



***ITASCA COUNTY***

***EMPLOYEE***

***HANDBOOK***

***ITASCA COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER***

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EMPLOYEE HANDBOOK

*Receipt of Employee Handbook*

I have received the **Itasca County Employee Handbook** and acknowledge that I am responsible to read and comply with the policies contained in the **Handbook** in its entirety.

The employee **Handbook** describes important information about employment at Itasca County, and I understand that I should consult my manager or Human Resources regarding any questions not answered in the **Handbook**. I have entered into my employment relationship with Itasca County voluntarily and acknowledge that there is no specified length of employment except as may be provided in a separate employment agreement or as otherwise provided by law.

This **Handbook** contents are simply summaries and guidelines; additional detail may be available under the Itasca County Policy book. The contents of the employee **Handbook** may change at any time.

This sign-off will be submitted into my personnel file.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

ITASCA COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

# EMPLOYEE HANDBOOK

## EMPLOYEE HANDBOOK

### About this Handbook

#### *Welcome!*

We are most pleased that you have joined our organization and believe that you will find it an interesting and rewarding experience! Thank you for your service to the County – we are grateful for all the work that you do!

Since the birth of Itasca County in 1849, the County Seat has been increasingly busy in terms of conducting public-sector business. Itasca County, reflected in its employees and services, has a firm commitment to providing those services and functions necessary to maintain a well- managed county government. Each of the departments play a vital role in this and so will you.

#### *Disclaimer Statement*

The information in this handbook is intended to provide all Itasca County employees with general information regarding basic policies, procedures, and fringe benefits. The information provided herein is simply meant to present general guidelines and information for the use of employees. This handbook does not intend to be and does not constitute a contract of employment.

The explanations within this handbook shall apply when not in conflict with Minnesota Statutes or collective bargaining agreements negotiated in accordance with the Public Employment Labor Relations Act. In those instances in which a statutory or collective bargaining agreement provision provides a contrary or different outcome, the statutory or collective bargaining agreement provision will control. In addition, the Itasca County Policy Book provides greater detail in a number of the areas covered by this Handbook and, in the event that there is a conflict between the provisions of this Handbook and the Itasca County Policy Book, the Policy Book will control.

Information in this book is subject to change as situations warrant. Updated changes will supersede, modify, or eliminate the policies summarized in this printing. Such changes will be communicated to you by your supervisor or through official notices. **You are responsible for keeping informed of these changes.**



## EMPLOYEE HANDBOOK

### About Itasca County

#### *Itasca County Mission Statement*

The Mission of Itasca County Government is to preserve and enhance the quality of life, the environment and economic well-being within the community.

#### *Itasca County Policy Manual*

The Itasca County Policy Manual is available under the Administrative Services page on the Itasca County website. [www.co.itasca.mn.us](http://www.co.itasca.mn.us). Where sections of this Handbook may be in summary format, the Policy Manual may contain greater detail on any topic. If you have any questions on the Policy Manual, please contact the Administrative Services Department.

#### *Itasca County Roles*

Now that you are an employee of Itasca County it is important that you are aware of the role each department plays in comprising county government. Often, you will find yourself interfacing with other departments. For further information on Itasca County and/or any of the departments within Itasca County, please feel free to access the Itasca County webpage at: [www.co.itasca.mn.us](http://www.co.itasca.mn.us)

#### The Board of Commissioners

The 1.7 million acres of Itasca County is divided into five commissioner districts. Each of these districts is representative of approximately one-fifth of the County's total population.

The five County Board of Commissioners act in a policy-making role for the entire county. They oversee the management of county funds, property, and the public's business. Each commissioner also serves on several committees or boards.

#### Administrative Services Department

The Administrator is the chief executive and serves as Clerk to the County Board and acts as the administrative arm of the Board. The office is responsible for maintaining historical County records relating to Board actions.

This department is also responsible for the overall maintenance and operations of the County facilities, administers the Capital Improvement Plan, and coordinates the short and long-term planning process.

#### Assessor Department

The function of this department is to ensure the fair and equitable assessment of all property in the

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County. A listing of taxable values is maintained per village, township, school district, and the county. This listing serves as the foundation for the property tax system which assesses taxes according to property values.

### **Attorney Department**

The Itasca County Attorney, an elected official, serves as the chief prosecutor of all felony and juvenile crimes as well as misdemeanor crimes committed outside the boundaries of municipalities within Itasca County. This department provides legal counsel to the County Board, all the departments, as well as representing the County in civil lawsuits, child support matters and child protection actions. However, this department does not serve as a legal advisor to citizens of the county in private matters.

### **Auditor/Treasurer Department**

The Auditor/Treasurer Department is the central accounting office for the County. This department interacts with county departments, county residents, vendors, local government, state and federal agencies, school districts and special districts. The county auditor / treasurer, an elected official, is the county's chief financial officer, property tax administrator, as well as the chief election official at the county level. The auditor / treasurer is also a member, by statute, of the County Board of Equalization.

### **Court Administration / District Court**

This State function operates within County facilities. Currently there are 3 district judges who preside over court and the Court Administration staff who perform administrative and clerical duties essential to the operation of the court.

### **Environmental Services Department**

The Itasca County Environmental Services office is responsible for a wide degree of programming within the county including: planning and zoning, zoning permitting, subsurface sewage treatment program, shore land alterations, solid waste and recycling programming, and staff acts as the liaisons to the Aquatic Invasive Species Program.

### **Extension Office (University of Minnesota)**

This University function operates within County facilities offering educational programs and information for the community in the areas of Natural Resources, Agriculture, Gardening, and 4-H youth education.

### **Health & Human Services Department**

Itasca County Health and Human Services offers services and programs in the areas of financial support, child support, and services in the areas of families and children, developmental disabilities, public health, mental health, managed care, and senior citizens.

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### **Human Resources Department**

The Human Resources Department coordinates labor negotiations, recruits new employees, administers employee benefit programs, and provides in-service training programs.

### **Land Department**

The Land Department is responsible for the overall administration of tax-forfeited real estate including numerous urban properties and the multiple-use management of 290,000 acres of forestland. The department oversees timber management, the land classification system, and recreational opportunities on tax-forfeited land. In addition, enforcement of state weed laws rest with this department.

