

**ACKNOWLEDGEMENT AND RECEIPT OF HANDBOOK**

**ACKNOWLEDGEMENT AND RECEIPT OF  
HANDBOOK OF PERSONNEL POLICIES AND PROCEDURES  
FOR ROSEBUD COUNTY**

I acknowledge receipt of a copy of the Handbook of Personnel Policies and Procedures adopted by Rosebud County. I understand that I will be responsible for complying with the terms and conditions contained in the Handbook.

DATED this \_\_\_\_\_ day of \_\_\_\_\_.

Employee's signature: \_\_\_\_\_

Employee's hand-printed name: \_\_\_\_\_

Employee's work location: \_\_\_\_\_

Employee's Position Title: \_\_\_\_\_

P.O. BOX 47  
FORSYTH, MT 59327  
406-346-2251  
FAX 406-346-7551

# ROSEBUD COUNTY COMMISSIONERS

Robert E. Lee, Member  
Douglas D. Martens, Member  
Ed Joiner, Member

## RESOLUTION #948

### RESOLUTION TO ADOPT THIS HANDBOOK OF PERSONNEL POLICIES AND PROCEEDURES, SUPERSEDING ALL OTHER PERSONNEL POLICIES AND PROCEDURES

**WHEREAS**, the Board of County Commissioners desires to establish uniform policies and procedures for personnel administration.

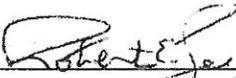
**NOW, THEREFORE, BE IT HEREBY RESOLVED** that this Handbook of Personnel Policies and Procedures be adopted, effective January 1, 2016.

ROSEBUD COUNTY COMMISSIONERS

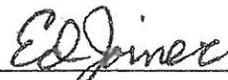


ATTEST:

  
\_\_\_\_\_  
Douglas D. Martens, Presiding Officer

  
\_\_\_\_\_  
Robert E. Lee, Member

  
\_\_\_\_\_  
Joan K. Duffield, Clerk & Recorder

  
\_\_\_\_\_  
Ed Joiner, Member

  
\_\_\_\_\_  
C. Kristine White, County Attorney

# TABLE OF CONTENTS

ACKNOWLEDGEMENT AND RECEIPT OF HANDBOOK	
INTRODUCTION	3
Welcome Statement.....	3
Statement of Management Rights.....	3
Severability Statement.....	3
Changes to Personnel Policies and Procedures.....	3
Collective Bargaining Agreements.....	4
EMPLOYMENT POLICIES	5
Definitions.....	5
Equal Employment Opportunity.....	6
Preventing Harassment and Discrimination.....	6
Compliance with the Federal Genetic Information Nondiscrimination Act of 2008 (GINA).....	8
Disability Accommodation.....	9
Nepotism.....	9
Recruitment and Selection.....	9
Probationary Period.....	11
Employee Discipline.....	11
Employee Grievance.....	12
Time Sheets and Preparation of Payroll.....	14
Employee Personnel Records.....	14
Hours of Work, Meal Breaks, and Rest Breaks.....	15
Driver's License Requirement.....	16
Drug and Alcohol Testing.....	16
On-Call Duty.....	17
Reduction in Workforce.....	17
Voluntary Termination, Resignation, or Retirement.....	18
Worksite Breastfeeding.....	19
Credit Cards and Travel Expenses.....	19
Return of County Equipment.....	20
EMPLOYEE LEAVE	21
Sick Leave.....	21
Annual Leave / Vacation.....	24
Holidays.....	27
Military Leave.....	29
Jury and Witness Duty Leave.....	31
Maternity Leave and Parental Leave.....	32
Leave of Absence without Pay.....	33
Family and Medical Leave Act (FMLA).....	34
EMPLOYEE CONDUCT	37
Prohibited Conduct and Guidelines for Appropriate Behavior.....	37
Ethics and Conflict of Interest Policy.....	41
Drug and Alcohol Free Workplace.....	43
Smoke-Free Workplace.....	45
Personal Appearance and Proper County Representation.....	46

Personal Telephone Calls and Personal Communication Devices .....	46
Computers, Internet, and Email .....	47
Use of Scented Substances.....	48
<b>PAY AND BENEFITS</b> .....	<b>48</b>
Overtime .....	48
Workers' Compensation.....	49
Health and Life Insurance .....	50
Retirement.....	50
<b>SAFETY</b> .....	<b>51</b>
Workplace Safety Program .....	51
Workplace Violence Prevention .....	51
Use of Vehicles and Equipment.....	52
Weapons on County Property .....	54
APPENDIX A: Equipment Acknowledgement Form .....	55
APPENDIX B: Ethics and Conflict of Interest Acknowledgement Form .....	56
APPENDIX C: Drug and Alcohol Free Workplace Acknowledgement Form .....	57
APPENDIX D: Computers, Internet, and Email Policy Acknowledgement Form .....	58
APPENDIX E: Drug Testing Acknowledgement Form .....	59
APPENDIX F: Decedent's Warrant or Paycheck Designation Form .....	60

# INTRODUCTION

## **Welcome Statement**

Welcome to Rosebud County employment and your important role in efficiently conducting the business of local government. You will be joining a dedicated group of individuals who have also chosen to serve the County with a career in public service. This Handbook is a general reference which will assist you in becoming familiar, as quickly as possible, with benefits and services available to you as a County employee and the policies and standards covering your employment.

Nothing in this Handbook should be construed as an expressed or implied employment agreement. We cannot anticipate every situation or answer every question about employment, and this Handbook is designed to provide guidance only.

In some places you will note citations to applicable state and federal laws, such as Montana Code Annotated (MCA) and the Code of Federal Regulations (CFR), which will lead you to further relevant information if you so desire it. If you need more information on any policy, you can contact the Clerk & Records office or the Commissioners.

We are happy to have you with us in providing essential civic services, and we look forward to our working relationship.

## **Statement of Management Rights**

In order to achieve its mission, goals and objectives, the County retains the exclusive right to exercise the customary functions of management. These include, but are not limited to, the rights to manage and control County buildings, property, grounds, and equipment; to contract out work; to select, hire, promote, assign, layoff, and discipline employees; to determine and change starting times and quitting times; to transfer employees within programs/services to other departments and other classifications; to train employees; to determine and change the size, composition, and qualifications of the workforce; to establish and adopt new policies, rules and regulations; to determine and modify job descriptions and classifications; to establish or change criteria for performance appraisals according to the performance appraisal policy; and to carry out all other ordinary functions of management.

## **Severability Statement**

If any part of this Handbook is found to be unenforceable, invalid, or in conflict with the law, the other provisions of this Handbook are still applicable and valid.

## **Changes to Personnel Policies and Procedures**

The County provides all employees with general information regarding employee benefits and established personnel policies and procedures through the issuance of this Handbook. However, it is not a contract and is subject to change at any time. Policies and procedures shall be added to, updated, or deleted as determined appropriate by the County. The County specifically reserves the right to repeal, modify or amend these policies at any time, with or without notice. The policies are also not to be interpreted as promises of specific treatment.

## **Collective Bargaining Agreements**

If you are a member of a collective bargaining unit subject to a Collective Bargaining Agreement (CBA), the CBA primarily governs your employment with the County. If your CBA does not address an issue, the personnel policies and procedures in this Handbook shall apply. In the event of conflict between provisions in this Handbook and any CBA, state or federal law, or resolution or rule of the County, the terms and conditions of such CBA, law, or County resolution, or rule shall prevail.