

Brooks County Comprehensive Policy Manual

2022 Edition

Revised August 22, 2022

**Prepared by:
The Brooks County Board of Commission**

INTRODUCTION

The purpose of this Comprehensive Policy Manual is to define and communicate the standards by which employees of Brooks County, Georgia should conduct themselves. To this end, all employees are expected to perform at a high level consistent with their job responsibilities while representing the County in a manner consistent with our vision, mission, values and pledge. Further, all employees are required to familiarize themselves with the policies contained herein and ignorance of a specific policy may not be grounds to violate such.

Specifically, this Policy Manual has been designed to assist new and current employees in familiarizing themselves with the policies, procedures and organizational culture of Brooks County, Georgia. While great strides have been taken to make this manual as comprehensive as possible, aspects of employment with Brooks County which do not appear should be addressed with your immediate supervisor. The Policy Manual will apply to all employees under the control of the Board of Commissioners unless they are excluded or exempted by name, group, department, status, class or other non-discriminatory method.

Brooks County will endeavor to give employees notice when a policy or benefit is expected to be changed. However, the County may choose for its own reasons at any time and with no prior notice to change, suspend, delete, add, remove or otherwise modify any or all content in this Policy Manual to meet legislative, economic, financial or other conditions, as needed. The regulations and benefits required by law will always remain in force. All changes in policy must first be approved by the Brooks County Board of Commissioners.

This Policy Manual includes the most recent policies and procedures. All prior copies of any policy manual should be disregarded in consideration of this copy.

Thank you for your dedication to the citizens of Brooks County!

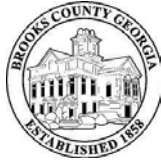


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[illegible]

**BROOKS COUNTY
BOARD OF COMMISSIONERS**

APPROVED AND ADDED:	TOPIC: <i>Public Record Request Response</i>
<i>Policy Number 101.1</i>	POLICY SECTION: <i>General Information</i>

I. PURPOSE

The purpose of this Public Record Request Policy is to establish procedures to Brooks County Board of Commission Departments and Departments on how to respond to a public record(s) request from one making that request, and ensure all non-exempt public records are available for inspection and copying upon request. The Brooks County Board of Commissioners desires to be transparent and to provide public records requested by members of the public in an efficient and expedient manner in accordance with the Georgia Open Records Act, O.C.G.A. § 50-18-70. In carrying out its responsibilities under the Georgia Open Records Act, the County will be guided by the provisions of the Georgia Open Records Act describing its purposes and interpretation. Failure to comply with any provision of these rules shall not result in any liability imposed upon the County other than that required in the Georgia Open Records Act.

II. POLICY

This policy is to provide guidelines and overall general procedures countywide. Department Heads will inform all affected employees within their work areas of this policy and its requirements.

III. RESPONSIBILITY

- A. All Department Heads shall have knowledge and understanding of the Georgia Open Records Act and shall be the Open Records Officer of their respective departments and will assist in training their employees on what public records are available in their departments and what information contained in those are exempted from public disclosure and would require redaction before release.
- B. It is the responsibility of the Department in charge of the requested documents to ensure compliance of the Open Records Act. The Department Head will be responsible for ensuring full compliance with the Open Records Act. A knowing failure to provide the documents as required by the Open Records Act is a misdemeanor and, upon conviction, can be punished by a fine of up to \$1,000.00 for the first violation. A County employee who negligently violates the Open Records Act may be subject to a civil penalty of up to \$2,500.00 per violation. Disciplinary action by the County may also be imposed.
- C. The Department Head, or designee, will maintain a spreadsheet, hereto attached as **Exhibit “1”**, of all Open Records Requests received for their respective Department. The spreadsheet shall include the date that the request was received, the date a response was first submitted, estimated amount of cost, the amount collected, and the date the request was completed. Additionally, any relevant details shall be noted for requests which are unable to be completed. An electronic version of the spreadsheet will be provided to the Department by the County Clerk and may be revised from time to time as needed.
- D. An electronic copy of the Departmental Open Records Spreadsheet (**Exhibit “1”**) shall be

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submitted quarterly to the County Clerk who will maintain a master record of Open Records Requests.

- E. The County Clerk will retain a copy (electronic copy is preferred) of all Open Records Requests, including the request form, response letter(s) and other communication with the requestor, for a period of five (5) years in accordance to the County's Record Retention Schedule.

IV. PROCEDURE

A. Request for Public Records

Brooks County Departments shall make records available for inspection and copying during normal office hours. The requesting party should be asked to fill out the Open Records Act Request form, hereto attached as **Exhibit "2"**. It is preferable that requests be made in writing, however, it is not required. Requests can be made by telephone, in person, mail, fax, online via the County's website or email. If received by phone by someone other than the Department Head, the call taker should advise the requestor that they may submit an open records request online from the County's website or have their call transferred to the appropriate Department Head.

If received in person by receptionist or someone other than the Department Head, the employee shall refer the requestor to the appropriate Department Head or, if preferred by the requestor, the employee should have the individual complete the request form, "**Exhibit 2**". (This form should be made available at reception desks and it is available online.) The person taking the request shall immediately submit the request to the appropriate Department Head via email and to the County Clerk's office.

If received by email, mail or fax to someone other than the Department Head the request shall immediately be forwarded via email to the appropriate Department Head and to the County Clerk's office via email.

If a request involving more than one County Department is received, the request shall immediately be forwarded via email to the County Clerk's office. The County Clerk will forward the request to the appropriate Department(s). It is the responsibility of each Department to respond, fulfill and forward all requested documentation along with the completed Open Records Requests Fee Calculation Chart, **Exhibit "3"** pertaining to the documents they are in charge of to the County Clerk's office for review before the documents are released to the requester.

Except as detailed below, responses to Open Records requests are due within three (3) business days of receipt. The time period begins upon receipt of the request by the Department Head(s), or designee, of the Department(s) in charge of the requested documents. Upon receiving the request, the Department Head(s) shall:

**BROOKS COUNTY
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APPROVED AND ADDED:	TOPIC: <i>Public Record Request Response</i>
<i>Policy Number 101.1</i>	POLICY SECTION: <i>General Information</i>

1. Immediately date and time stamp the request.
2. Determine if the records exist and if such records (or portions of) are subject to disclosure.
3. Determine an estimate to produce the records. Refer to the Open Records Requests Fee Calculation Chart, **Exhibit “3”** for assistance with calculating fees.
4. Provide a response using the applicable form letter attached to this document as **Exhibits “4” through “8”** as described below (Note: Forms may be updated from time to time to reflect changes in the law. Form letters can be emailed if the request is made via email):
 - A. **Standard Response Under \$25/no exemptions:** If the records exist and are available for public disclosure (no exemptions) and the cost of the documents including retrieval is estimated to be less than \$25, use form letter attached hereto as **Exhibit “4”**. It is the responsibility of the Department(s) to collect the fees; collection of fees prior to releasing the documents is not required unless the requestor has outstanding unpaid requests.
 - B. **Response Under \$25 with Exemptions Cited:** If the records exist and portions of the records are exempt from public disclosure and the cost of the documents including retrieval is estimated to be less than \$25, use form letter attached hereto as **Exhibit “5”** which cites the specific legal authority exempting the requested records under the Act if the County wishes to rely upon exemption. It is the responsibility of the Department(s) to collect the fees; collection of fees prior to releasing the documents is not required unless the requestor has outstanding unpaid requests
 - C. **Pre-retrieval Estimate Over \$25:** If cost for search, retrieval and duplicating documents is estimated to be over \$25, use the form letter attached hereto as **Exhibit “6”** prior to performing the work associated with the request. This letter serves to notify the individual requesting the records of the estimated cost of the records and seeks confirmation of the party’s intent to pay. The letter also serves as notification that estimates exceeding \$500 are subject to pre-payment before compilation of the requested documentation begins. (Note: Often the requestor is willing to narrow the request if contacted, saving time and effort of both parties.)
 - D. **Letter Confirming Costs:** Upon completion of compiling documents referenced in Paragraph “(C)” above, send the letter hereto attached as **Exhibit “7”** which will advise that the records are ready, confirm actual costs and specify applicable exemptions.

**BROOKS COUNTY
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E. If the records do not exist or they are wholly exempt from disclosure, use the attached form **Exhibit “8”**.

5. Deliver the public record response along with all applicable forms and letters (**Exhibits**) to the County Clerk’s office for review.
 6. The County Clerk is responsible for reviewing all responses before they are released to the requestor. The Department shall collect any applicable fees. However, when a request involves multiple Departments, the Clerk shall collect the fees.
 7. Nothing in this procedure shall change the manner in which subpoenas and formal judicial discovery requests are handled.
 8. All written public record requests will be forwarded via e-mail to the County Clerk’s office to be retained for the appropriate retention period.
 9. In lieu of providing copies, the County may provide access to records through a website accessible by the public.
 10. If there are no records which comply with the open records request, the County is not required to prepare reports, summaries, or compilations or create any new records not in existence at the time of the request.
 11. Any questions about this procedure shall be directed to the Clerk of the Board of Commissioners.

B. Exempt Records & Redaction of Information

1. In responding to the request, some records may be subject to disclosure, but may require redaction of certain exempt information. It is the Department Head’s responsibility to see that protected information is redacted. In the event of any uncertainty regarding the redaction of information, contact the County Administrator for use of the County Attorney’s office for review and confirmation.
2. As a general rule, the following information about individuals must be redacted: social security numbers, mother’s birth name, credit/debit card information, bank account information, financial data or information, insurance information, medical information, day and month of birth, home address, personal email addresses, home phone numbers, cell phone numbers, and attorney-client privileged communication.
3. For the complete list of exemptions under O.C.G.A 50-18-72, Exception of certain records, please refer to **Exhibit “9”**

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C. Open Records Fees

1. Reasonable fees may be assessed for direct administrative costs associated with production of the records. (Refer to Fee Calculation Chart hereto attached as **Exhibit “3”** for assistance.)
2. The hourly charge for search, retrieval, redaction, supervision of records inspections, and other direct administrative costs for fulfilling a request shall be paid at the hourly rate of the lowest paid employee within the responsive Department able to retrieve the documents. There shall be no charge for the first quarter hour.
3. The fees for letter size and legal-size copies shall not exceed ten cents (\$.10) per page.
4. The fees for copies of large or odd sized copies shall not exceed the actual cost of printing the document.
5. The fees for electronic copies shall not exceed the actual cost of the digital media used to provide the documents.
6. The most economical means reasonably calculated to produce the documents shall be utilized for providing the public records. This includes paper copies, electronic copies via Internet access, email and digital media. Postage charges shall not exceed actual cost.