### **Management Information Services (MIS) Department**

MIS provides design, programming, implementation, and maintenance of computer systems.

### **Probation Department**

The purpose and goal of the Probation Department is to deter future criminal behavior, hold offenders accountable for their behavior, provide victims and the community the opportunity to participate in their healing through the restorative justice concept, and assist and provide opportunity for rehabilitation of offenders.

### **Recorder Department**

The County Recorder, an elected official, and staff are responsible for maintaining a public record of all documents dealing with abstract real estate and personal property in Itasca County. This department is also responsible for the Torrens Land Registration System and Vital Statistics Records, such as birth, death, marriage licenses, notary, and clergy registrations.

### **Sheriff Department**

The Sheriff's Office is responsible by both common and statutory law to keep and conserve peace and good order. The Sheriff, an elected official, has charge of the county jail, emergency communications, emergency planning and law enforcement.

### **Surveying and Mapping Department**

Surveying and Mapping Department is the conservator of the Public Land Survey System, its monuments, collateral maps, and records.

This office exists to recover, monument, and record the preservation of the Public land Survey System for every citizen; educates the public concerning the benefits and ramifications of Land Surveying and Mapping; provides assistance to those requesting maps, corner and boundary locations, copies of Public Land monuments records, geographic coordinates, and interpretations of spatial relationships; advises

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others all matters involving land surveying, photogrammetry, and cartography; develops joint working relationships with other County departments, and government agencies to accomplish preservation.

### Transportation Department

This department oversees maintaining roadways, bridges, and potential contractual relationships with cities, organized and unorganized townships. The County Engineer, is responsible for the administration of the following divisions: highway construction (design, construction by contract and inspection of all county and unorganized townships roadways and bridges), highway maintenance (graveling, grading, drainage, signing, snow removal, ice control and equipment repair), purchasing (securing of all operating supplies and repairs), and accounting (record keeping and cost accounting of the highway department).

### Veteran Services Department

The Itasca County Veterans Service Office serves Itasca County's military veterans and their families in all claims to the U.S. Department of Veterans Affairs (USDVA), Minnesota Department of Veterans Affairs (MNDVA) and the Department of Defense. In this capacity, the department will be their principal advocate in ensuring that they receive all applicable benefits earned in service to the nation.

### *County Board Appearances*

The County Board holds their regular meetings on the second and fourth Tuesday of every month. On the first and third Tuesday of each month, work sessions are held to discuss issues and set the Board agenda. All Board meetings are open to the public.

If you need to address the County Board as a governing body and/or require a decision on some aspect, you may request an appointment before the County Board by completing a request for board action (RBA) through your Department Head. Information regarding the RBA process can be obtained from the Deputy Clerk to the Board in the Administrative Services Department. County Board meetings/minutes/agenda can be accessed on the Itasca County website at: [www.co.itasca.mn.us](http://www.co.itasca.mn.us)

### *Employee Bargaining Organizations*

Most positions of Itasca County Government belong to an organized labor group. Collective Bargaining Agreements are located on the county website.

The following is a listing of employee bargaining units:

AFSCME Local 1626  
AFSCME Local 1452  
AFSCME Local 580  
AFSCME Local 639  
AFSCME Local 639A

Courthouse  
Road & Bridge  
Health & Human Services  
Sheriff–Corrections & Communications  
Sheriff Deputies

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AFSCME Local 639-3	Sheriff Records
Teamsters Local 320	Probation Agents
Attorney's Employee Association (AEA)	Attorneys
Itasca County Employee's Association (ICEA)	Supervisors
Itasca County Confidential Employees Association (ICCEA)	Confidential
Itasca County Health & Human Services Supervisors (ICHHSSA)	Supervisors (HHS)
Itasca County Managers Association (ICMA)	Managers

A few positions in Itasca County Government are not included in any organized labor group. These include term and/or appointed positions. These positions have individual contracts with the County Board. If you are unsure of which group your position belongs, please ask the Human Resources Department.

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### Organizational Policy

#### *Equal Employment Opportunity Statement*

Itasca County will provide equal employment opportunities (EEO) to all qualified people without regard to race, color, ethnicity/national origin, religion, sex, marital status, sexual orientation, disability, age, genetics, veteran or military status, gender identity or expression, pregnancy, familial status, status regarding public assistance or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including, but is not limited to, recruitment, selection, placement, promotion, education/training, transfer, termination, compensation, leaves of absence, layoff, return from layoff, and all other areas of personnel activities, in accordance with applicable federal, state, and local laws and regulations.

Itasca County is committed to maintaining a work environment free of unlawful discrimination or harassment. Complaints of unlawful employment discrimination or harassment should be reported to management.

#### *Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA)*

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act, known as the ADAAA, are federal laws that prohibit employers with 15 or more employees from discriminating against applicants and individuals with disabilities and that when needed provide reasonable accommodations to applicants and employees who are qualified for a job, with or without reasonable accommodations, so that they may perform the essential job duties of the position.

It is the policy of Itasca County to comply with all federal and state laws concerning the employment of persons with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, it is our policy not to discriminate against qualified individuals with disabilities regarding application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions, and privileges of employment.

The County will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation and/or if the accommodation creates an undue hardship to Itasca County. Contact the Human Resource department with any questions or requests for accommodation.

#### *Social Media*

Itasca County recognizes that emerging social media and online collaboration platforms are fundamentally changing the way individuals and organizations communicate. The Social Media policy is designed to offer practical guidance for responsible, constructive employee communications using these new communication platforms. The policy covers your use of social media at work including the impacts of your job performance, the performance of other county employees and/or potential impacts to Itasca

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County. This type of activity may be subject to guidance by the County.

### *Data Practices*

All employees shall maintain the confidentiality or privacy of information in accordance with the Minnesota Data Practices Act, Minnesota Statutes 13.01 et seq. Employees shall not use confidential or private information to further the employee's private interest. Dissemination of non-public data or confidential data other than as authorized by Statute may subject the individual and/or the department to civil remedies or criminal penalties as set forth in Statute.

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### Working for Itasca County

#### *Probationary Period*

Employees appointed, promoted, transferred, demoted, or reinstated to a regular or limited-term position are generally required to successfully complete a probationary period beginning with the date of the new appointment. Detail on the length and when a probationary period will apply may be outlined in the collective bargaining agreement, if any, covering your position. In the absence of an applicable provision in a collective bargaining agreement, the Probationary Period Policy outlined in the County's Policy will apply.

