



BENTON COUNTY

PERSONNEL POLICIES AND PROCEDURES

Effective January 1, 2025

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NOTICE

The Benton County Personnel Policies and Procedures are only general policy statements. Non-bargaining employees are employed “at will,” which means that either Benton County or the employee can end the employment relationship at any time, with or without cause, and with or without notice. Nothing in the offer of employment, these policies or procedures, other employment documents, or any oral communications alters the at-will employment relationship, creates an employment contract, or constitutes a promise of specific treatment in specific situations. An employment contract or agreement to modify the at-will relationship can be made only by a separate written employment contract signed by the employee’s elected official(s) and the Board of County Commissioners. Benton County retains the right to depart from these policies and procedures or to unilaterally modify, amend, or revoke them at any time, with or without notice.

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SECTION 1 – DEFINITIONS

- 1.1 **Department Heads:** The County Administrator, Deputy County Administrator, and Directors of County departments.
- 1.2 **Elected Officials:** Benton County officials elected pursuant to Washington State law.
- 1.3 **Board:** The Benton County Board of Commissioners.
- 1.4 **Non-Bargaining Employees:** Employees in positions not represented by a labor organization.
- 1.5 **Exempt Position:** Position determined to be exempt from the mandatory overtime provisions of the Fair Labor Standards Act (FLSA) or Washington Minimum Wage Act (MWA).
- 1.6 **Non-Exempt Position:** Position determined to be subject to the mandatory overtime provisions of the FLSA or MWA.
- 1.7 **Anniversary Date:** The date of entry into a pay grade.

SECTION 2 – TYPES OF EMPLOYMENT

- 2.1 **Position Definitions and Authorization:**
 - A. **Position Authorization:** The Board authorizes all positions within the classifications defined below, except for temporary positions paid out of Temporary Help budget lines, in accordance with the Benton County Budget Policies and Procedures.
 - B. **Full-Time:** A position normally scheduled 40 work hours per week with an actual or expected duration of more than five months.
 - C. **Part-Time:** A position normally scheduled less than 40 work hours per week with an actual or expected duration of more than five months.
 - D. **Temporary:** A position with an expected duration of less than five months. A temporary position may be part-time or full-time.

- E. Extended Temporary: A temporary position with an expected duration of more than five months and less than two years, usually for the purpose of completing a specific project, grant, seasonable work, etc. Extended temporary positions must be coordinated with the Human Resources (HR) Department.
- F. On-Call: A position scheduled to work in a limited, but on-going capacity. An on-call employee typically works intermittently, seasonal, or varying schedule on an as needed basis.

SECTION 3 – COMPENSATION POLICY and ADMINISTRATION

It is the Policy of the County to administer a uniform employee compensation system. The pay and benefits provided by the County to its employees are for the purpose of recruiting and retaining competent individuals to perform services which the County is either required to or discretionarily provides to its constituents. The County will provide pay and benefits based on external comparability and internal equity within the financial limits established. The HR Director is responsible for the administration of compensation policy for the County.

- 3.1 Pay schedule: Unless the pay for a position is otherwise stated in a written resolution or employment agreement approved by the Board, all positions shall be subject to a multi-grade, nine-step pay schedule for non-bargaining employees. This pay schedule is approved by the Board and maintained by the HR Department.
 - A. Positions are placed on the pay schedule based on the external market rate of similar positions, point factoring, compression between positions, and internal equity factors.
 - B. On an annual basis, the HR Director will make recommendations to the County Administrator for adjustments to the pay schedule for the following year.
 - C. Directors and Managers will be subject to a multi-grade, five-step pay schedule for Director and Managers.
- 3.2 Entrance pay rate: Individuals selected to fill a vacant position may be hired at Step 1(A) or Step 2(B) of the approved pay grade, at the discretion of the Elected Official or Department Head.
 - A. Exceptions up to Step 5(E) may be approved by the Board, in writing, on a limited basis based on related experience, education, and qualifications of the individual.