EXHIBIT 1

Date Rcvd	Requestor	Firm/Company	Brief Description of Requested Records	Record Custodian Department	Response Date	Estimate of Cost	Amount Collected	Date Request was Completed

You will receive a response to your request within 3 business days. If you have questions, please call the County Clerk's office at 229-263-5561.

Name

Mailing Address

City

State

Zip

Phone

Fax

E-Mail

Please provide a detailed description of the records requested and be specific as possible (dates, type of record, creator of record, etc).

☐ U.S. Mail ☐ E-Mail ☐ Fax ☐ Pick up copies in person ☐ Review in person and copy selected items

I agree to pay copying and/or administrative costs to search, retrieve, and supervise access to the requested documents. The charge for copies is generally \$.10 per page. The charge for administrative costs is the hourly rate of the lowest paid full-time employee with the necessary skill and training to respond to the request. There is no charge for the first 15 minutes of staff time.

Requestor's Signature

Date _____

Brooks County Staff Use Only

Authorization to Release Records

Received by	Phone	Fax	Date
-------------	-------	-----	------

County Clerk _____ Date _____

<p align="center">Common Charges</p> <p>Copies (legal or letter).....\$0.10 per page</p> <p>Compact Discs.....\$3.00</p> <p>Audio Tape.....\$3.00</p> <p>Plats.....\$5.00 per page</p>	<p align="center">Date Received Stamp</p>
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EXHIBIT 3

PUBLIC RECORD CALCULATION SHEET				
Name of Requestor				
Date of Request:				
Description	Time/Numer of Copies	Hourly Rate	Cost	Total
Administrative time spent to fill the request: Includes research, retrieval, record preparation, copying, redacting and monitoring record inspection.				\$
\$0.10 per page (letter/legal size)			\$ 0.10	\$
Plats (per page)			\$5.00	\$
Digital Media			\$3.00	\$
Postage				\$
Other costs:				\$
Total				\$

If paying by check, please make the check payable to the Brooks County Board of Commissioners. Thank you.

EXHIBIT 4
Standard Response Under \$25/no exemptions
[BROOKS COUNTY DEPARTMENT LETTERHEAD]

_____, 20____

Dear _____:

Brooks County is in receipt of your Open Records Act request dated _____, 20____. In accord with O.C.G.A. § 50-18-71, Brooks County hereby responds to your request within three (3) days of receipt or pursuant to your agreed upon extension of time.

Your request seeks the following documents:

The records that you requested have been compiled and are ready for you to retrieve. You may retrieve the requested records during regular business hours. (If requestor asks that the documents be emailed, then state that the documents requested are attached.)

Pursuant to the Open Records Act, the County is authorized to charge for the search, retrieval, redaction, and production or copying costs involved in responding to your request, after the first 15 minutes of department employee time expended, at the hourly rate of the lowest paid, full-time employee who possesses the necessary skill to so respond. The County may also charge ten (10) cents for each letter or legal-sized page that you request to have copied, the actual cost for producing electronic copies (such as CDs), and an additional fee for certified copies or other copies for which a fee is specifically authorized or otherwise provided for by law.

In accord with O.C.G.A. § 50-18-71, *et seq.*, we ask that you pay the cost related to this response, which we have calculated utilizing the above methodology. Responding to your Open Records Act request resulted in the generation of _____page(s)/CD(s) at \$.10 per page/\$_____per CD, thereby resulting in actual copying charges of \$_____. Also, after the first fifteen minutes of administrative time, it took an employee earning an hourly rate of \$_____per hour _____() hour(s) and _____() minute(s) to retrieve and prepare the requested records, resulting in an actual administrative cost of \$_____. Therefore, the total amount due to Brooks County for retrieval of the requested records is \$_____. Please remit a check in this amount made payable to Brooks County and mail your payment to:

[DEPARTMENT OPEN RECORDS OFFICER ADDRESS]

Thank you for your request.

Sincerely,

EXHIBIT 5

Response Under \$25 with Exemptions Cited

[BROOKS COUNTY DEPARTMENT LETTERHEAD]

, 20____

Dear _____:

Brooks County is in receipt of your Open Records Act request dated _____, 20___. In accord with O.C.G.A. § 50-18-71, Brooks County hereby responds to your request within three (3) days of receipt or pursuant to your agreed upon extension of time.

Your request seeks the following documents:

The records that you requested have been compiled and are ready for you to retrieve. You may retrieve the requested records during regular business hours. The records you seek, or portions thereof, have been withheld or redacted pursuant to the exemption(s) specifically noted below:

- ☐ Records that are not required to be released pursuant to a court order. O.C.G.A. § 50-18-71(a). Records
- ☐ that are specifically required by federal statute or regulation to be kept confidential. O.C.G.A. § 50-18-72(a)(1) and _____ (insert the citation to the federal code or regulation that requires the document to be kept confidential).
- ☐ Medical or veterinary records and similar files, the disclosure of which would be an invasion of personal privacy. O.C.G.A. § 50-18-72(a)(2).
- ☐ Records compiled for law enforcement or prosecution purposes to the extent that production of such records is reasonably likely to disclose (1) the identity of a confidential source, (2) confidential investigative or prosecution material which would endanger the life or physical safety of any person or persons, or (3) the existence of a confidential surveillance or investigation. O.C.G.A. § 50-18-72(a)(3).
- ☐ Records of law enforcement, prosecution, or regulatory agencies in a pending investigation or prosecution of criminal or unlawful activity. O.C.G.A. § 50-18-72(a)(4).
- ☐ Georgia Uniform Motor Vehicle Accident Reports. (These may only be released to certain individuals who complete a statement of need or individuals or entities whose name or identifying information is contained in the report.) O.C.G.A. § 50-18-72(a)(5).
- ☐ Records containing jury list data. O.C.G.A. § 50-18-72(a)(6).
- ☐ Records consisting of confidential evaluations prepared in connection with the appointment or hiring of a public officer or employee. O.C.G.A. § 50-18-72(a)(7).
- ☐ Records consisting of material obtained in investigations related to the suspension, firing, or investigation of complaints against public officers or employees (provided that such records have not been withheld if ten (10) days have expired since such material was presented to the agency or an

officer for action or the investigation is otherwise concluded or terminated). O.C.G.A. § 50-18-72(a)(8).

- ☐ Real estate appraisals, engineering or feasibility estimates, or other records relative to the pending acquisition of real property. O.C.G.A. § 50-18-72(a)(9).
- ☐ Pending, rejected, or deferred sealed bids or sealed proposals and detailed cost estimates related thereto (provided that such records have not been withheld if the final award of the contract has been made or the project has been terminated or abandoned). O.C.G.A. § 50-18-72(a)(10).
- ☐ Records identifying individuals applying for or under consideration for employment/appointment as executive head of an agency (provided such records have not been withheld if the exemption has expired). O.C.G.A. § 50-18-72(a)(11).
- ☐ Records containing data or information developed, collected, or received in connection with neighborhood watch or public safety notification programs, or with the installation, servicing, maintaining, operating, selling, or leasing of an alarm system. O.C.G.A. § 50-18-72(a)(19).
- ☐ Personal individual information, including an individual's social security number, mother's birth name, credit card information, debit card information, bank account information, account number, utility account number, password used to access his or her account, financial data or information, insurance or medical information in all records, unlisted telephone number if so designated, personal e-mail address or cellular telephone number, day and month of birth, and information regarding public utility, television, Internet, or telephone accounts held by private customers (provided that nonitemized bills showing amounts owed and amounts paid shall be available). (Certain exceptions exist related to news media, courts, prosecutors or law enforcement officers, government employees, individuals for whom the records are maintained, etc.) O.C.G.A. § 50-18-72(a)(20)(A).
- ☐ Personal information of public employees, including the public employee's home address, home telephone number, day and month of birth, social security number, insurance or medical information, mother's birth name, credit card information, debit card information, bank account information, account number, utility account number, password used to access his or her account, financial data or information other than compensation by a government agency, unlisted telephone number if so designated in a public record, and the identity of the public employee's immediate family members or dependents. (Note: This paragraph shall not apply to public records that do not specifically identify public employees or their jobs, titles, or offices. Where not so identified, see O.C.G.A. § 50-18-72(a)(20)(A) regarding personal individual information.) O.C.G.A. § 50-18-72(a)(21).
- ☐ Information that could compromise public security, including vulnerability assessments, security plans and blueprints of public facilities, plans for protection against attacks or information regarding security devices designed to protect against terrorist attacks that depend for their effectiveness upon lack of public knowledge, and information regarding training relative to security measures that would identify those trained or reveal other information otherwise exempt for security reasons. O.C.G.A. § 50-18-72(a)(25)(A).
- ☐ Exempt emergency 9-1-1 system information, including portions of records identifying callers to the 911 center by name, address and phone number where redaction of such information is necessary to prevent the disclosure of the identity of a confidential source, to prevent disclosure of material which would endanger the life or physical safety of any person or persons, or to prevent the disclosure of

the existence of a confidential surveillance or investigation. (Exceptions exist related to disclosure to an accused in a criminal case or his/her attorney.) O.C.G.A. § 50-18-72(a)(26).