This period is a time for learning about your fellow employees, supervisors, and the tasks involved in your job as well as becoming familiar with our services and policies. During the probationary period, an employee will be evaluated to determine the employee's ability to perform the duties required by the position.

If the employee's progress is unsatisfactory, the areas of concern will be identified, discussed and alternative course(s) of action will be determined.

The length of a probationary period varies across the different bargaining units.

#### *Performance Evaluations and Individual Development Plans*

Employees and their supervisor are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. Formal performance evaluations are generally scheduled annually although newly hired, promoted, demoted, or transferred employees may have performance evaluations more frequently or at different times. In addition, performance evaluations and individual development plans may be utilized where the County management has identified a change in performance or where the County management has determined such an evaluation or plan is in the best interests of the County. The performance review process allows you and your supervisor to discuss the job responsibilities, expectations, job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

Salary increases may or may not accompany performance evaluations, dependent on labor contract language.

Employees are encouraged to discuss with the supervisor individual skill development, job enhancements, and/or goal setting. Employees should share, with the supervisor, long-term and short-term goals, then, together they can formulate a strategy to get there.

#### *Staff Development*

The philosophy of Itasca County is to provide its employees with the necessary orientation, training and/or education to fulfill the responsibilities of their position and enhance the quality of service. This may be



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accomplished through in-services, classes, seminars, etc. Consult with your department head for approval of participation and/or reimbursement for costs incurred while participating.

### *Employment Opportunities*

In an effort to provide opportunities for current employees to promote or transfer to vacant positions, notification of the position will normally be posted internally for a period of at least five working days. This posting period will not apply to positions where there is an incumbent that is being reclassified or in instances in which the County is not seeking to fill the position.

The notifications of vacant position can be found at the County website ([www.co.itasca.mn.us](http://www.co.itasca.mn.us)) and will include the following information: position title, job classification, department, posting dates, rate of pay, duties, work hours, work location, and qualifications.

### *Job Classification*

The Human Resources Director is responsible for a classification plan for all positions within the County. The County is required to maintain job evaluations and job descriptions whereby each County position shall be evaluated and placed in a specific classification to ensure compliance with pay equity requirements. The Position Evaluation process shall assign a point value and classification to each job within the County. It is an inherent managerial right and duty to design, redesign, restructure and create new jobs to meet the objectives and changing needs of the County. Classification is not grievable under the collective bargaining contracts.

Classification of a position is based on the content of the job description. Each Board approved position shall be defined by a job description including specific job duties, qualifications, and requirements. Department Heads, in coordination with Human Resources, shall develop and maintain current job descriptions for positions in their departments.

### *Communications*

The County is committed to ensuring good communication channels with all employees. An open-door policy is maintained, and all employees are encouraged to use it.

In addition to the exchange of information that occurs daily, all department heads are encouraged to hold regular department meetings. These meetings will cover the overall business environment, project status, process changes and the like.

Examples of other communication tools include: this handbook, bulletin boards, discussions with leaders, memoranda, training sessions as well as other forms of communication. Email is the primary means to share important employee announcements or changes.

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### *Personnel Records*

Itasca County maintains relevant data concerning all employees from the time they apply for work through their termination. The primary reason for collecting and maintaining this data is to provide accurate information to management and all government agencies to comply with all laws. Further, because the County respects the confidentiality of each employee, employee personnel records will be administered and maintained in accordance with all applicable laws.

Employees have the responsibility to notify the Human Resources department of any changes in personnel data. Personal mailing addresses, marital status (including separation), telephone numbers, number and names of dependents, individuals to be contacted in the event of emergency, educational accomplishments and other such status reports should always be accurate and current. All qualifying family status changes must be made within 30 days of the qualifying event.

Requests for personnel data by current employees and former employees regarding their own employment information will generally be provided within seven business days of the request unless otherwise required under state law. Personnel records are to be requested from the Human Resource department.

#### *Data Practices Advisory*

Personnel data is retained in personnel files, finance files, and benefit/medical files. Information is used to administer employee salary and benefit programs, process payroll, complete state and federal reports, document employee performance, etc.

Employees have the right to know what data is retained, where it is kept, and how it is used. All employee data will be received, retained, and disseminated according to the Minnesota Government Data Practices Act.

### *Complaints or Criticisms*

The first step to resolve any complaint or criticism is to communicate with your supervisor as soon as possible. If the employee has a complaint that cannot be resolved by the supervisor contact Human Resources or your union representative for additional resources.

### *Labor/Management Committees*

Historically, Itasca County and the unions have established labor-management committees to focus on teamwork and improved communication. Regardless of their goals, they have one thing in common—the essential need for representatives of labor and management to work together to talk about mutual issues.

### *Disciplinary Procedure*

The purpose of the disciplinary policy and procedure is to provide a fair and consistent method for effectively dealing with employee behavior that is inappropriate in the workplace. Employees will not be disciplined or discharged without just cause. Disciplinary actions may be reviewed through the applicable

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grievance procedure.

### *Work Schedules – Break/Lunch Periods*

County offices will generally be open for business from 8:00 a.m. to 4:30 p.m. The normal workweek is measured from Sunday through the following Saturday.

Your manager or supervisor will advise you when your schedule will normally begin and end. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variation in the total hours that may be scheduled each day and week. You will receive notice of changes in the work schedule as far in advance as is reasonably practical.

Eligibility and length of specific lunch/break periods will vary by work area, work schedule and workload demand. To the extent possible, breaks will be provided in the middle of work periods. Since break time is counted and paid as time worked, employees must not be absent from their work beyond the allotted break time.

Please refer to the Lactation Support section later in this Handbook for matters related to nursing mothers.

Except for the essential staff in the Sheriff's department or as identified in a collective bargaining agreement, all non-exempt employees are provided with one 30-minute, unpaid, uninterrupted meal period in the middle of a normally scheduled shift. Meal periods will not be included in the computation of overtime, nor included in the computation of a normal work shift or payroll period.

### *Separations from Employment*

The separating employee must return all County-owned property at the time of separation, including uniforms, cell phones, keys, computer, and identification cards.

The separating employee shall contact the Human Resources department as soon as notice is given to schedule a departure meeting.