- B. Exception requests must be reviewed by HR prior to presentation to the Board for approval.
- 3.3 Promotion: An employee promoted to a position in a higher pay grade will be placed at the step in the new grade that affords them no less than a five percent pay increase.
- 3.4 Temporary Promotion: A temporary promotion is a temporary assignment, lasting more than 14 days, in a higher pay grade. During the temporary promotion period, the employee will receive a premium payment equal to five percent of Step 1(A) of the temporary assignment's grade.
- A. Premium payments shall not be considered as part of an employee's base wage for the purposes of pay increases or placement within a new pay grade.
- 3.5 Transfer: If an employee is transferred into a position in the same grade, there is no pay change or change in anniversary date.
- 3.6 Demotion: An employee demoted into a lower pay grade will be placed as follows:
- A. Involuntary: An employee who is involuntarily demoted because of discipline shall be placed at the step that gives the employee at least a 10% pay decrease.
 - B. Voluntary: An employee who is voluntarily demoted shall be placed at the same step in the new grade.
- 3.7 Pay Progression: Progression through the nine-step pay plan is based on an employee's satisfactory performance in the classification, as determined by the Elected Official or Department Head, subject to the following criteria:
- A. Step 1(A): An employee who has worked a minimum of six consecutive months of satisfactory performance in Step 1(A) is eligible for progression to Step 2(B).
 - B. Steps 2(B) through 8(I): An employee who has worked a minimum of 12 consecutive months of satisfactory performance in the current step is eligible for progression to the next step.
 - C. Denial of step increase: If an employee is denied a step increase due to unsatisfactory performance, the Elected Official or Department Head shall notify the employee in writing and establish a period in which to review the employee's performance again. Upon the employee's demonstration of satisfactory performance, the step increase may be granted.

- D. Directors and Managers: Directors and Managers shall work a minimum of 12 consecutive months in all steps prior to being eligible for advancement to the next step.

- 3.8 Position Titles: For consistency in the classification structure, all positions within the County's Salary Schedule are assigned an official title, as determined and maintained by HR. All employees are to utilize the official assigned title when representing the County as an employee performing their duties.

- 3.9 Job Descriptions: Job descriptions shall be maintained by HR and reviewed periodically for accuracy and legal compliance.

SECTION 4 – COMPENSATION REVIEW

- 4.1 When the duties of a position have changed substantially or when circumstances warrant a review of the compensation for a position, the request for review shall be made to HR by the Elected Official or Department Head. Compensation review requests will only be considered as part of the County's biennial budget development process. Requests must be submitted to HR no later than May 30th of the budget adoption year.
 - A. The request for review shall include all of the following:
 - i. Justification for the request
 - ii. Proposed job description
 - iii. Current organizational chart for the office/department
 - iv. Recommended placement on the salary schedule

 - B. HR will evaluate the position and publish a recommendation which will be reviewed with the requesting Elected Official or Department Head no later than July 1st of the budget adoption year.
 - i. In the event the requestor disagrees with the recommendation of HR, the request will be reviewed by the County Administrator.

- 4.2 Position compensation requests may be reviewed outside of the budget process under extraordinary circumstances as determined by the HR Director and County Administrator.

- 4.3 All pay changes for positions shall be approved by Board resolution.

- 4.4 If a pay grade for a position increases as a result of a significant increase in job duties, employees occupying the position will be placed at the step in the new grade that affords them at least a five percent increase.

- 4.5 If a pay grade for a position increases as a result of factors other than a significant increase in job duties, employees occupying the position will be placed at the same step in the new pay grade.
- 4.6 If a pay grade for a position decreases, employees will be placed at the step of the new grade at or nearest to their current pay that does not result in a decrease in pay.
 - A. If the employee's current pay is higher than the highest step of the new pay grade, the employee's pay will be frozen until such time as the pay matrix is increased to meet or exceed their frozen rate of pay.
 - i. Employees whose pay is frozen are not eligible for any pay increases until the highest step of the assigned pay grade is the same or higher than their frozen rate of pay.
- 4.7 HR shall maintain records related to employee movement within the pay schedule and compensation reviews in accordance with applicable document retention schedules.