- ☐ Attorney-client privileged information (O.C.G.A. § 50-18-72(a)(41)) or attorney work product (O.C.G.A. § 50-18-72(a)(42)).
- ☐ Computer program or software used or maintained in the course of operation of a public office or agency. O.C.G.A. § 50-18-72(a)(44). (This does not include data generated, kept, or received by an agency.)
- ☐ Other, specifically_____.

Pursuant to the Open Records Act, the County is authorized to charge for the search, retrieval, redaction, and production or copying costs involved in responding to your request, after the first 15 minutes of department employee time expended, at the hourly rate of the lowest paid, full-time employee who possesses the necessary skill to so respond. The County may also charge ten (10) cents for each letter or legal-sized page that you request to have copied, the actual cost for producing electronic copies (such as CDs), and an additional fee for certified copies or other copies for which a fee is specifically authorized or otherwise provided for by law.

In accord with O.C.G.A. § 50-18-71, *et seq.*, we ask that you pay the cost related to this response, which we have calculated utilizing the above methodology. Responding to your Open Records Act request resulted in the generation of _____page(s)/CD(s) at \$.10 per page/\$_____per CD, thereby resulting in actual copying charges of \$_____. Also, after the first fifteen minutes of administrative time, it took an employee earning an hourly rate of \$_____per hour _____() hour(s) and _____() minute(s) to retrieve and prepare the requested records, resulting in an actual administrative cost of \$_____. Therefore, the total amount due to Brooks County for retrieval of the requested records is \$_____. Please remit a check in this amount made payable to Brooks County and mail your payment to:

[DEPARTMENT OPEN RECORDS OFFICER ADDRESS]

Thank you for your request.

Sincerely,

EXHIBIT

Pre-retrieval Estimate Over \$25

[BROOKS COUNTY DEPARTMENT LETTERHEAD]

_____, 20__

Dear _____:

Brooks County is in receipt of your Open Records Act request dated _____, 20___. In accord with O.C.G.A. § 50-18-71, Brooks County hereby responds to your request within three (3) days of receipt or pursuant to your agreed upon extension of time.

Your request seeks the following documents:

Pursuant to the Open Records Act (the "Act"), the County is authorized to charge for the search, retrieval, redaction, and production or copying costs involved in responding to your request, after the first 15 minutes of department employee time expended, at the hourly rate of the lowest paid, full-time employee who possesses the necessary skill to so respond. The County may also charge ten (10) cents for each letter or legal-sized page that you request to have copied, the actual cost for producing electronic copies (such as CDs), and an additional fee for certified copies or other copies for which a fee is specifically authorized or otherwise provided for by law.

In accord with O.C.G.A. § 50-18-71, *et seq.*, we are providing you with a pre-retrieval estimate utilizing the above methodology. A preliminary search of documents responsive to your request resulted in approximately _____ page(s)/CD(s) at \$0.10 per page/\$_____per CD, thereby resulting in an estimate of \$_____for copying charges. Additionally, it will take an employee earning an hourly rate of \$_____per hour approximately _____() hour(s) to compile the requested documents, resulting in an approximate administrative cost of \$_____. Therefore, the total pre-retrieval estimate for the requested documentation is approximately \$_____.

Pursuant to O.C.G.A. § 50-18-71(d), if this estimate exceeds \$25.00, the County defers search and retrieval of the records until you agree to pay the estimated costs, unless you have already stated your willingness to pay an amount greater than \$25.00. [Because this estimate exceeds \$500.00, the County requires prepayment of the costs prior to beginning its search, retrieval, review or production of the records.] Please confirm your willingness to be responsible for the total amount of fees identified above and remit payment [by signing below and returning same to my attention] so that we may begin to compile the requested documentation.

Please know that the amount set forth in this correspondence is an estimate, and Brooks County reserves the right to adjust upward or downward depending upon the actual time and number of copies it takes to respond. Brooks County also reserves the right to review and redact the documents responsive to your request pursuant to the Open Records Act.

Thank you for your request.

Sincerely,

I agree to pay all copying and/or administrative costs incurred in fulfilling my open records request.

Requestor

Date

EXHIBIT

Letter Confirming Costs

[BROOKS COUNTY DEPARTMENT LETTERHEAD]

_____, 20__

Dear _____:

Please accept this letter as a follow-up to our correspondence dated _____, 20__, wherein we provided you with a pre-retrieval estimate of costs. You have since confirmed your willingness to pay such costs. Accordingly, the records that you requested have been compiled and are ready for you to retrieve. You may retrieve the requested records during regular business hours.

Responding to your Open Records Act request resulted in the generation of __page(s)/CD(s) at \$0.10 per page/\$__per CD, thereby resulting in actual copying charges of \$_____. Additionally, after the first fifteen minutes of administrative time, it took an employee earning an hourly rate of \$_____per hour (_____) hour(s) to retrieve and prepare the requested records, resulting in an actual administrative retrieval cost of \$_____. Therefore, the total amount due to Brooks County for retrieval of the requested records is \$_____. Please remit a check in this amount made payable to Brooks County.

The records you seek, or portions thereof, have been withheld or redacted pursuant to the exemption(s) specifically noted below:

- ☐ Records that are not required to be released pursuant to a court order. O.C.G.A. § 50-18-71(a).
- ☐ Records that are specifically required by federal statute or regulation to be kept confidential. O.C.G.A. § 50-18-72(a)(1) and _____(insert the citation to the federal code or regulation that requires the document to be kept confidential).
- ☐ Medical or veterinary records and similar files, the disclosure of which would be an invasion of personal privacy. O.C.G.A. § 50-18-72(a)(2).
- ☐ Records compiled for law enforcement or prosecution purposes to the extent that production of such records is reasonably likely to disclose (1) the identity of a confidential source, (2) confidential investigative or prosecution material which would endanger the life or physical safety of any person or persons, or (3) the existence of a confidential surveillance or investigation. O.C.G.A. § 50-18-72(a)(3).
- ☐ Records of law enforcement, prosecution, or regulatory agencies in a pending investigation or prosecution of criminal or unlawful activity. O.C.G.A. § 50-18-72(a)(4).
- ☐ Georgia Uniform Motor Vehicle Accident Reports. (These may only be released to certain individuals who complete a statement of need or individuals or entities whose name or identifying information is contained in the report.) O.C.G.A. § 50-18-72(a)(5).
- ☐ Records containing jury list data. O.C.G.A. § 50-18-72(a)(6).
- ☐ Records consisting of confidential evaluations prepared in connection with the appointment or hiring

of a public officer or employee. O.C.G.A. § 50-18-72(a)(7).

- ☐ Records consisting of material obtained in investigations related to the suspension, firing, or investigation of complaints against public officers or employees (provided that such records shall not be withheld if ten (10) days have expired since such material was presented to the agency or an officer for action or the investigation is otherwise concluded or terminated). O.C.G.A. § 50-18-72(a)(8).
- ☐ Real estate appraisals, engineering or feasibility estimates, or other records relative to the pending acquisition of real property. O.C.G.A. § 50-18-72(a)(9).
- ☐ Pending, rejected, or deferred sealed bids or sealed proposals and detailed cost estimates related thereto (provided that such records shall not be withheld if the final award of the contract has been made or the project has been terminated or abandoned). O.C.G.A. § 50-18-72(a)(10).
- ☐ Records identifying individuals applying for or under consideration for employment/appointment as executive head of an agency (provided such records shall not be withheld if the exemption has expired). O.C.G.A. § 50-18-72(a)(11).
- ☐ Records containing data or information developed, collected, or received in connection with neighborhood watch or public safety notification programs, or with the installation, servicing, maintaining, operating, selling, or leasing of an alarm system. O.C.G.A. § 50-18-72(a)(19).
- ☐ Personal individual information, including an individual's social security number, mother's birth name, credit card information, debit card information, bank account information, account number, utility account number, password used to access his or her account, financial data or information, insurance or medical information in all records, unlisted telephone number if so designated, personal e-mail address or cellular telephone number, day and month of birth, and information regarding public utility, television, Internet, or telephone accounts held by private customers (provided that nonitemized bills showing amounts owed and amounts paid shall be available). (Certain exceptions exist related to news media, courts, prosecutors or law enforcement officers, government employees, individuals for whom the records are maintained, etc.) O.C.G.A. § 50-18-72(a)(20)(A).
- ☐ Personal information of public employees, including the public employee's home address, home telephone number, day and month of birth, social security number, insurance or medical information, mother's birth name, credit card information, debit card information, bank account information, account number, utility account number, password used to access his or her account, financial data or information other than compensation by a government agency, unlisted telephone number if so designated in a public record, and the identity of the public employee's immediate family members or dependents. (Note: This paragraph shall not apply to public records that do not specifically identify public employees or their jobs, titles, or offices. Where not so identified, see O.C.G.A. § 50-18-72(a)(20)(A) regarding personal individual information.) O.C.G.A. § 50-18-72(a)(21).
- ☐ Information that could compromise public security, including vulnerability assessments, security plans and blueprints of public facilities, plans for protection against attacks or information regarding security devices designed to protect against terrorist attacks that depend for their effectiveness upon lack of public knowledge, and information regarding training relative to security measures that would identify those trained or reveal other information otherwise exempt for security reasons. O.C.G.A. § 50-18-72(a)(25)(A).

- ☐ Unless the request is made by the accused in a criminal case or by his or her attorney, public records of an emergency 9-1-1 system, containing information which would reveal the name, address, or telephone number of a person placing a call to a public safety answering point. Such information may be redacted from such records if necessary to prevent the disclosure of the identity of a confidential source, to prevent disclosure of material which would endanger the life or physical safety of any person or persons, or to prevent the disclosure of the existence of a confidential surveillance or investigation. O.C.G.A. § 50-18-72(a)(26).
- ☐ Attorney-client privileged information (O.C.G.A. § 50-18-72(a)(41)) or attorney work product (O.C.G.A. § 50-18-72(a)(42)).
- ☐ Computer program or software used or maintained in the course of operation of a public office or agency. O.C.G.A. § 50-18-72(a)(44). (This does not include data generated, kept, or received by an agency.)
- ☐ Other, specifically_____.