### **Involuntary Termination**

Involuntarily terminated employees the right to request a written statement of the reasons for their termination. Such employee must make the request in writing and within fifteen (15) working days of their termination.

### **Voluntary Termination**

An employee electing to resign or retire must give at least 14 calendar days' notice to leave in good standing, unless specified for a longer duration as per the collective bargaining agreement for that employee. Those employees who are members of ICCEA, ICHSSA, ICMA and ICEA must give a 30 calendar

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days' notice to leave in good standing, unless specified for a longer duration. (A shorter period of notice may be agreed upon by the HR Director and department head in unusual circumstances.)

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### Workplace Expectations

#### *Attendance and Punctuality*

The success of our County depends greatly on our employees. All employees are encouraged to have habits of good attendance and punctuality. From time to time, an instance may arise when you may be away from work due to circumstances beyond your control. Regular and predictable attendance is an essential requirement of every position in Itasca County.

In the event of an absence or tardy, you should report to the supervisor the reason for absences and if you are going to be absent for more than one day as soon as you reasonably are able. While best practice is to provide an expected duration of the absence, if not stated, it will be understood that the call covers one day only. If absence is due to an illness, a doctor's note may be requested. It is the employee's responsibility to keep their supervisor informed on the duration of the time off needed.

Poor attendance records impact our ability to serve our community. An employee with a record of excessive absenteeism or tardiness may be subject to disciplinary action.

#### *Ethics*

As public employees, Itasca County employees are held to a high standard of conduct and level of scrutiny. The public trust and confidence in County employees are critical to the success of government. Itasca County expects employees to adhere to the highest ethical values when conducting County business and to follow the Code of Ethics and related state statutes.

Employees cannot directly or indirectly receive or agree to receive any payment, gift, favor, service or promise in return for any work activities.

A situation may be considered a conflict of interest if you use your position or access to data to secure advantages, work for another employer during your scheduled hours or work in a position outside of the County that is incompatible with your county position. Any employee who has official involvement in the purchasing or contracting process cannot receive advantages, be influenced by personal relationships or personal gain.

When an employee believes the potential for a conflict of interest exists, it is the employee's duty to avoid the situation. If either the employee or the employee's supervisor determines that a conflict of interest exists, report the situation to the Human Resources Director.

Violation of the provisions of this policy may be grounds for disciplinary action.

#### *Personal Appearance*

Work at the County is intended to be a comfortable, yet professional, working environment. An employee's personal appearance and cleanliness should not distract from the ability and willingness of other employees and the public to work with him or her. To ensure confidence of the public and portray

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competence in our profession, personal appearance should be appropriate to the nature of the work and contacts with other people.

### *Political Activities*

Employees may not solicit, compel another employee to join any organizations, or to take part in any political activity during work hours.

No political signs may be displayed in any county-owned grounds or buildings.

An Itasca County employee is eligible to declare candidacy and run for non-partisan public office for the positions of County Commissioner, County Attorney, County Auditor/Treasurer, County Sheriff, County Recorder or for State and/or Federal positions without taking leave, provided they refrain from conducting any political lobbying or political activities on any County owned property or during the employee's regularly scheduled hours of work. Any violation of this policy would result in disciplinary action as directed by the Itasca County Discipline Policy.

### *Conduct*

To assure orderly operations and provide the best possible work environment, Itasca County expects you to follow rules of conduct that will protect the interests and safety of all employees and the employer.

While no list can be developed that outlines every potential instance of misconduct, the following are some examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment. This is not meant to be a complete list and other instances may constitute a violation of rules of conduct based on the circumstances of the case.

1. Failure to produce the quality of work and/or the quantity of work the position or classification requires.
2. Violation of or failure to follow County policies and procedures as outlined in this Handbook or County Policy.
3. Acceptance of a fee, gift, or other item of value in the course of the employee's work which might reasonably be construed as evidence of or has the appearance of favoritism, coercion, unfair advantage or collusion.
4. Failure to observe safety rules or regulations or engaging in unsafe work practices.
5. Excessive absenteeism, tardiness, early departures, unauthorized leaving of work areas or any other unauthorized absence from work.
6. Fraudulent use of benefit plans, including workers compensation.
7. Sleeping on the job.
8. Falsification of timekeeping records and the inaccurate reporting of time.
9. Consuming, possessing or being under the influence of an alcoholic beverage or illegal drug during working hours.
10. Violating the data privacy rights of any employee, client, or member of the public.
11. Carrying or otherwise possessing a firearm or other dangerous weapon at the workplace. Licensed

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peace officers who carry a gun for work purposes are exempt from this prohibition.

12. Fighting or otherwise engaging in threatening or intimidating conduct toward others.
13. Violating a criminal or traffic law which has potential for having a negative impact on the employee's ability to do the job, or otherwise threatens the safety of coworkers or members of the public.
14. Breaching standards of conduct applicable to the employee's profession.
15. Gross negligence or willful conduct causing damage to County property.
16. Theft of County property or theft of personal property from the workplace.
17. Harassment of any type of the public or any employee.
18. Engaging in deception, fraud or misrepresentation in the employment application, examination and/or selections process by omitting information or furnishing false, misleading, or fraudulent information, certificate, or license.
19. Engaging in non-work-related activities while on duty.
20. Failure to communicate or conduct oneself in a professional and courteous manner when dealing with members of the public, fellow County employees or officials or individuals who have interactions with the County.

### *Use of County Equipment and Vehicles*

Equipment and vehicles essential to the services the County provides for County use are expensive and may be difficult to replace. When using County property, you are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards and guidelines. County vehicles may be used only for authorized County business. A County vehicle may not be used for transportation to or from the residence of a County employee, except for permitted uses.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment may result in reasonable suspicion for drug/alcohol screening, disciplinary action, up to and including termination. If an employee negligently damages property or equipment, that person may be personally responsible for paying for the damage.

No County materials (including salvage materials), equipment or tools may be removed at any time for personal use or gain without approval.

No employee shall operate or ride in a County vehicle or personal vehicle while on County business without a safety belt properly fastened.

All County vehicles are designated as "Non-smoking Vehicles".