SECTION 5 – PAY ADMINISTRATION, TIMEKEEPING and OVERTIME

- 5.1 **Frequency:** Employees are paid on a bi-weekly basis, every other Tuesday for the pay period ending the Saturday 10 days prior.
- 5.2 **Time Reporting:**
 - A. **Non-Exempt Positions:** Employees are to report all hours worked, all hours absent, and all hours for which leave is approved, on timekeeping records in accordance with Elected Official or Department Head procedures.
 - B. **Exempt Positions:** Employees are expected to work the amount of time necessary to accomplish the duties and tasks of the position. Exempt employees may be required to work a particular schedule and are to report hours for which leave is approved on timekeeping records in accordance with Elected Official or Department Head procedures.
- 5.3 **Overtime:** This section shall not apply to employees in exempt positions.
 - A. The regular work week for the purposes of overtime begins on Sunday at 12:00am and ends on Saturday at 11:59pm, unless otherwise stipulated by the Elected Official or Department Head or an applicable collective bargaining agreement.

- i. For employees on a 9/80 schedule, the work week for the purposes of overtime begins at noon on Friday and ends 168 hours later on the following Friday.
- B. Hours worked in excess of 40 hours in the work week, will be paid at one and one-half times the regular rate of pay.
- C. All compensable time is considered hours worked for the purposes of overtime calculations.
- D. All employees in non-exempt positions must receive express authorization from the Elected Official or Department Head before working overtime. Employees who work unauthorized overtime may be subject to disciplinary action.

5.4 Compensatory Time: This section shall not apply to employees in exempt positions.

- A. If authorized by the Elected Official or Department Head and by mutual agreement between the Elected Official or Department Head and the employee, the employee may earn compensatory time instead of overtime pay. An Elected Official or Department Head may elect not to offer employees compensatory time in lieu of overtime pay.
- B. An employee may accrue a maximum balance of 40 hours of compensatory time. The County shall pay employees for any overtime worked beyond the maximum compensatory time balance, unless otherwise authorized by the Board.
- C. Compensatory time must be used during the calendar year in which it is accrued unless this is not feasible due to work demands. The Elected Official or Department Head may approve the carryover of a maximum of 20 hours of accrued compensatory time provided there are sufficient funds within the subsequent year's budget.
- D. Employees will be paid in the pay period that includes December 31st for all accrued compensatory time not carried over into the following year.
- E. Any remaining compensatory time balances will be paid upon transfer to a new office/department, position, or at separation of employment at the employee's then regular rate of pay. Employees are encouraged to use their compensatory time before transfer or separation.

SECTION 5 – PAY ADMINISTRATION, TIMEKEEPING and OVERTIME

5.5 **7(k) Exempt Positions:** This section applies to employees in positions engaged in law enforcement activities that qualify for the FLSA 7(k) exemption, as verified by HR.

A. **Scheduling:** When a 12-hour shift is implemented, employees will be scheduled for one 12-hour Kelly day off per 28-day work period in exchange for six eight-hour or five 10-hour training days to be conducted on a squad's regular day off.

Employees earn 12 hours of Kelly time each work period, allowing them to take a full 12-hour day off as Kelly time off each work period. Kelly time off will not be carried over from one pay period to the next. Kelly time off must be scheduled in advance to help ensure that employees get the Kelly time off each pay period and to minimize the impact on coverage.

Each squad will have five or six scheduled training days each year, depending on the squad's training plan for that year. The training days will be scheduled annually at the first of the year to facilitate the squad's vacation scheduling.

A make-up training day will also be identified for any squad member missing the scheduled training day. Employees will only be given one opportunity for make-up. Failure to attend either the primary or make-up training will result in employees forfeiting one hour of vacation for each hour of training missed, to be deducted from their paid leave bank; provided, however, that in the event of employee illness on the make-up training day, the employee may opt to have up to eight hours of sick time deducted from their sick leave bank (in lieu of vacation), for one missed make-up training day per calendar year.

There shall be no pyramiding of overtime and Kelly time. There shall be no automatically scheduled overtime as a result of regular 12-hour scheduling. Kelly time, instead of other paid leave, will be used for an employee's unanticipated absence by mutual agreement of the employee and the supervisor.

B. **Overtime:** All hours worked outside of the regular work schedule are paid as overtime.

SECTION 6 – VACATION

6.1 **Accrual:** Full-time non-bargaining positions earn vacation leave hours at the following rates, unless otherwise stated in a written resolution or employment agreement that addresses vacation leave for a particular position or individual.