Thank you for your request.

Sincerely,

EXHIBIT 8
RESPONSE LETTER IF NO RESPONSIVE RECORDS EXIST OR ARE NOT SUBJECT TO DISCLOSURE
[BROOKS COUNTY DEPARTMENT LETTERHEAD]

, 20____

Dear _____:

Brooks County is in receipt of your Open Records Act request dated _____, 20____. In accord with O.C.G.A. § 50-18-71, *et seq.*, Brooks County hereby responds to your request within three (3) days of receipt or pursuant to our agreed upon extension of time.

[OPTION 1]

Your request seeks “[DESCRIBE REQUEST].” Please be advised that Brooks County was unable to locate any documents responsive to your request.

[OPTION 2]

Based upon a review of your request, it appears that the records you seek are not subject to public disclosure pursuant to the exemption(s) specifically described below:

- ☐ Records that are not required to be released pursuant to a court order. O.C.G.A. § 50-18-71(a).
- ☐ Records that are specifically required by federal statute or regulation to be kept confidential. O.C.G.A. § 50-18-72(a)(1) and _____ (insert the citation to the federal code or regulation that requires the document to be kept confidential).
- ☐ Medical or veterinary records and similar files, the disclosure of which would be an invasion of personal privacy. O.C.G.A. § 50-18-72(a)(2).
- ☐ Records compiled for law enforcement or prosecution purposes to the extent that production of such records is reasonably likely to disclose (1) the identity of a confidential source, (2) confidential investigative or prosecution material which would endanger the life or physical safety of any person or persons, or (3) the existence of a confidential surveillance or investigation. O.C.G.A. § 50-18-72(a)(3).
- ☐ Records of law enforcement, prosecution, or regulatory agencies in a pending investigation or prosecution of criminal or unlawful activity. O.C.G.A. § 50-18-72(a)(4).
- ☐ Georgia Uniform Motor Vehicle Accident Reports. (These may only be released to certain individuals who complete a statement of need or individuals or entities whose name or identifying information is contained in the report.) O.C.G.A. § 50-18-72(a)(5).
- ☐ Records containing jury list data. O.C.G.A. § 50-18-72(a)(6).
- ☐ Records consisting of confidential evaluations prepared in connection with the appointment or hiring of a public officer or employee. O.C.G.A. § 50-18-72(a)(7).

- ❑ Records consisting of material obtained in investigations related to the suspension, firing, or investigation of complaints against public officers or employees (provided that such records shall not be withheld if ten (10) days have expired since such material was presented to the agency or an officer for action or the investigation is otherwise concluded or terminated). O.C.G.A. § 50-18-72(a)(8).
- ❑ Real estate appraisals, engineering or feasibility estimates, or other records relative to the pending acquisition of real property. O.C.G.A. § 50-18-72(a)(9).
- ❑ Pending, rejected, or deferred sealed bids or sealed proposals and detailed cost estimates related thereto (provided that such records shall not be withheld if the final award of the contract has been made or the project has been terminated or abandoned). O.C.G.A. § 50-18-72(a)(10).
- ❑ Records identifying individuals applying for or under consideration for employment/appointment as executive head of an agency (provided such records shall not be withheld if the exemption has expired). O.C.G.A. § 50-18-72(a)(11).
- ❑ Records containing data or information developed, collected, or received in connection with neighborhood watch or public safety notification programs, or with the installation, servicing, maintaining, operating, selling, or leasing of an alarm system. O.C.G.A. § 50-18-72(a)(19).
- ❑ Personal individual information, including an individual's social security number, mother's birth name, credit card information, debit card information, bank account information, account number, utility account number, password used to access his or her account, financial data or information, insurance or medical information in all records, unlisted telephone number if so designated, personal e-mail address or cellular telephone number, day and month of birth, and information regarding public utility, television, Internet, or telephone accounts held by private customers (provided that nonitemized bills showing amounts owed and amounts paid shall be available). (Certain exceptions exist related to news media, courts, prosecutors or law enforcement officers, government employees, individuals for whom the records are maintained, etc.) O.C.G.A. § 50-18-72(a)(20)(A).
- ❑ Personal information of public employees, including the public employee's home address, home telephone number, day and month of birth, social security number, insurance or medical information, mother's birth name, credit card information, debit card information, bank account information, account number, utility account number, password used to access his or her account, financial data or information other than compensation by a government agency, unlisted telephone number if so designated in a public record, and the identity of the public employee's immediate family members or dependents. (Note: This paragraph shall not apply to public records that do not specifically identify public employees or their jobs, titles, or offices. Where not so identified, see O.C.G.A. § 50-18-72(a)(20)(A) regarding personal individual information.) O.C.G.A. § 50-18-72(a)(21).
- ❑ Information that could compromise public security, including vulnerability assessments, security plans and blueprints of public facilities, plans for protection against attacks or information regarding security devices designed to protect against terrorist attacks that depend for their effectiveness upon lack of public knowledge, and information regarding training relative to security measures that would identify those trained or reveal other information otherwise exempt for security reasons. O.C.G.A. § 50-18-72(a)(25)(A).

- ☐ Unless the request is made by the accused in a criminal case or by his or her attorney, public records of an emergency 9-1-1 system, containing information which would reveal the name, address, or telephone number of a person placing a call to a public safety answering point. Such information may be redacted from such records if necessary to prevent the disclosure of the identity of a confidential source, to prevent disclosure of material which would endanger the life or physical safety of any person or persons, or to prevent the disclosure of the existence of a confidential surveillance or investigation. O.C.G.A. § 50-18-72(a)(26).
- ☐ Attorney-client privileged information (O.C.G.A. § 50-18-72(a)(41)) or attorney work product (O.C.G.A. § 50-18-72(a)(42)).
- ☐ Computer program or software used or maintained in the course of operation of a public office or agency. O.C.G.A. § 50-18-72(a)(44). (This does not include data generated, kept, or received by an agency.)
- ☐ Other, specifically_____.

Thank you for your request.

Sincerely,

EXHIBIT 9

Records that are not required to be released pursuant to a court order. O.C.G.A. § 50-18-71(a).

Records that are specifically required by federal statute or regulation to be kept confidential. O.C.G.A. § 50-18-72(a)(1)

Medical or veterinary records and similar files, the disclosure of which would be an invasion of personal privacy. O.C.G.A. § 50-18-72(a)(2).

Records compiled for law enforcement or prosecution purposes to the extent that production of such records is reasonably likely to disclose (1) the identity of a confidential source, (2) confidential investigative or prosecution material which would endanger the life or physical safety of any person or persons, or (3) the existence of a confidential surveillance or investigation. O.C.G.A. § 50-18-72(a)(3).

Records of law enforcement, prosecution, or regulatory agencies in a pending investigation or prosecution of criminal or unlawful activity. O.C.G.A. § 50-18-72(a)(4).

Georgia Uniform Motor Vehicle Accident Reports. (These may only be released to certain individuals who complete a statement of need or individuals or entities whose name or identifying information is contained in the report.) O.C.G.A. § 50-18-72(a)(5).

Records containing jury list data. O.C.G.A. § 50-18-72(a)(6).

Records consisting of confidential evaluations prepared in connection with the appointment or hiring of a public officer or employee. O.C.G.A. § 50-18-72(a)(7).

Records consisting of material obtained in investigations related to the suspension, firing, or investigation of complaints against public officers or employees (provided that such records shall not be withheld if ten (10) days have expired since such material was presented to the agency or an officer for action or the investigation is otherwise concluded or terminated). O.C.G.A. § 50-18-72(a)(8).

Real estate appraisals, engineering or feasibility estimates, or other records relative to the pending acquisition of real property. O.C.G.A. § 50-18-72(a)(9).

Pending, rejected, or deferred sealed bids or sealed proposals and detailed cost estimates related thereto (provided that such records shall not be withheld if the final award of the contract has been made or the project has been terminated or abandoned). O.C.G.A. § 50-18-72(a)(10).

Records identifying individuals applying for or under consideration for employment/appointment as executive head of an agency (provided such records shall not be withheld if the exemption has expired). O.C.G.A. § 50-18-72(a)(11).

Records containing data or information developed, collected, or received in connection with neighborhood watch or public safety notification programs, or with the installation, servicing, maintaining, operating, selling, or leasing of an alarm system. O.C.G.A. § 50-18-72(a)(19).

Personal individual information, including an individual's social security number, mother's birth name,

credit card information, debit card information, bank account information, account number, utility account number, password used to access his or her account, financial data or information, insurance or medical information in all records, unlisted telephone number if so designated, personal e-mail address or cellular telephone number, day and month of birth, and information regarding public utility, television, Internet, or telephone accounts held by private customers (provided that nonitemized bills showing amounts owed and amounts paid shall be available). (Certain exceptions exist related to news media, courts, prosecutors or law enforcement officers, government employees, individuals for whom the records are maintained, etc.) O.C.G.A. § 50-18-72(a)(20)(A).

Personal information of public employees, including the public employee's home address, home telephone number, day and month of birth, social security number, insurance or medical information, mother's birth name, credit card information, debit card information, bank account information, account number, utility account number, password used to access his or her account, financial data or information other than compensation by a government agency, unlisted telephone number if so designated in a public record, and the identity of the public employee's immediate family members or dependents. (Note: This paragraph shall not apply to public records that do not specifically identify public employees or their jobs, titles, or offices. Where not so identified, see O.C.G.A. § 50-18-72(a)(20)(A) regarding personal individual information.) O.C.G.A. § 50-18-72(a)(21).