### *Use of Technology and Related Equipment*

To successfully fulfill the requirements of the work, Itasca County will issue equipment, such as computers, cell phones, tablets, etc. and/or access to technology. Itasca County can prohibit the use of any/all of this equipment or set limitations on its usage. The use of Itasca County electronic communication devices is a privilege that may be revoked at any time. Itasca County reserves the right to monitor all electronic

## EMPLOYEE HANDBOOK

transmissions originating from or coming into the County systems. It is your responsibility as a technology user to understand and follow all related policies and processes.

### *Solicitation*

Solicitation of employees for any purpose is prohibited on county facility property without permission of the Itasca County Administrator.

This does not prohibit those parties conducting other business relative to purchases by the County or other valid endeavors.

### *Smoking*

There is no smoking permitted in Itasca County-owned buildings, county-owned vehicles, or county-owned equipment.

Smoking will only be permitted at designated sites.

### *Respectful Workplace*

Itasca County is committed to providing a safe and respectful public service environment and workplace free from inappropriate behaviors, unlawful harassment, discrimination, and retaliation. Itasca County will make every reasonable effort to ensure that all concerned are familiar with this policy and are aware that any complaint in violation of this policy will be investigated and resolved appropriately.

Every member of the Itasca County team has a role to play in achieving a respectful workplace. All employees, interns, volunteers, elected/appointed officials, or other associates of the County, will not engage in or be subjected to violence or harassment within the workplace or in the commission of their assigned duties. Further, they will report any persons who violate this policy to their supervisor or HR Department and appropriate action will be administered.



## EMPLOYEE HANDBOOK

### Workplace Safety Program

Itasca County has a longstanding commitment to provide a safe and productive work environment. The Risk/Safety Manager provides guidance and is responsible for the overall safety program compliance. Risk Management Commission is made up of a cross-functional team of employees who have the responsibility to develop, audit and improve the safety and health program in the interest of a safer work environment.

It is expected that each employee take safety seriously. Always use protective equipment and follow standards whenever necessary. If you deliberately disregard our guidelines, we may discipline you for your own and others' safety.

### *Drug-Free Workplace*

In compliance with the Drug-Free Workplace Act, Itasca County expects all employees to be free of use of drugs and alcohol in the workplace. Itasca County has policies that establish provisions for the testing of employees/applicants and their ability to perform the duties of a position.

Employees meeting the Federal Government definition of safety sensitive positions must comply with the Federal Drug and Alcohol Law. Information regarding the drug testing process and the Itasca County Transportation Employee Drug and Alcohol Policy is available from the HR department.

The unlawful manufacture, distribution, possession, or use of a controlled substance on County property or while conducting County business is absolutely prohibited. Violations of this policy will result in disciplinary action, up to and including termination, and may have legal consequences.

Employees must abide by the terms of this policy and must report any conviction under a criminal drug statute for violations occurring on or off work premises while conducting County business. A report of the conviction must be made within five (5) days after the conviction as required by the Drug-Free Workplace Act of 1988.

### *Employee Identification / Security*

All employees will be issued an employee identification card. It is important that you display your County I.D. card to the public as an employee of Itasca County and your role.

All County facilities have secured entrances. Security access may include traditional metal keys, codes to panels, proximity and/or FOB devices, that are used to control and secure access the County premises, network, and data.

### *Employee Possessions, Belongings, Automobiles*

Itasca County is not responsible for the theft of or damage to employee belongings inside the building, in the parking lot, or on adjacent streets.

Itasca County is not responsible for moving violations, parking tickets or towing charges incurred by

## EMPLOYEE HANDBOOK

employees.

Employees must park their car in the designated areas.

### *Workers Compensation*

All employees are covered by Workers' Compensation Insurance. Under the Workers' Compensation Law, if you sustain an injury or disease while performing your job, you should report the incident immediately to your supervisor. Your supervisor will assist you in completing the appropriate form(s) so that your claim can be filed with the Risk /Safety Manager.

When the injured employee is released to return to work, a medical statement from the treating physician including specific work restrictions and the length of time these restrictions must be submitted.

### *Responding to Emergencies*

In the event of an emergency, respond to the situation in an appropriate manner (i.e. call 9-1-1, evacuate the building, move to a safe area, administer First Aid/CPR, etc.). If evacuation of the building is necessary, all employees should meet in the parking lot (or other designated place) to ensure that all employees are accounted for.

Fire extinguishers are located in various areas in all County facilities. You are encouraged to identify locations of the fire extinguishers, first aid kits, eyewash stations and AED (if available) near your workspace.

### *Safety & Training*

Itasca County is committed to creating a hazard-free workplace. To this end, we will ensure workplace safety through preventative action and Hazard Communication.

#### **Preventative action**

Preventative actions are any actions we take to avoid injuries or illnesses related to the workplace. We will periodically conduct risk assessments and job hazard analyses to uncover health risks to employees. And we will establish preventative measures to address risks accordingly.

#### **Training**

Each employee will be required to complete training specific to their position on safety standards and procedures. Enrollment in training sessions and tracking for refresher courses will be the responsibility of the Safety/Risk Manager.

#### **Hazard Communications**

Under the Employee Right to Know Act all employees are aware of the dangers associated with hazardous substances, harmful physical agents, or infectious agents they may be exposed to in their workplace. Itasca County will identify, inventory, and provide training regarding hazardous substances, harmful

## **EMPLOYEE HANDBOOK**

physical agents, or infectious agents. Information is available from the Safety Data Sheets (SDS). The Safety Data Sheets (SDS) are readily accessible to employees in the area or areas in which exposure is likely to occur.

## EMPLOYEE HANDBOOK

### Pay and Benefits

Employees of Itasca County are offered a wide range of benefits. Several the programs are mandated by law such as social security, workers compensation, state disability and unemployment insurance. Other programs have optional participation such as medical insurance, deferred compensation, or flexible spending accounts.

The County makes a competitive monthly contribution toward benefits (such as health, dental, and life insurance). Employees are encouraged to look closely at this contribution as part of their overall compensation package.

Full Summary Plan Descriptions outlining the optional benefit choices will take precedence over any information summarized in this handbook.

#### *Deferred Compensation*

Deferred compensation is a plan whereby the employee sets aside a portion of pay and postpones the income tax liability on it until the year(s) in which there is an eligible withdrawal from the account. The employee has the choice to participate in plans offered by Nationwide Retirement Solutions or MN State Retirement System.