A. Accrual of vacation leave for part-time employees is pro-rated based on the full-time equivalent (FTE) of the position, unless otherwise stated in a written resolution or employment agreement that addresses leave for a particular position or individual.

Non-Bargaining Employees:

<u>Years of Service</u>	<u>Hours Per Pay Period</u>
1-5	4.75
6-10	5.75
11-15	7.00
16-19	7.75
20 and over	8.50

Directors and Managers Under County Administration:

<u>Years of Service</u>	<u>Hours Per Pay Period</u>
1-5	5.75
6-10	7.00
11-15	7.75
15 and over	8.50

B. Vacation hours are accrued on each pay day, based on the employee’s length of continuous service as of the date of the accrual, as long as the employee has worked 40 hours (inclusive of all County paid leave time) in the pay period.

i. The service date for vacation accruals is the date on which the employee first became eligible to accrue vacation leave.

6.2 **Use:** An employee must request vacation leave in accordance with office/department policies and the request is subject to prior approval before vacation leave can be used.

6.3 **Carryover Cap:** As of December 31 of each year, accumulated vacation leave may not exceed 240 hours (or 280 hours for employees with more than 20 years of service and directors/managers with more than 15 years of service). Any excess will be forfeited. Employees whose vacation leave balance exceeds the maximum carryover shall have their balance reduced to 240 hours (280 hours for employees with more than 20 years

of service and directors/managers with more than 15 years of service) effective January 1 of the subsequent year.

- A. Hours accumulated in excess of 240 hours (or 280 hours for employees with more than 20 years of service and directors/managers with more than 15 years of service) have no cash value and shall be forfeit upon separation of employment, in accordance with Section 6.4.

6.4. Vacation Leave Cash-out at Separation: Only regular full-time employees who have completed six months of service or regular part-time employees who have completed 1,040 hours of service are allowed, upon separation from Benton County for any reason, to cash out the employee's accumulated vacation leave balance, but not to exceed 240 hours (280 hours for employees with more than 20 years of service and directors/managers with more than 15 years of service), provided that in the event of voluntary separation (including retirement), that the employee give at least 14 calendar days' notice.

6.5 Voluntary Annual Cashout of Vacation Leave: Unless a written resolution or employment agreement for a particular position provides otherwise, employees are eligible to cash out 20 or 40 hours of vacation leave (at the employee's option) if they have used a minimum of 80 hours of annual leave since November 1 of the previous calendar year, through October of the current calendar year. Vacation donated under leave sharing is included in the 80 hours used to qualify for cash out. Employees with 15 or more years of service with the County may cash out 20, 40, or 80 hours.

- A. This cash out is paid on the first paycheck in December.
- B. Elected Officials or Department Heads, at their discretion, may waive the 80-hour requirement for a particular employee under special circumstances by providing a written explanation attached to the employee's payroll. To be eligible for this waiver, the employee must have worked for the County since October 1 of the previous calendar year.

6.6 Vacation Leave Sharing: An employee may transfer any portion of their vacation leave, to another employee in need of such leave because of a family or medical emergency, a lengthy illness or injury, or a qualifying condition under the Family Medical Leave Act (FMLA). Transferring vacation leave is implemented as follows:

- A. The recipient employee must exhaust all accrued paid leave or be able to demonstrate that all accrued paid leave will soon be exhausted before being eligible to receive any transferred vacation leave. For the purposes of this section, "accrued paid leave" includes vacation, sick, compensatory time, and

accrued floating holidays.

- B. The transferring party must:
 - i. Have taken at least 40 hours of vacation leave in the previous 12 months;
AND
 - ii. Have no less than 40 hours of vacation leave remaining after the transfer is completed.

- C. All requests for transfer of vacation leave are to be submitted on a Voluntary Transfer of Vacation Request Form (to be obtained from the Human Resources Department) to the Elected Official or Department Head for each party and are to include:
 - i. The amount of leave to be transferred in one-hour increments; and
 - ii. The names, signatures, and departments of the employees donating and receiving the transfer (names of employees donating leave are to be kept confidential to the extent allowed by law); and
 - iii. A statement that the receiving party has exhausted, or the date by which the employee will exhaust all accrued paid leave.