Information that could compromise public security, including vulnerability assessments, security plans and blueprints of public facilities, plans for protection against attacks or information regarding security devices designed to protect against terrorist attacks that depend for their effectiveness upon lack of public knowledge, and information regarding training relative to security measures that would identify those trained or reveal other information otherwise exempt for security reasons. O.C.G.A. § 50-18-72(a)(25)(A).

Unless the request is made by the accused in a criminal case or by his or her attorney, public records of an emergency 9-1-1 system, containing information which would reveal the name, address, or telephone number of a person placing a call to a public safety answering point. Such information may be redacted from such records if necessary to prevent the disclosure of the identity of a confidential source, to prevent disclosure of material which would endanger the life or physical safety of any person or persons, or to prevent the disclosure of the existence of a confidential surveillance or investigation. O.C.G.A. § 50-18- 72(a)(26).

Attorney-client privileged information (O.C.G.A. § 50-18-72(a)(41)) or attorney work product (O.C.G.A. § 50-18-72(a)(42)).

Computer program or software used or maintained in the course of operation of a public office or agency. O.C.G.A. § 50-18-72(a)(44). (This does not include data generated, kept, or received by an agency.)

**BROOKS COUNTY
BOARD OF COMMISSIONERS**

APPROVED:	TOPIC: <i>Equal Employment Opportunity</i>
<i>Policy Number 201.1</i>	POLICY SECTION: <i>Human Resources</i>

I. PURPOSE

To establish a policy to ensure equal employment opportunity with the County and to outline procedures for action in case of violation.

II. RESPONSIBILITY

The Human Resources Coordinator shall serve as the Equal Opportunity Officer to carry out the Equal Employment Opportunity Policy and Program. The Officer shall be the focal point for the County's equal opportunity efforts and shall advise and assist staff and management personnel in all matters regarding implementation of and compliance with the Equal Employment Opportunity Policy, and be responsible for the successful execution of the program. The Equal Opportunity Officer will have responsibility to examine existing internal policies or procedures which may serve as barriers to implementing the Equal Employment Opportunity Program.

III. POLICY

Applicants for positions and Employees of Brooks County government shall be assured of fair and equitable treatment in all aspects of personnel administration, including training, promotion and disciplinary action and shall be assured equal employment opportunity based on ability and fitness to all persons regardless of race, religion, color, creed, national origin, sex, marital status, genetic information, veteran status, age or the presence of any sensory, mental or physical disability unless such disability effectively prevents the performance of the essential duties required of the position and which are bonafide, occupational qualifications which cannot be accommodated without undue hardship.

The goals and objectives of the Equal Employment Opportunity Policy are to:

- 1) Ensure fair treatment, prohibit discrimination and harassment of any type in county hiring and employment practices.
- 2) Provide compliance with State and Federal equal opportunity requirements and regulations.

IV. PROCEDURES

The Equal Opportunity Officer will:

- 1) Periodically review all position qualifications and job descriptions to ensure requirements are relevant to the tasks to be performed. Make recommendations as needed to delete requirements not reasonably related to the tasks to be performed.

**BROOKS COUNTY
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APPROVED:	TOPIC: <i>Equal Employment Opportunity</i>
<i>Policy Number 201.1</i>	POLICY SECTION: <i>Human Resources</i>

- 2) Assure that pay and fringe benefits depend upon job responsibility and, along with overtime work, are administered on a non-discriminatory basis.
- 3) Inform and provide guidance to staff and management personnel who make hiring decisions so that all applications for selections, promotion and termination, including those of minorities and women, are considered without discrimination and all applicants be given equal opportunity regardless of political affiliation, race, color, gender, religion, age, sexual orientation, national or ethnic origin, disability, marital status, genetic information, veteran status, or physical disability unless such disability effectively prevents the performance of essential duties and functions required by the position and which are bona fide occupational qualifications which cannot be accommodated without undue hardship.
- 4) Maintain a pool of qualified candidates to encourage equal employment opportunity in hiring.
- 5) Provide orientation for all new Employees and encourage all Employees to avail themselves of employment opportunities.
- 6) This policy shall be made known to all Employees, contractors, and suppliers through distribution of the Equal Opportunity Policy. Applications for employment will include an equal opportunity clause.

V. EMPLOYEE DEVELOPMENT

The following will be undertaken to achieve Employee job satisfaction and equal opportunity.

- 1) Seek to prevent discrimination of the type described in Section III above with regard to training and educational opportunities, reclassifications, promotions, transfer and demotion, layoffs and termination of Employees. Any actions which might adversely affect Employees and involve discrimination of the type described in Section III above will be brought to the attention of the Equal Opportunity Officer.
- 2) Actively encourage Employees to increase their skills and job potential through training and educational opportunities. Offer guidance and counseling in developing programs tailored to individual aptitudes and desires.

VI. VIOLATIONS

Violations of this policy may be cause for the full range of disciplinary action.

**BROOKS COUNTY
BOARD OF COMMISSIONERS**

APPROVED:	TOPIC: <i>New Employee Onboarding / Orientation</i>
<i>Policy Number 202.1</i>	POLICY SECTION: <i>Human Resources</i>

I. PURPOSE

To establish a policy and procedure for New Employee Onboarding and Processing.

II. RESPONSIBILITY

The Human Resources Coordinator is responsible for new Employee payroll and benefits orientation and processing.

III. POLICY

All new hire Employees appointed to an Allocated Position of the County will be scheduled for New Employee Onboarding with the Human Resources Coordinator on or after their first day of work.

A Human Resources representative will obtain personal information from the Employee for the official personnel file, including tax withholding forms, authorized deductions, etc. The Employee Handbook, Outside Employment Form, Internet Usage and Guidelines, Personal Time Off, Unlawful Harassment Policy, the Vehicle Safety Policy Seat Belt requirements, and the accident and injury procedures are discussed with the employee. All new employees must complete the I-9 form within three (3) days of the date of new hire employment.

A Benefits Representative will present and discuss the Employee benefits information to include new hire Benefit Enrollment Eligibility information, the Summary of Benefits, Flexible Benefits Plan worksheet, Statement of Medical and Life Insurance Benefits and Enrollment Forms, Retirement and supplemental products information. The Benefits Insight Booklet, HIPPA, Post offer of Employment Medical Inquiry, Workers' Compensation Procedures/Panel of Physicians, Drug Free Workplace Policy, Education Reimbursement Policy, and Mandatory Training Compliance requirement, will be presented to and discussed with the Employee. Public Transit Safety Sensitive Employees and CDL required Employees will receive and acknowledge receipt of the Department of Transportation/Fitness for Duty/Drug and Alcohol Testing Program policy.

The Employee will read the policies and raise any questions regarding same, sign a form acknowledging receipt and understanding of these policies. The signature on the forms will be

**BROOKS COUNTY
BOARD OF COMMISSIONERS**

APPROVED:	TOPIC: <i>New Employee Onboarding / Orientation</i>
<i>Policy Number 202.1</i>	POLICY SECTION: <i>Human Resources</i>

witnessed by a Human Resources representative.

Medical, life, dental, retirement and supplemental products will be discussed by an insurance representative. The represented plan will be deducted through payroll bi-weekly after 30 days of employment for all non-exempt employees.

The hiring Department Head or assigned employee will continue the New Employee Onboarding Process by providing any additional information to the new Employee including:

- a) Work standards and regulations
- b) Hours of work, time sheets or reports
- c) Duties of the position
- d) Safety rules and procedures, location of safety or protective equipment
- e) Tour of the work area, including location of equipment, supplies, etc.
- f) Introduction to co-workers
- g) Schedule for lunch and breaks
- h) When and whom to report absence from work
- i) Who is responsible for performance planning and review

**BROOKS COUNTY
BOARD OF COMMISSIONERS**

APPROVED:	TOPIC: <i>Employee Separation and Termination</i>
<i>Policy Number 203.1</i>	POLICY SECTION: <i>Human Resources</i>

I. PURPOSE

To establish procedure for Employee separation or termination from the Career Service with the County by resignation, abandonment of job, lay off or reduction in force, disability, loss of job requirements, dismissal or discharge, new hire probationary termination, special probationary period termination, retirement or death. The procedures are designated to provide the least disruption and inconvenience to the Employee and the County.

II. TYPES OF SEPARATION AND TERMINATION

1) Abandonment of Job

An Employee not on authorized leave of absence who, without valid reason, fails to report for work for three (3) consecutive days may be terminated from the service of the County for job abandonment. Any Career Service Employee terminated for job abandonment shall have the right of appeal under the Grievance and Appeals procedure.

2) Employee – Initiated Resignation

A voluntary termination for any reason other than retirement is an employee-initiated resignation. Employees shall make their resignation intentions known by providing a written resignation to his or her immediate Supervisor at least fourteen (14) calendar days prior to the effective date of resignation. The resignation letter should include the reason for leaving as well as the proposed effective date. Two weeks of notice is understood to mean that the resigning employee will be available for work during this time. Exceptions to the two-week notice may be granted by the Department Head.

3) Department Head – Initiated Resignation

A termination requested by the Department Head which permits the Employee to resign in lieu of being discharged. A termination of this type occurs only after the Department Head's consultation with the Human Resources Coordinator. An evaluation of the circumstances is conducted, including reasons for the request, supporting documentation and alternatives. Guidelines are similar to those for discharge.

4) Death

Separation shall be effective as of the date of the death of the Employee. All compensation, including leave pay and salary, shall be made payable to the estate of such Employee or as may be determined by law or by applicable executed documents in the personnel folder of such Employee.

**BROOKS COUNTY
BOARD OF COMMISSIONERS**

APPROVED:	TOPIC: <i>Employee Separation and Termination</i>
<i>Policy Number 203.1</i>	POLICY SECTION: <i>Human Resources</i>

5) Discharge or Dismissal

Termination of an Employee by the County may be with or without cause governed by the provisions of these policies and procedures as hereinafter set forth and the laws of the State of Georgia.

6) New Hire Probationary Termination

The discharge of an Employee during the established new hire probationary period is a new-hire probationary termination. An Employee terminated during the established probationary period is not entitled to use the Grievance and Appeals procedure.