#### *Employee Assistance Program*

##### **1.800.550.MCIT (6248)**

Itasca County recognizes that from time to time employees may face a serious problem of a personal, work-related, or family nature. These problems can be as wide-ranging as physical or emotional stress, financial difficulties, marital discord, dependencies on alcohol or other chemicals, or legal concerns. Such problems can affect an employee's well-being, job performance, and family members. Thus, it is vitally important that such problem situations receive prompt and professional attention.

Itasca County cares about your welfare both on and off the job and has contracted with Sand Creek Group, Ltd to provide confidential, professional counseling. Employee assistance services are available to all county employees and dependents. There is no membership cost to use this program. If assistance is needed, feel free to contact the EAP service provider or the Human Resources Department for more information. **Remember, it's voluntary, it's confidential and it's convenient!**

#### *Health Insurance*

The County currently offers regular employees' enrollment in health insurance coverage options.

Employees have up to 30 days from their date of hire to make health plan elections. Each year, employees will have the opportunity to review coverage and enrollment options. During this open enrollment period, employees may keep or change their election for the coming year. Life change events (such as changes in marital status, loss/gain of coverage, birth, etc.), allow employees to make midyear changes in coverage.

## EMPLOYEE HANDBOOK

The Human Resource department is available to answer benefits plan questions and assist in enrollment as needed.

### *Dental Insurance*

Dental insurance is available for regular employees as early as 6 months after hire date. The employee has the option to enroll in the program within 30 days of eligibility or during an open enrollment period. See the Human Resources department to seek answers to the questions regarding insurance coverage or for information about enrollment options.

### *Life Insurance*

To protect family from loss of income in case of death, Itasca County offers a basic life insurance policy that includes an Accidental Death and Dismemberment feature to cover each regular employee, effective the first of the month after hire.

In addition, each employee will have the option to purchase additional (supplemental) coverage on self, spouse and/or children.

All employees are encouraged to review their coverage and update their beneficiaries regularly.

### *Wellness Program*

The Wellness Program, which is coordinated by Public Health strives to enhance employees' health and quality of life by developing, providing, and evaluating health promotion programs that increase awareness, knowledge, and adoption of healthy lifestyles. The Wellness Committee is made up of volunteer County employees. Anyone interested in working on the Wellness Committee should contact Public Health for more information.

### *Lactation Support*

In accordance with MN Statute 181.939 and in recognition of the well-documented health advantages of breastfeeding, the County supports in the following ways:

- Any employee who is breastfeeding her child may use their normal breaks and mealtimes as needed to express breast milk for her baby. Breaks longer than the usual length will be unpaid or personal leave may be elected.
- A lactation room will be provided.
- Expressed breast milk may be stored in County refrigerators. Any breast milk stored in the refrigerator must be labeled with the name of the employee and the date of expressing the breast milk. Any nonconforming products stored in the refrigerator may be disposed of. Employees storing milk in the refrigerator assume all responsibility for the safety of the milk and the risk of harm for any reason, including improper storage or refrigeration and tampering.

## EMPLOYEE HANDBOOK

- Resources are available from Public Health, including information regarding breastfeeding equipment rental or purchase, prenatal and postpartum breastfeeding education, and informational materials.

### Fitness Center

Located in the Courthouse contains various equipment and is free of charge. Employee's will be required to provide a written physician's note prior to use. See Risk/Safety Manager for more details.

### *Retirement Fund (PERA)*

Public Employees Retirement Association (PERA) was established in 1931 to provide retirement and disability benefits for members. Membership in PERA is available to both elected and non-elected public employees. If you are a non-elected public employee, you automatically become a member when you begin public service. If you are an elected officer or you are appointed to an elective office, membership is optional.

There are more than 100,000 members of PERA, with benefits derived from three separate funds:

1. The General Employees Retirement Plan is the largest plan covering most full or part-time employees of local governmental units or school districts. It is divided into two parts: the Coordinated Plan which covers employees who meet the plan's eligibility requirements after 1967 and the Basic Plan covering employees who became members of PERA before 1967.
2. The Correctional Plan covers selected positions within county correctional facilities (correctional guards, officers, or joint jailer/ dispatchers and those who supervise these employees) and
3. The Police and Fire Plan, which is for full-time police officers and firefighters. The plan can include certain part-time police officers and firefighters if the governing board of the employing unit certifies their eligibility and requests coverage.

If you would like more information about PERA, contact the Human Resources department or PERA at their toll-free number, 1-800-652-9026.

### *Employee Reimbursement*

Itasca County recognizes that in the course of conducting County business, there are associated business expenses. Employees and elected officials are expected to be cost conscious and prudent in incurring these expenses. All expenses should be consistent with the departmental work plan and budget.

It is the policy of Itasca County to reimburse employees or elected officials for expenses incurred in the course of official county business in accordance with state auditor and federal guidelines and in compliance with the provisions within County policy.

## EMPLOYEE HANDBOOK

Itasca County has an employee reimbursement of expense policy for travel within and outside of the State of Minnesota. Permission must be secured from the County Board for travel outside of the State on County business.

The County Board's approval is not necessary for routine travel within the State that is in the line of duty and budgeted for, with the exception of border cities.

For more information on this policy you may contact your department manager or refer to the Reimbursement of Expense Policy within the Itasca County Policy Manual.

### *Payroll Procedures*

The pay period shall be a period of two (2) consecutive calendar weeks commencing at 12:01 A.M. Sunday of the first day of the pay period and ending at 11:59 P.M. on Saturday on the last day of the second week of the pay period.

All employees must submit a time sheet for approval, payment will be on the second Friday following the end of each pay period

### *Timecards*

Accurately recording time worked is the responsibility of every employee. Federal and state laws require the employer to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time spent on the job performing assigned duties.

Tampering, altering or falsifying time records may result in disciplinary action up to and including termination.

It is your responsibility to certify the accuracy of all time recorded. Your manager will review and then approve the time record.

### *Overtime / Compensatory Time*

When operating requirements or other needs cannot be met during regular working hours, you may be scheduled to work overtime hours. When possible, advance notification of these assignments will be provided. All overtime work must receive prior authorization.

Calculation of overtime is determined by the individual FLSA status and the bargaining unit language. In most cases, an employee may elect to bank compensatory time in lieu of overtime pay.