- D. Approving leave transfer is at the discretion of the Elected Official or Department Head of both the transferor and the recipient of the transfer. If the transfer is approved, the applicable Elected Official or Department Head signs the request form and submits it to Human Resources for processing.

- E. When the recipient's need for leave ceases, including if the recipient separates employment, the recipient's Elected Official or Department Head shall notify payroll. To the extent possible, payroll will return any unused time evenly amongst the donors, in quarter-hour increments. Uneven amounts shall be rounded up or down to the nearest quarter-hour.

- F. This policy applies to all Benton County non-bargaining employees who have worked for the County for more than six months. Non-bargaining employees in their first six months of employment are not eligible to transfer or receive leave under this section. Transfers may occur between non-bargaining employees and members of bargaining units only if the applicable collective bargaining agreement provides for voluntary transfer of vacation leave. Donation, use, and return of vacation leave hours is based solely on the number of hours and not on the donating and/or receiving employee's wages.

SECTION 7 – SICK LEAVE

7.1 **Accrual:** Unless a written resolution or employment agreement for a particular position provides otherwise, full-time non-bargaining employees earn and accrue sick leave credit at the rate of 3.75 hours per pay period, accumulated to a maximum of 1,040 hours. Accrual of sick leave by regular part-time employees is pro-rated based on the full-time equivalent of the position, unless a written resolution or employment contract for a particular position provides otherwise. On-call employees accrue sick leave at a rate of one hour for every 40 hours worked.

A. Sick leave hours are accrued on each payday. Full-time and part-time employees must work at least 40 hours (inclusive of County paid leave time) in the pay period in order to accrue sick leave.

7.2 **Carryover Cap:** As of December 31 of each year, accumulated sick leave may not exceed 1,040 hours. Any excess will be forfeited. Employees whose sick leave balance exceeds the maximum carryover shall have their balance reduced to 1,040 hours effective January 1 of the subsequent year.

7.3 **Use:** Sick leave is available for employees to care for their health and the health of their family members.

A. Employees are eligible to use sick leave after the completion of one month of continuous employment.

B. Earned sick leave may be taken for the following reasons:

- i. An employee's mental or physical illness, injury, health condition, and/or preventive care appointment.
- ii. By reason of exposure to an infectious disease during such period as their attendance on duty would jeopardize the health of County employees or the public.
- iii. Care of a family member with an illness, injury, health condition, and/or preventive care appointment.
- iv. For a death of a family member (defined below): five working days per occurrence.
- v. For the death of a friend or relative not covered by iv. above, one day maximum per death.

7.4 **Definitions:**

A. **Family Member:** Child, parent, spouse, registered domestic partner, grandparent, grandchild, sibling, or a person who resides in the employee's

home and the relationship creates an expectation of care.

- B. Child: Biological, adopted, or foster child, or a child to whom the employee stands in loco parentis, is a legal guardian, or is a de facto parent.
- C. Parent: Biological, adoptive, de facto, or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child.
- D. Grandparent: A parent of a parent of the employee or the employee's spouse.
- E. Registered Domestic Partner: A domestic partner registered with the State of Washington Secretary of State.

7.5 Any employee who seeks time off under this policy is to report the need in accordance with their department policy. On returning to work, the employee is to submit a leave request, in accordance with office or department policy, explaining the general nature of the sickness or injury and requesting approval for the leave so taken. Any employee off work due to illness in excess of three consecutive work days may be required to provide a health care provider's verification of the illness as well as approval to return to work.

7.6 Sick Leave Cash Out at Separation (unless a written resolution or employment agreement for a particular position provides otherwise):

- A. Employees hired prior to February 1, 1993: Employees who voluntary separate employment (including retirement) will receive payment of 50% of their unused sick leave at the rate of pay in effect at the time of separation, provided that they provide at least 14 calendar days' notice. This payment shall be deposited into the employee's HRA VEBA account.
- B. Employees hired on or after February 1, 1993: Employees who voluntary separate employment (including retirement) will receive payment of 25% of their unused sick leave at the rate of pay in effect at the time of separation, provided that they provide at least 14 calendar days' notice. This payment shall be deposited into the employee's HRA VEBA account.