7) Probationary Termination

The discharge of an Employee who has failed to improve performance or work behavior during a special probationary period is a probationary termination. An employee who has been placed on temporary probation and/or transferred to a different job function will be evaluated for up to three months to allow the employee an opportunity to improve performance. If the employee fails to satisfactorily improve job performance or work behavior as a condition of continued employment, the employee will then be terminated.

8) Layoff

A Layoff is an involuntary termination or separation of an Employee by the County for shortage of funds or work, abolishment of the position, material changes in the duties or organization, or related reasons beyond the Employee's control which do not reflect dissatisfaction with the service of the Employee. The duties previously performed by any laid-off Employee may be reassigned to other Employees holding positions in appropriate classes.

9) Notice to Department Head

When a layoff of any Employee shall become necessary, the Board of Commissioners shall notify the Department Head at least 30 calendar days in advance of the intended action and the reasons therefore. The Department Head shall furnish to the Human Resources Coordinator the names and job titles of the Employees to be laid off and the order in which such lay off shall be affected.

**BROOKS COUNTY
BOARD OF COMMISSIONERS**

APPROVED:	TOPIC: <i>Employee Separation and Termination</i>
<i>Policy Number 203.1</i>	POLICY SECTION: <i>Human Resources</i>

10) Order of Layoff

Should it become necessary to reduce the number of Employees within a given class in any department, such Employees shall be laid off on the basis of the following three factors to be weighed equally: 1) length of service in class, 2) length of service with the County, and 3) performance evaluations for the previous three years (if applicable).

11) Special Cases

Should a Department Head determine that the retention of a certain Employee is essential to the efficient operation of the Department because of the fact that such Employee possesses special skills or abilities, and should the Department Head wish to retain such Employee in preference to another with a higher rating, then the Department Head shall submit a written request to the Human Resources Coordinator. Such notification shall set forth in detail the specific skills and abilities possessed by the Employee and the reasons why such Employee is essential to the effective operation of the department. With the approval of the Board of Commissioners, the individual may be retained.

12) Notice to Employees

Regular Employees and Employees on probation who are scheduled to be laid off shall be notified in writing by the Human Resources Coordinator at least fourteen (14) calendar days prior to the effective date of the layoff.

13) Demotions

Any Regular Employee, who is scheduled to be laid off, shall have the right to be demoted to a lower classification, provided that a vacancy exists and such Regular Employee is qualified to fill the position in the lower classification. An Employee in a probationary period shall not have such a right.

14) Loss of Job Requirements

Any Employee who does not obtain or ceases to hold a special license or other special requirement necessary to perform or is intended to perform his or her job shall be separated by a lay off until such license or special requirement is obtained. The license or special requirement shall be obtained within the specified period of time designated by the Employee's Department Head or the Employee shall be dismissed.

**BROOKS COUNTY
BOARD OF COMMISSIONERS**

APPROVED:	TOPIC: <i>Employee Separation and Termination</i>
<i>Policy Number 203.1</i>	POLICY SECTION: <i>Human Resources</i>

15) Furloughs

Employees may be placed on mandatory time off work with no pay or furloughs due to revenue or projected revenue shortfall, changes in organization operating requirements, or other organization needs rather than implementing a lay off.

16) Disability Retirement

An Employee will notify his or her immediate Supervisor of resignation due to disability. A disability is an inability to perform the essential functions of a job due to injury, illness, disease or a medical condition that makes the Employee's continuance on the job a danger to himself, herself or to others. Medical documentation from a licensed doctor or medical facility stating the Employee is totally disabled to perform his or her job must be provided by the retiring Employee to the Human Resources Coordinator.

17) Retirement

Any Employee may retire by voluntarily separating employment with the County coupled with a statement by the Employee that he or she is retiring. However, for the Employee to receive public recognition as a retiring Employee at a Board of Commissioners meeting or other ceremony, the Employee must have satisfied the following requirements:

- a) Fifteen years or more service to Brooks County.

Retirement under this Policy shall not affect a person's rights to benefits under the Brooks County Retirement Plan. Participants in this plan and program shall be governed by the terms and conditions thereof.

III. EMPLOYEE EXIT INTERVIEW

The Supervisor or Employee shall schedule an exit interview with the Human Resources Coordinator prior to the last day of employment. Temporary Employees do not participate in the Exit Interview process unless information can be gained which will improve or enhance present employment conditions.

- 1) The Exit Interview shall be maintained separately from the Employee's official personnel file.

**BROOKS COUNTY
BOARD OF COMMISSIONERS**

APPROVED:	TOPIC: <i>Employee Separation and Termination</i>
<i>Policy Number 203.1</i>	POLICY SECTION: <i>Human Resources</i>

- 2) The Human Resources Coordinator is notified of the Employee's separation date via department memo or Employee letter of resignation.
- 3) Employees shall receive pay for work performed through the last hour worked and for unused benefits as stipulated by policy and laws governing such payments.
- 4) Termination pay shall be reduced by any authorized legal deductions, credit union and any other amounts specifically agreed upon orally or in writing by the Employee and the County.
- 5) All County property must be returned before the final paycheck is given to the Employee. The terminating Employee is responsible for ensuring all paperwork has been completed. Failure by the terminating Employee to properly exit may result in delay of receipt of the final paycheck. The Department Head shall confirm with the Human Resources Coordinator receipt of all County property before the final paycheck will be released.
- 6) The official date of termination will be the last full day the Employee reports for work.
- 7) A Benefits Representative will discuss options to continue medical, life, dental and supplemental products after termination of employment.
- 8) Forms to request Retirement or Deferred Compensation refunds, if any, are available in the Human Resources Coordinator's office or on vendor website.
- 9) All claims for unemployment compensation filed by a terminating Employee shall be processed by the Human Resources Coordinator. Requests for information about unemployment compensation should be forwarded to the Human Resources Coordinator immediately to avoid unauthorized charges against the County's account.

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APPROVED:	TOPIC: <i>Hiring Process</i>
<i>Policy Number 204.1</i>	POLICY SECTION: <i>Human Resources</i>

I. PURPOSE

To establish a policy and procedure for the hiring process.

II. POLICY

The Human Resources Coordinator will administer and coordinate the hiring process for vacant positions in the Career Service.

III. PROCEDURES

RECRUITMENT

- 1) The Human Resources Coordinator will be notified immediately of any position vacancy(ies).
- 2) The Department Head will complete the Human Resources Requisition Form and submit to the Human Resources Coordinator. All position vacancy requests are reviewed by the Human Resources Coordinator and County Administrator. Requests for New Positions or reclassification of existing positions are reviewed during the fiscal year budget process however, exceptions may be presented for review by the County Administrator and approval by the Board of Commissioners during the budget year.
- 3) Any current position requests will be reviewed by the Human Resources Coordinator and County Administrator to determine budget allocations, criticality of need for the position and for approval or disapproval of the request.
- 4) No vacant position may be filled until all leave balances of the former incumbent have been approved and paid and budgeted funds are available. Exceptions may be approved by the County Administrator. After approval, the Human Resources Coordinator will prepare the job posting and distribute through the County email system with a request for county departments to distribute the notice to employees who do not have email access and post on department bulletin boards. The position announcement will be posted on the Human Resources bulletin board, County Job Opportunity webpage and Human Resources Job Line five (5) working days prior to interviews being conducted; however, shorter periods may be declared by Human Resources due to business needs.
- 5) The Human Resources Coordinator may assist Departments with review and screening of the active pool of application files for qualified candidates. Newspaper ads and professional journal ads will be placed when there is not an adequate pool of qualified applicants for the vacant position.

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- 6) Ads to be placed in local newspapers, trade publications and professional journals will be developed and placed by the Human Resources Coordinator with assistance provided by the affected department. Funding of all general advertisements will be through the Administration budget.
- 7) Applications shall be submitted to the Human Resources Coordinator using the online County Employment Application form. Applications are received from the time the position is advertised until the close of business each Friday unless the period has been extended due to holidays. If business hours are changed, Human Resources will advertise during the revised time period. A resume will not be accepted in lieu of a completed application. A candidate will not be considered without a timely submitted, complete application form. The application will be kept on file for two years and may be used to consider an applicant for all positions for which he or she might be qualified. *Internal candidates interested in applying for other positions within the County must complete the online employment application form for any positions desired in the County and must advise his or her Supervisor of the interest in other employment opportunities.*
- 8) No applications for a position are accepted after the published closing and/or receipt date. If there is not a sufficient pool of qualified candidates at the closing date, the position may be re-opened and re-advertised or remain open until filled.
- 9) The Human Resources Coordinator or an outside agency may screen all applications received to ensure the applications are complete. Human Resources can assist departments by selecting qualified candidates to be interviewed for the vacant position.
- 10) Applications of qualified candidates will be made available through the applicant database to the supervisor of the advertised position or forwarded to the affected department by email, in a PDF, on disc, or by hard copies. Human Resources can provide the applications to an outside agency for review as well as assist with scheduling candidates for interviews.
- 11) Applicants may be disqualified for employment consideration when 1) they do not possess the qualifications for the job; 2) they have demonstrated an unsatisfactory employment record or personal record as evidenced by information contained on the application form or by the results of a reference check; 3) they have made false statements of any material facts or practiced deception in their application; 4) they are physically, mentally or otherwise unable to perform the essential functions or duties of the position with reasonable accommodations; 5) the applicant is not within the legal age limits prescribed by law; or 6) the applicant does not meet employment eligibility requirements.

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INTERVIEW PROCESS

The employment interview is part of the selection process. The primary function of the interview is to obtain data or to assess certain knowledge, skills and abilities of a candidate not available through review of applications. Certain guidelines will be observed to maximize the validity and reliability of the interview process as well as ensure the adherence to current EEO requirements.

The Human Resources Coordinator or outside agency shall provide guidelines for the interview process, including selection of panel members, scheduling candidates, development of interview questions, etc.