### *Wage Garnishment*

Requests for wage garnishments will be processed by the payroll department. Itasca County will not

## EMPLOYEE HANDBOOK

discharge, refuse to hire, or otherwise discipline any employee because earnings have been subjected to garnishment.

### Time Off / Leave of Absence

#### *Family & Medical Leave Act (FMLA)*

The function of this policy is to provide employees with a general description of their FMLA rights. In the event of any conflict between this policy and the applicable law, employees will be afforded all rights required by law. Any questions about eligibility, the definitions of terms within the law, application of the law, concerns or disputes, you should contact Human Resources.

#### **General Provisions**

Under this policy, Itasca County will grant up to 12 weeks (or up to 26 weeks of military caregiver leave to care for a covered service member with a serious injury or illness) during a 12-month period to eligible employees. The leave may be paid, unpaid or a combination of paid and unpaid leave, depending on the circumstances of the leave and as specified in this policy.

To qualify as FMLA leave under this policy, the employee must be taking leave for one of the reasons listed below:

- The birth of a child and to care for that child.
- The placement of a child for adoption or foster care and to care for a newly placed child.
- To care for a spouse, child or parent with a serious health condition (Under the FMLA, a “spouse” means a husband or wife as defined under the law in the state where the employee resides, including same-sex marriages in states that legally recognize such civil unions).
- A serious health condition that makes the employee unable to perform the functions of the employee's position.

NOTE: A serious health condition is defined as a condition that requires inpatient care at a hospital, hospice or residential medical care facility, including any period of incapacity or any subsequent treatment in connection with such inpatient care or as a condition that requires continuing care by a licensed health care provider.

- Qualifying exigency leave for families of members of the National Guard or Reserves or of a regular component of the Armed Forces when the covered military member is on covered active duty or called to covered active duty.

An employee whose spouse, son, daughter or parent has been notified of an impending call or order to covered active military duty or who is already on covered active duty may take up to 12 weeks of leave for reasons related to or affected by the family member's call-up or service. The qualifying exigency must



## EMPLOYEE HANDBOOK

be one of the following: a) short-notice deployment, b) military events and activities, c) child care and school activities, d) financial and legal arrangements, e) counseling, f) rest and recuperation, g) post-deployment activities, and h) additional activities that arise out of active duty, provided that the employer and employee agree, including agreement on timing and duration of the leave.

### **Amount of Leave**

An eligible employee may take up to 12 weeks for the first five FMLA circumstances above (under heading "Type of Leave Covered") under this policy during any 12-month period. The County will measure the 12-month period as a rolling 12-month period measured backward from the date an employee uses any leave under this policy.

An eligible employee can take up to 26 weeks for the FMLA military caregiver leave circumstance above during a single 12-month period. For this military caregiver leave, the County will measure the 12-month period as a rolling 12-month period measured forward. FMLA leave already taken for other FMLA circumstances will be deducted from the total of 26 weeks available.

If a husband and wife both work for the County and each wish to take leave for the birth of a child, adoption or placement of a child in foster care, or to care for a parent (but not a parent "in-law") with a serious health condition, the husband and wife may only take a combined total of 12 weeks of leave. If a husband and wife both work for the County and each wish to take leave to care for a covered injured or ill service member, the husband and wife may only take a combined total of 26 weeks of leave.

### **Employee Status and Benefits During Leave**

While an employee is on leave, the County will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work.

### **Employee Status After Leave**

An employee who takes leave under this policy may be asked to provide a Return to Work statement from the health care provider.

### **Use of Paid and Unpaid Leave**

An eligible employee may elect eligible earned leave or unpaid time to run concurrently with FMLA leave.

Disability leave, including workers' compensation leave (to the extent that it qualifies), will be designated as FMLA leave and will run concurrently with FMLA.

### **Intermittent Leave or a Reduced Work Schedule**

The employee may take FMLA leave in 12 consecutive weeks, may use the leave intermittently (take a day periodically when needed over the year) or, under certain circumstances, may use the leave to reduce the workweek or workday, resulting in a reduced-hour schedule. In all cases, the leave may not exceed a total of 12 workweeks (or 26 workweeks to care for an injured or ill service member over a 12-month period).

### **Certification forms** (employee's or family member's)

The County will require certification for the serious health condition or of the qualifying exigency for military family leave. The employee must respond to such a request within 15 days of the request or

## EMPLOYEE HANDBOOK

provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave.

### **Recertification**

The County may request recertification for the serious health condition of the employee or the employee's family member when circumstances have changed significantly, or if the employer receives information casting doubt on the reason given for the absence, or if the employee seeks an extension of his or her leave. Otherwise, the County may request recertification for the serious health condition of the employee or the employee's family member every six months in connection with an FMLA absence.

### **Procedure for Requesting FMLA Leave**

All employees requesting FMLA leave must provide HR staff with verbal or written notice of the need for the leave. Within five business days after the employee has provided this notice, HR will provide the employee with the DOL Notice of Eligibility and Rights.

When the need for the leave is foreseeable, the employee must provide the employer with at least 30 days' notice. When an employee becomes aware of a need for FMLA leave less than 30 days in advance, the employee must provide notice of the need for the leave either the same day or the next business day. When the need for FMLA leave is not foreseeable, the employee must comply with the County's usual and customary notice and procedural requirements for requesting leave.

The County may require an employee on FMLA leave to report periodically on the employee's status and intent to return to work.

### ***Bereavement Leave***

A regular full-time or regular part-time employee will be granted time for funeral leave in the event of a death in the immediate family. This paid leave will not be deducted from the employee's vacation or sick leave balance.

The actual amount of time off, and funeral leave approved, will be determined by the department head depending on individual circumstances (such as the closeness of the relative, arrangements to be made, distance to the funeral, etc.).

### ***Holidays***

The County observes the following official holiday for all regular full-time and part-time employees:

New Year's Day,  
Martin Luther King Day,  
President's Day,  
Memorial Day,  
Independence Day,

Labor Day, Veteran's Day,  
Thanksgiving Day,  
Friday after Thanksgiving,  
Christmas Eve  
Christmas Day,

## EMPLOYEE HANDBOOK

Employees in local 1452, 639, 639A, 639-3 and their ICEA supervisors also observe Good Friday and Columbus Day as holidays.