SECTION 8 – OTHER BENEFITS

8.1 Family and Medical Leave: The County provides Family and Medical Leave to the extent provided by and in accordance with applicable laws and regulations as enumerated in

the Benton County Family and Medical Leave Policy. In addition, the County provides Washington Family Care Act Leave, Pregnancy Disability Leave, Domestic Violence Leave, and Military Family Leave in accordance with state law.

- 8.2 Insurance Benefits: The County provides Elected Officials and eligible employees the opportunity to participate in various group benefits plans as enumerated in the Benton County Benefits Administration Policy.
- 8.3 Holidays: Holidays are established by resolution each year by the Board of Benton County Commissioners and are provided to benefits eligible employees. The holiday is based on an eight-hour day. Employees do not receive holiday pay if the employee is absent on their last scheduled work day prior to or the first scheduled work day following the holiday if said absence is without pay due to insufficient accrued paid leave or if the employee is on a leave of absence without pay.
- A. All work performed on a holiday by FLSA nonexempt employees will be paid at time and one-half, in addition to the eight hours of holiday pay.
 - B. For those offices/departments which are not open for business on a scheduled holiday, the holiday will be recognized the following day as determined by the Board of County Commissioners.
 - C. In addition to the approved holidays, benefits eligible employees are entitled to one floating holiday per calendar year after having served six months of employment (for regular part-time employees, after 1,040 hours of service). The floating holiday must be taken on a single day and floating holidays not used at the time of employment separation shall be forfeit.

SECTION 9 – MILITARY LEAVE and JURY DUTY

- 9.1 Military Leave: Employees who are members of the Military Reserve or National Guard are granted leave for a period not exceeding 21 days during each year beginning October 1st and ending the following September 30th. Such leave is granted in order that the person may report for required military duty, training, or drills, without loss of privileges or pay. During the period of military leave, the employee receives their normal pay and benefits, including leave accruals, subject to applicable state and federal laws.

Additional unpaid leave for service in the military will be provided as required by state or federal law.

- 9.2 Jury Duty: Employees receiving a summons for jury duty are to notify their supervisor the next working day after receiving the summons. Employees will receive their full regular pay during the term of approved jury service. To be eligible for regular pay during the time of jury service, the employee must provide satisfactory evidence that jury duty was served in order to be eligible for jury pay, such as documentation from the court citing the location and duration of jury service.

Employees shall report to work during all hours they are released from jury duty.

SECTION 10 – LEAVE OF ABSENCE WITHOUT PAY

- 10.1 An employee may be granted a leave of absence without pay subject to Elected Official or Department Head approval and restrictions on length of the absence. An employee must request such leave from their Elected Official or Department Head 30 days before the start of the leave, if practicable, and in accordance with office/department time off request procedures. Before approving a leave of absence without pay, the employee and Elected Official or Department Head must reach a mutually acceptable date of return and the position to which the employee will return. An employee's anniversary date for step increases and leave accrual (sick and vacation) is adjusted for the period of absence, for each pay period for which the majority of the pay period is taken as leave without pay.
- 10.2 Leave without pay under this section will not be granted to an employee until the employee has first utilized all applicable accrued leave.
- 10.3 If an Elected Official or Department Head determines a need for such information, the employee must provide satisfactory evidence of their ability to resume job duties at proper levels of efficiency before being allowed to return to work.
- 10.4 A leave of absence without pay will not be allowed unless authorized in advance. Any absence that is not properly authorized leave is treated as unauthorized leave and may be cause for disciplinary action. Unauthorized absence from duty for two consecutive days constitutes voluntary separation from employment.

SECTION 11 – WORKERS' COMPENSATION

An employee who suffers a compensable on-the-job injury resulting in absence from work may apply County leave banks for their absence. If the employee qualifies for time loss payments, the employee may buy back their applied leave time by remitting any time loss payment received to the County within 30 days of receipt of the time loss payment.