- 1) The interview panel will be selected by the hiring department but must include the Human Resources Coordinator as a panel participant, either in lieu of or counted as one of the three minimum panel participants. A minimum of three (3) individuals may serve on the interview panel. The interview panel shall consist of personnel who have expertise with the elements of the position and the panel should ensure objectivity and job knowledge. Relatives or applicant personal friends will be excluded from the panel.
 - a) Reasonable accommodations shall be made for disabled applicants to allow participation in the interview process.
- 2) The Department Head or Supervisor of the department in which the position vacancy exists, or the outside agency shall be responsible for the development of interview questions and standards for measurement of candidate responses. Consistency will be maintained in the questions asked of all candidates. The questions must be job related and designed to measure job knowledge, experience and education or to solicit responses that reflect those personal traits that are job related. Questions pertaining to race, sex, religion or marital status or other inquiries that directly or indirectly disclose such information are prohibited. Any questions that would indirectly divulge an applicant's age, national origin or other discriminatory factor shall be made in strict accordance with Law.
- 3) Inquiries as to birth date and proof of age are permitted as long as there is no explicit or implied preference for persons who are under forty (40) years of age and such inquiries are based on job requirements.
- 4) Inquiries as to an applicant's ability to read, write or speak foreign languages are permitted when such inquiries are based on job requirements.
- 5) Inquiries about whether an applicant has certain specified sensory, mental or physical disabilities which relate reasonably to fitness to perform the particular job, or whether an applicant has any disabilities or health problems which may affect work performance or which the employer should take into account in determining job placement are permitted. Other general inquiries that would tend to divulge disabilities or health conditions which do

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not reasonably relate to fitness to perform the job are not permitted.

- 6) Each member of the interview panel scores the candidates independently.
- 7) Following the interview, the interview panel shall attempt to reach consensus and send the interview results (including all question packets/notes taken by each interviewer) and recommendations to the Human Resources Coordinator or outside agency. If consensus cannot be reached, the final candidates, including their strengths and weaknesses, will be reported to the hiring authority.

REFERENCE CHECK

- 1) Before any offer of employment is extended, it is recommended that Human Resources, the hiring supervisory or an outside agency conduct all personal, background and reference checks on the final candidate(s). The information will include verification of employment, dates of employment, position responsibilities, work record, attendance record, strengths, weaknesses and other position related information.
- 2) No reference check or background investigation will be conducted without first notifying the applicant of the investigation.
- 3) Certain positions may be required by the Human Resources Coordinator to undergo a thorough background check by a designated individual/agency.
- 4) Results of the reference check and/or background check will help determine the applicant's fitness for the position.

APPLICANT NOTIFICATION

- 1) After a candidate has been selected, the Department Head or Supervisor of the position that is being interviewed notifies Human Resources of the selected candidate.
- 2) Human Resources may extend the employment offer on behalf of the hiring Department and will request that the offer be accepted or rejected within a set number of days.
- 3) If the first offer is rejected, it will be decided whether to hire another candidate within the applicant pool or to re-advertise the position.
- 4) After a candidate accepts the employment offer, candidates who were interviewed are notified by phone or in writing by the interviewer that they were not selected for the position. Human Resources can assist the hiring department with correspondence to candidates who were not selected.

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<i>Policy Number 204.1</i>	POLICY SECTION: <i>Human Resources</i>

APPOINTMENT

An employment confirmation letter should be forwarded to the final accepting candidate outlining the terms of employment. The letter is prepared and mailed by the Hiring Department or Human Resources stating all appointments are contingent upon satisfactory completion of a post-offer of employment physical and drug screening, motor vehicle record and criminal background review.

Within three days of the new hire employment date, and upon completion of Form I-9, Human Resources will submit a request through the E-Verify Employment Eligibility Verification system. Human Resources will immediately receive notice if the employee has received 1) Employment Authorization, 2) SSA Tentative Non-confirmation, or 3) DHS Verification in Process notice. The State of Georgia, in conjunction with Homeland Security, implemented this employment eligibility requirement July 2007.

APPLICANT EXPENSES

- 1) Unless approved by the County Administrator, the County does not reimburse any applicant for travel costs in conjunction with the hiring process.
- 2) Relocation costs are paid in full by the Employee unless otherwise budgeted and approved by the County Administrator.
- 3) The applicant should be advised of items 1 and 2 above before the interview.

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APPROVED:	TOPIC: <i>Hours of Work</i>
<i>Policy Number 205.1</i>	POLICY SECTION: <i>Human Resources</i>

I. PURPOSE

To establish a policy setting uniform hours of work for Employees.

II. POLICY

Normal working hours for Employees are eight (8) hours, from 8:00 a.m. to 4:30 p.m., five (5) days per work week, with a one (1) half hour unpaid lunch period. This does not include personnel engaged in shift work. Employees are expected to be at their work location and ready to begin work at the beginning of their work schedule. The lunch period will be scheduled to allow for continuous staffing of all offices with at least one person.

Employees may receive, but are not required to have, a rest period of not less than fifteen (15) minutes, on the County's time, for each four (4) hour work period. Rest periods should be scheduled as near as possible to the midpoint of each four (4) hour work period.

The County shall provide each Employee working normal business hours with one (1) half hour for a meal break between the third and fifth hour of each shift. All rest breaks and lunch breaks shall be arranged by the Employee at the discretion of his/her Supervisor.

The standardization of working hours is necessary to provide:

- a) Continuity in access by and service to the citizenry.
- b) Facilitation of teamwork.
- c) Facilitation of Supervisory assistance.

Occasions may arise when the service to the citizen can be improved through the adjustment of an Employee's work hours. The Employee shall obtain approval of the Department Head for the adjustment in work hours, except for lunch period. If the adjustment of hours results in a total Department/Office shift, the County Administrator must be notified for discussion and approval (where applicable).

Individual requests for adjustment of working hours for personal reasons must be evaluated in light of the effect on the criteria enumerated in items a-c above.

Advance notice of anticipated tardiness is expected; notice of unavoidable tardiness is expected when possible. Failure to do so will be construed as an unexcused absence.

Notification by another Employee, friend or relative is not considered acceptable except in an emergency situation where the Employee is physically unable to make the notification.

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APPROVED:	TOPIC: <i>Hours of Work</i>
<i>Policy Number 205.1</i>	POLICY SECTION: <i>Human Resources</i>

Acceptable means of notification (i.e. phone, email, text, etc.) is to be determined and communicated by the Department Head. In the event a Department Head has not clearly communicated/documented this expectation and/or has accepted notification by the means in which it was provided, that will be deemed as an acceptable method for all future notifications.

Daily attendance records will be maintained by each department including date and time absent and reason for absence. Attendance shall be a consideration in determining promotions, transfers, merit increases, satisfactory completion of probationary periods and continued employment with the County. Frequent tardiness or other attendance irregularities shall be cause for disciplinary action. This may take the form of progressive discipline, including written warning, suspension and termination.

Hours for part-time and certain occupational groups of Employees may vary from the normal office hours noted above due to the nature of their duties and will be determined by the appropriate Department Head.

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APPROVED:	TOPIC: <i>Modified Duty</i>
<i>Policy Number 206.1</i>	POLICY SECTION: <i>Human Resources</i>

I. PURPOSE

To provide for a uniform response and handling of a county-wide Modified Duty return to work program for Employees who have a Work-Related Injury or Illness.

These policies and procedures apply to any situation where an Employee is being treated for a Work-Related Injury or Illness and is determined fit by a County approved physician or practitioner to return to work on a temporary basis with modified duties.

Exception: This program is not intended to include Employees whose disability has been caused by an off-duty injury or illness.

II. POLICY

It is the policy of the County, with the cooperation of all departments, to locate and assign Modified Duty, when feasible, to Employees who are temporarily disabled from their regular job as a result of Work-Related Injury or Illness. All such Modified Duty assignments are to be within the limitations as recommended by a County approved physician or practitioner.

- a. The County approved physician/practitioner shall be encouraged to release temporarily disabled Employees to Modified Duty work status and to describe the Employees physical limitations in sufficient detail to enable the County to identify a suitable work assignment or to modify the tasks of the regular assignment which may be eliminated or adjusted.
- b. The department in which the Employee works shall attempt to locate a work assignment or modify the work duties of the regular assignment within the limitations recommended by the physician or practitioner.
- c. If the department is unable to assign suitable work, other departments shall be contacted to determine if a suitable work assignment can be accommodated.
- d. If no suitable assignment is available within the department, the Human Resources Coordinator shall be contacted by the next business day in order to consider other alternatives. The Human Resources Coordinator will attempt to coordinate, where feasible, a temporary reassignment of the Employee on an inter-department basis. The Department to which the Employee is regularly assigned will continue to be charged for the Employee's wages and benefits.
- e. The Employee will be responsible for reporting to their immediate Supervisor following each medical appointment and providing that person with the appropriate medical status slip from the authorized treating physician/practitioner. The Employee shall cooperate to the fullest extent possible by performing the tasks and duties within the modified assignment to the best of his/her ability.

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APPROVED:	TOPIC: <i>Modified Duty</i>
<i>Policy Number 206.1</i>	POLICY SECTION: <i>Human Resources</i>

- f. The immediate Supervisor will be responsible for monitoring the Employee's performance during the period of Modified Duty. Performance appraisals will be conducted at the appropriate intervals.
- g. Employees shall be entitled to earn their usual base salary while on Modified Duty. It is the County's policy that no Overtime will be authorized unless the Employee is expressly given permission by the Department Head. All Overtime assignments must be approved in advance by the Department Head and must be in accordance with the work restrictions set forth by the attending physician/practitioner.
- h. Upon release to regular work without restrictions, the Employee shall be returned to his/her regular work unit in the usual work assignment.

