of the coursework. Failure to successfully complete a bona fide job requirement shall put continued employment in the position and/or with the County in jeopardy.

407.4.2 Generally, payment for essential training is made by the employee and training is accomplished on employee's time.

407.5 Other Training: Other training offered that is intended to increase an employee's skills or abilities and enhance his or her performance with the County may be requested by the employee and may be considered by the supervisor on a case by case basis.

408 – Professional Memberships/Licenses

Employees may have an opportunity to participate in professional associations and acquire licenses or certifications, which promote Grant County's goals and the employee's own professional development. The request shall be in writing and document the cost and benefit to the employee and Grant County and is subject to prior written approval by the supervisor.

409 – Promotions/Transfers/Demotions

- 409.1 Whenever practical, promotion within the organization is encouraged but the goal is to fill positions with the most qualified and experienced individual. All applicants must meet the minimum qualifications and essential functions described in the Job Posting prior to the date of regular appointment, or as otherwise outlined. However, the employer reserves the right to recruit and hire from outside the County to fill the position with the most qualified applicant.
- 409.2 To be considered for a promotion or transfer, the employee must meet the minimum qualifications of the position and not have any written disciplinary records in the employee's personnel file within the past twelve (12) months. Date of hire will not be altered for any employee who is promoted or transferred within the organization.
- 409.3 After promotion or transfer to a new position, a new introductory period of six (6) months must be successfully completed. In the case of unsatisfactory performance in a promotional or transfer position, the employee may be considered for transfer back to the previous position held by the employee, if the previous position has not been filled; the employee shall have no expectation that his/her previous position will be held open.
- 409.4 If there is unsatisfactory performance, a re-organization, a disciplinary reason, or an employee request, an employee may be transferred to a position in which the salary classification is lower than his/her current position, subject to approval by the employer. In such cases, the employee's compensation will be reduced to the lower wage as of the first day of work in the new position. After transfer to a position not previously held by the employee within the last twelve (12) months, a new introductory period of six (6) months must be successfully completed.

410 – Employee Recognition “Above and Beyond”

- 410.1 Specifics: Grant County has created the “Above and Beyond” program to provide recognition to employees who take actions that benefit Grant County and its customers and is deemed to be working “above and beyond” the expectations of their position. This is not intended to be mandatory; it is only for those departments that would like to take advantage of it.
- 410.2 Eligibility: In order to be eligible to receive an “Above and Beyond” award, the following must be factored:
- 410.2.1 The employee(s) must have a current job description and performance expectations and meet or exceed expectations of their position on a consistent basis.
- 410.2.2 The recognition should be applied for a specific circumstance as long as the following conditions are met:
- (a) The employee(s) went “above and beyond” the call of duty.
 - (b) The employee(s) actions support Grant County’s goals and Mission Statement.
- 410.3 Criteria: Recognition cannot be applied to an individual more than once per calendar year.
- 410.4 Requesting/Processing Recognition: The process for requesting and processing recognition for an employee receiving the “Above and Beyond” award is as follows:
- 410.4.1 Supervisors must complete a Recognition Program Form and forward the completed form to the Director of Human Resources. This form is located on the County’s intranet under Human Resources.
- 410.4.2 At the next regularly scheduled Elected Official/Department Head luncheon, all completed recognition forms will be discussed with attendees.
- 410.4.3 One or more employees will be chosen by the Elected Official/ Department Head luncheon attendees.
- 410.4.4 Each employee supervisor must personally present the recognition certificate to the employee. This may be done at a monthly Elected Official/Department Head luncheon that the employee attends with his/her supervisor.
- 410.4.5 A copy of the completed Recognition Program Form is maintained in the employee’s personnel file.

- 410.5 Program Modification/Suspension/Termination: This program may be modified, suspended, or terminated at any time for any reason, in whole or in part.

411 – Performance Evaluations

- 411.1 As set forth in Section 401 above, employment at Grant County is at will. Nothing in this section shall be construed to create an employment contract, nor shall it be construed to alter the fact that employment is at will.
- 411.2 During an employee's first year of employment with Grant County, he/she may receive two (2) evaluations from his/her supervisor; a six (6) month evaluation and a twelve (12) month evaluation (approximately from the date of hire). Some offices or departments may require an addition to or variation from this schedule based on specific training or certification requirements and the availability of such training/certification. Every year thereafter, employees may receive an evaluation. If an employee transferred or promoted to another position within the organization, he/she may receive two (2) evaluations during their first year in the new position and annually thereafter.
- 411.3 Employee evaluations may consist of a written evaluation by supervisors and a written self-evaluation by the employee. An employee and his/her supervisor may then meet to discuss both evaluations, which may include all aspects of the employee's work. The supervisor's evaluation and the self-evaluation will become a permanent record of the personnel file.

412 – Personnel Records

- 412.1 Personnel records will be kept reasonably confidential. Employees, their supervisors, anyone above the employee, individuals in their reporting structure, or anyone else on a need to know basis – such as the County's attorney to represent the County in a grievance, etc. – and the Human Resources department shall have access to the employee's personnel file. Personal information such as medical records is confidential and is maintained in a separate file. Authorized personnel in the Human Resources department, other persons on a need to know basis, and Payroll personnel will have access to these records in accordance with the law or by court order.
- 412.2 Employment information may be released in accordance with the law. Employment dates, position and salary are examples of information which can be released. Additional information may be released as specifically authorized by the employee in writing or as otherwise required by law.
- 412.3 An employee is requested to notify Payroll whenever there is a change in his or her name, address, telephone number, emergency contact information, marital status, or number of dependents. Lack of notification

may result in the loss of service or benefit. In certain instances, official documentation must be submitted with these changes. Questions may be directed either to Payroll or to the Director of Human Resources.

413 – Employment of Relatives

- 413.1 Members of an employee's family may be eligible for employment with Grant County with the following exceptions:
 - 413.1.1 The family member must not be in a direct or indirect supervisor/subordinate relationship as determined by the County; and/or
 - 413.1.2 The employment of a family member must not present an actual or perceived conflict of interest as determined by the County.
- 413.2 For the purposes of this policy, family is limited to spouse, sibling, parent, child/stepchild, in-law, or any other member living in the employee's household.
- 413.3 Relatives should not be placed in a supervisor/supervisee relationship or in any other role that might lead to a conflict of interest, real or perceived. This does not mean that related persons may not work in the same office/department, but that County Policy 200, Section 209 "Conflict of Interest" may apply and must be carefully considered. A transfer to a different position within or outside of the office/department may be necessary to avoid a conflict of interest. Such transfer is dependent upon a position being available and the provisions of Section 409 above, Promotions/Transfers/Demotions.