When a holiday falls on a Sunday, the following Monday shall be taken as the holiday. When a holiday falls on a Saturday, the preceding Friday shall be the 'observed' holiday for County operations/facilities that are closed on holidays.

To receive the above-mentioned holidays as paid, an employee must have performed work, been on vacation, sick leave or on bereavement leave in the pay period in which the holiday occurred AND was scheduled to work on the last scheduled work day prior to the holiday and scheduled to work on the first scheduled work day following the holiday.

Part-time employees will receive prorated holiday pay. Any employee on a leave of absence without pay from the County is not eligible for holiday pay.

Employees wanting to observe holidays other than those officially observed by the County may request either floating holiday, vacation leave or unpaid leave for such time off.

### *Jury Duty – Court Appearances*

Regular full-time and part-time employees will be granted paid leaves of absence for required jury duty. Such employees will be required to turn over any compensation they receive for jury duty, minus mileage reimbursement, to the County in order to receive their regular wages for the period.

Employees excused or released from jury duty during their regular working hours will report to their regular work duties as soon as reasonably possible or will take accrued vacation or compensatory time to make up the difference.

Employees are required to notify their supervisor as soon as possible after receiving notice to report for jury duty.

### *Court Appearances*

Employees will be paid their regular wage to testify in court for County-related business. Any compensation received for court appearances (e.g. subpoena fees) arising out of or in connection with County employment, minus mileage reimbursement, must be turned over to the County.

### *Leave of Absence*

Depending upon an employee's situation, more than one form of leave may apply during the same period of time (e.g., the Family and Medical Leave Act is likely to apply during a workers' compensation absence). An employee will need to meet the requirements of each form of leave separately. Leave requests will be evaluated on a case-by-case basis.

Except as otherwise stated, all paid time off, taken under any of the County's leave programs, must be

## EMPLOYEE HANDBOOK

taken consecutively, with no intervening unpaid leave. The County will provide employees with time away from work as required by state or federal statutes, if there are requirements for such time off that are not described in the personnel policies.

A leave of absence (LOA) without pay may be granted for medical reasons or personal reasons but not to include the engagement of other employment.

### *Sick Leave*

To help employees save vacation time and holidays for the enjoyable times, each employee earns a rate of sick leave each pay period, which is to be used during the less than enjoyable times of illness and/or disability. Sick leave may be used whenever the employee is unable to work because of illness or disability, pregnancy or pregnancy-related problems, exposure to contagious diseases that could endanger the health of others, or the need to visit a healthcare provider during work hours. (For further information check with your bargaining agreement.) For those individuals working on less than a full-time basis, sick leave may be earned on a pro-rated basis.

### *Vacation*

Employees shall receive vacation in accordance with the bargaining agreement. For determining an employee's vacation accrual rate, years of service will include all continuous time that the employee has worked for the County (including authorized unpaid leave). Employees who are rehired after terminating County employment will not receive credit for their prior service. An employee will not earn any vacation leave for any pay period unless employed by the County on the start of the pay period and must work 50% of the pay period. For those individuals working on less than a full-time basis, vacation may be earned on a pro-rated basis.

Vacation leave may be used as it is earned, subject to approval by the employee's supervisor. Requests for vacation must be received in advance of the requested time off.

### *Elections / Voting, Donating, Attending school conferences*

An employee selected to serve as an election judge pursuant to Minnesota law, will be allowed time off without pay for purposes of serving as an election judge, provided that the employee gives the County at least twenty (20) days written notice.

All employees eligible to vote at a State general election, at an election to fill a vacancy in the office of United States Senator or Representative, or in a Presidential primary, will be allowed time off with pay to vote on the election day. Employees wanting to take advantage of such leave are required to work with their supervisors to avoid coverage issues.

Employees working an average of 20 or more hours per week may take paid leave, not to exceed 40 hours, unless agreed to by the County, to undergo medical procedures to donate bone marrow or an organ. The 40 hours is over and above the amount of accrued time the employee has earned. The County may require

## EMPLOYEE HANDBOOK

a physician's verification of the purpose and length of the leave requested to donate bone marrow or an organ. If there is a medical determination that the employee does not qualify as a bone marrow or organ donor, the paid leave of absence granted to the employee prior to that medical determination is not forfeited.

Any employee who has worked half-time or more may take unpaid leave for up to a total of sixteen (16) hours during any 12-month period to attend school conferences or classroom activities related to the employee's child (under 18 or under 20 and still attending secondary school), provided the conference or classroom activities cannot be scheduled during non-work hours. When the leave cannot be scheduled during non-work hours and the need for the leave is foreseeable, the employee must provide reasonable prior notice of the leave and make a reasonable effort to schedule the leave so as not to disrupt unduly the operations of the County. Employees may choose to use vacation leave hours for this absence but are not required to do so.

Board Approved: 8/6/1985 (original); 10/13/2020 (complete revision)



**ITASCA COUNTY  
BOARD OF COMMISSIONERS**

Itasca County Courthouse  
123 NE 4th Street  
Grand Rapids, MN 55744

Tuesday, October 13, 2020

**REQUEST FOR BOARD ACTION: RBA-2020-979**

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**DEPARTMENT:** Human Resources  
**PRESENTER:** Lynn Hart

**TIME REQUESTED:** < 5 Minutes

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**AGENDA ITEM:**  
Employee Handbook

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**BOARD ACTION REQUESTED:**  
Approve the updated Employee Handbook.

**BACKGROUND:**  
The Employee Handbook has been updated and describes important information about employment with Itasca County. The Employee Handbook is reviewed and given to each new employee on their first day of hire during their orientation with Human Resources.

**COUNTY ATTORNEY REVIEW:** This has been reviewed with the County's labor attorney

**SUPPORTING DOCUMENTATION:**  
1. Employee Handbook

10/06/2020

<b>RESULT:</b>	<b>RECOMMENDED FOR CONSENT</b>	<b>NEXT: 10/13/2020 2:30 PM</b>
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<b>RESULT:</b>	<b>APPROVED (5 TO 0)</b>
<b>MOVER:</b>	Commissioner Terry Sndyer
<b>SECONDER:</b>	Commissioner Davin Tinquist
<b>AYES:</b>	Davin Tinquist, Terry Snyder, Leo Trunt, Burl Ives, Ben DeNucci