SECTION 12 – PERSONNEL FILES

- 12.1 The HR Department shall keep and maintain the official personnel file for each current and former employee for all employees in departments overseen by the Board which may include, but is not limited to, application forms, dates of employment, status changes for position changes, promotions, step increases, leaves of absence, benefits information, performance evaluations, letters of commendation, disciplinary actions, pay rates, and other pertinent information. HR shall keep and maintain the official personnel file for current and former employees for employees employed in the offices of other Elected Officials at the request of the Elected Official. (Elected Officials and Department Heads whose official personnel files are maintained in HR may also maintain management files for each active employee within their office/department).
- 12.2 Each employee's personnel file shall be kept confidential to the maximum extent provided by law and shall not be open to inspection by any person other than the employee, the employee's Elected Official or Department Head, the County's legal counsel, HR Department staff, and other individuals as authorized by the HR Director. Certain personnel records may be subject to disclosure under various public records disclosure requests as governed by state law.
- 12.3 An employee may review the contents of their own official personnel file on an annual basis.
- 12.4 If the personnel file is held in the HR Department:
- A. Requests for inspection should be made to the HR Department in advance of the inspection.
 - B. An HR staff member shall schedule reasonable time for the employee to review their personnel file during the HR Department's regular office hours.
 - C. A HR Department staff member will be required to be present during an employee's inspection of their personnel file to ensure file security.
 - D. Personnel files are not to be removed the HR Department without specific approval from the HR Director.
 - E. Documents are not to be removed from a personnel file without a written request and approval from the HR Director and the employee's Elected Official or Department Head.

- F. Employees may submit a rebuttal or correction to be appended to any document in their personnel file. This right extends for a period of two years following separation of employment.

12.5 The HR Department is to be notified whenever there is a change in an employee's personal information that could impact their employment and payroll including, but not limited to, name; address; telephone number; emergency contact information; or work status.

SECTION 13 – OTHER EMPLOYEE POLICIES

13.1 Employee policies that apply to non-bargaining employees in addition to these Personnel Policies include but are not limited to the following policies (or subsequent replacement policies):

- A. Alcohol and Drug Abuse Policy (1990)
- B. Americans with Disabilities Act (ADA) and Accommodation Request/Grievance Procedure (2024)
- C. Background Checks (1995)
- D. Benefits Administration Policy (2024)
- E. Business Travel and Expense Policy (2021)
- F. Electronic Mail Policy, (2007)
- G. Family and Medical Leave Policy (2024)
- H. Hazard Communication Plan (1992)
- I. HRA VEBA Plan (2013)
- J. Inclement Weather and Emergency Closure (2022)
- K. Internet Policy (1997)
- L. Policy Against Discrimination and Harassment and Reporting Procedures (2023)
- M. Portable Electronic Communication Device Usage Policy (2016)
- N. Relocation Expense Policy (2008)
- O. Remote Access Policy (2009)
- P. Risk and Claims Management Policy (2013)
- Q. Vehicle Use Policy (2017)
- R. Whistleblower Protection Policy (2023)

13.2 The following additional employee policies apply to bi-county non-bargaining employees:

- A. Applicable Personnel Policies - Bi-County Non-Bargaining Employees (Benton County Res. No. 95-131; Franklin County Res. No. 95-059)

Approved and accepted by the undersigned Benton County Elected Officials:

**BENTON COUNTY
BOARD OF COMMISSIONERS**

Jerome Delvin Absent
Chair

DocuSigned by:
Michael Alvarez
D6C6E57E34874E4...

Chair Pro Tem
DocuSigned by:
Will McKay
135087D784E746F...
Commissioner

CLERK'S OFFICE

Signed by:
Josie Delvin
14B08A4DBC8844B...
Josie Delvin, Clerk

CORONER'S OFFICE

Signed by:
William Leach
D2AE948E40044F9...
William Leach, Coroner

DISTRICT COURT

Signed by:
Hon. Dan Kathren
5EE6C0C5D38436...
Hon. Dan Kathren, Presiding Judge

PROSECUTING ATTORNEY'S OFFICE

Eric Eisinger 1/28/2025
Eric Eisinger, Prosecuting Attorney

ASSESSOR'S OFFICE

DocuSigned by:
Bill Spencer
7B7E7875AC45452...
Bill Spencer, Assessor

SHERIFF'S OFFICE

Signed by:
Sheriff Croskrey
870CC2B8CAF2472...
Tom Croskrey, Sheriff

AUDITOR'S OFFICE

DocuSigned by:
Brenda Chilton
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Brenda Chilton, Auditor

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