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APPROVED:	TOPIC: <i>Nepotism</i>
<i>Policy Number 207.1</i>	POLICY SECTION: <i>Human Resources</i>

I. PURPOSE

To establish policy for the employment of Immediate or Extended Family members of a current County Employee.

II. POLICY

1. Employment of Relatives

It is the County's policy that Immediate or Extended Family members of then existing County Employees will not be employed in Regular Full-time or Regular Part-time positions where:

- a) One relative would have the authority to supervise, appoint, remove, discipline or evaluate the performance of the other.
- b) One relative would be responsible for auditing the work of the other.
- c) Other circumstances that may exist which would place the relatives in a situation of actual or reasonably foreseeable conflict between the County's interest and their own.

Brooks County shall not hire any member of the Immediate or Extended Family of any then serving member of the Board of Commissioners. Any Employee who was employed by the County prior to his/her relatives' election to the Board of Commissioners may continue to work for the County, provided, however, that the relative of such Employee who is a member of the Board of Commissioners shall take no part in and shall not seek, directly or indirectly, to exert any influence on any action involving the evaluation, compensation, promotion, demotion, discharge or status of such Employee.

This Policy applies to promotions, demotions, transfers, reinstatements and new Employees.

For the purpose of this section, Immediate or Extended Family shall be deemed to include spouses, parents, children, grandparents, grandchildren, brothers, sisters, and the Immediate or Extended Family of spouses, or as approved by the Department Head.

2. Employees Who Marry

If two Employees marry while working in the same Department of County Government, one must apply for a vacant position and transfer to another department within ninety (90) days of the date of their marriage if both are to continue working for the County. Subject to the approval of the County Human Resources Coordinator and the Department Heads involved, the two Employees may agree which will transfer.

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APPROVED:	TOPIC: <i>Nepotism</i>
<i>Policy Number 207.1</i>	POLICY SECTION: <i>Human Resources</i>

In the event there is not approval of the agreement between the two Employees, or the two Employees are not able to agree upon which should transfer, the Employee with the most recent hire date in the Department where both are working will be required to seek employment and transfer to another Department or resign the position. In the event the Employee has not been hired for a vacancy in another department within ninety (90) days of the date of the marriage, all continued rights of employment shall cease.

3. County Government Reorganization

If the County institutes a governmental reorganization which changes Departments such that family members would be working in the same Department, one of such Employees must transfer to other departments within ninety (90) days of the date of the reorganization if all family members are to continue working with the County. Subject to the approval of the Human Resources Coordinator and the Department Heads involved, the affected Employees may agree which will transfer.

In the event there is not approval of the agreement between the affected Employees, or the Employees are unable to agree upon which should transfer, the Employee in the highest pay grade in the new Department will be allowed to remain and the other Employee will be required to transfer. If both Employees are of the same pay grade, the County Administrator shall designate which Employee will transfer.

In the event there has been no position available for transfer at the end of ninety (90) days, the transferring Employee shall be transferred to any position designated by the County Human Resources Coordinator which shall have the highest pay grade available for which such person is qualified. In such situation the transferring Employee's pay will not be reduced. Thereafter, the transferring Employee may transfer to any other Department in the County provided said Employee does not resume a position in the Department wherein a family member holds a position.

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APPROVED:	TOPIC: <i>Outside Employment</i>
<i>Policy Number 208.1</i>	POLICY SECTION: <i>Human Resources</i>

I. PURPOSE

To establish guidelines to guard against conflicts of interest when involved in outside employment, and to assure an Employee's ability to render full service to the County.

II. POLICY

Outside employment shall mean any paid employment performed by an Employee in addition to his or her employment with the County. Such employment shall be governed by the following regulations:

- 1) Outside employment shall not interfere with the efficient performance of the Employee's duties for Brooks County.
- 2) Outside employment shall not involve the performance of duties which the Employee should perform as part of his or her employment with the County.
- 3) Outside employment shall not involve a conflict of interest or conflict with the Employee's duties to the County.
- 4) Outside employment shall not occur during the Employee's regular or assigned working hours unless the Employee is on Personal Time Off, compensatory leave or leave without pay.
- 5) No Employee granted permission to engage in outside employment shall work at said outside employment for a longer period of time than stated in his or her request for permission to engage in such employment.
- 6) Any Employee accepting outside employment under the terms of this policy shall make arrangements with the outside employer to be relieved of his or her outside duties if and when called upon for emergency service by the County.
- 7) The Outside Employment Form, if approved, will remain in effect for one year from the date of final approval signatures and must be reapproved annually. Any changes in Outside Employment or the employee's job duties, hours of work/days, or supervisor/manager will require a new form be submitted for approval to the appropriate Manager, Department Head or Department Head and Human Resources Coordinator.

III. PROCEDURES

- 1) Any Employee desiring to perform outside employment shall first file a request in writing with his or her Department Head for permission to engage in same. The request shall state the type of employment, hours of work, name of the prospective employer and place of

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APPROVED:	TOPIC: <i>Outside Employment</i>
<i>Policy Number 208.1</i>	POLICY SECTION: <i>Human Resources</i>

employment.

- 2) The Department Head may either disapprove or approve the request. The Department Head may also require special additional conditions be imposed on the request for Outside Employment, i.e. only works Outside Employment on specific days; employees may not work outside jobs at least 12 hours before reporting to duty with Brooks County, etc. If the Department Head approves the request, the Human Resources Coordinator shall review the approval to be sure the regulations outlined above are satisfied.
- 3) Employees will be required to submit a new Request for Outside Employment approval form annually, or if there are any changes in Outside Employment hours of work/days or a change of Outside Employment employer.
- 4) If the Outside Employment is approved and causes a conflict with Brooks County Employment, the employee will discontinue the Outside Employment or resign his/her position from Brooks County.
- 5) The Department Head may withdraw or disapprove a previously approved Outside Employment request at any time.
- 6) No request is considered approved until the Department Head signs the Outside Employment Request form.
- 7) If the Department Head disapproves the request, he/she shall give the Employee a written explanation for the disapproval.

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APPROVED:	TOPIC: <i>Outside Employment</i>
<i>Policy Number 208.1</i>	POLICY SECTION: <i>Human Resources</i>

Request for Approval of Outside Employment

*In accordance with Brooks County, Georgia Comprehensive Policy Manual, Policy 208.1, **Outside Employment**, the following employee is submitting a request to perform outside employment.*

Requested By:

Department:

Prospective Employer:

Job Title:

Hours of Work/Days:

I, _____, have read and understand the **Outside Employment Policy** as written in the Brooks County Comprehensive Policy Manual, Policy 208.1.

I understand I will be required to submit a new Request for Outside Employment approval form annually, or if there are any changes in my Outside Employment hours of work/days or a change of Outside Employment employer. I understand that if my Outside Employment is approved and causes a conflict with my Brooks County Employment, I will discontinue the Outside Employment or resign my position from Brooks County. I understand that my Department Head may withdraw or disapprove a previously approved Outside Employment request at any time. I understand that no request is considered approved until the Department Head signs the form.

Employee Date

Department Head Date

☐ Approve ☐ Disapprove

Department Head Date

☐ Approve ☐ Disapprove

Human Resources Coordinator Date

☐ Approve ☐ Disapprove

C: Employee Personnel File

**BROOKS COUNTY
BOARD OF COMMISSIONERS**

APPROVED:	TOPIC: <i>Performance Appraisal</i>
<i>Policy Number 209.1</i>	POLICY SECTION: <i>Human Resources</i>

I. PURPOSE

To provide a means to inform employees about the quality of his/her job performance and to uphold the principle of accountability.

II. POLICY

Regular Employees, who have been employed one (1) year or longer, or at such other time as specified by the Board of Commissioners, may be eligible for a performance adjustment to pay. Performance pay adjustments are generally effective the first day of the first full bi-weekly pay period in January or at such other time as specified by the Board of Commissioners. Regular Employees, who have completed new hire probation, may be eligible to receive a performance adjustment to pay on his or her first year of employment anniversary date. Subsequent annual adjustments to pay may be recommended by the Department Head during the regular annual performance review period. Performance pay adjustments are subject to continued and available funding approved by the Board of Commissioners.

III. PROCEDURES

1) Performance Appraisal

The Human Resources Coordinator will announce annual, semi-annual and other special performance appraisal review periods. The annual performance review is required. Semi-annual or other special reviews may be performed at the discretion of the Supervisor, Department Head or Department Head.

The established annual performance appraisal review period is July 1 through June 30 of the following year. Performance Appraisals are to be completed on all eligible employees during the month of April each year for the current review period. Appraisals are due by April 30th each review period in an effort to consider the recommended performance increases, in tandem with budget planning, where applicable.

Department Heads and Supervisors will use the web-based performance appraisal system to complete the review period forms. Managers should complete the appraisal, meet with the Employee, obtain signatures and forward the original form to the Human Resources Coordinator to be maintained in each individual employee personnel file.

2) Job Description

The Supervisor should review the Employee's job description as part of the appraisal process to ensure performance appraisal is based on the job tasks and responsibilities. A job audit by Human Resources can be requested if the Supervisor, Department Head or Department Head has made changes in the position tasks, responsibilities, structure or other criteria.

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<i>Policy Number 209.1</i>	POLICY SECTION: <i>Human Resources</i>

3) Factor and Goal Performance Rating

Evaluate and rate each applicable factor and current goal(s) and to establish future goals.

4) Performance Rating Justification

Justify performance factor rating averages that are below or above expectations in the *Comments* section.

5) Goal Setting

Identify methods the Employee can take to improve performance or objectives and outline an action plan for completion. Identify job or continuing education training that may assist the Employee in meeting objectives. The Human Resources Coordinator will assist with providing training resources.

6) Comments

Employees, who have been granted access to review his or her personal evaluation on-line, may respond with comments to the evaluation via the web-based system, in writing or during the Performance Review discussion process.

7) Performance Appraisal Review

The Employee is recommended to sign the appraisal form as an acknowledgment that it was completed and that he or she is aware of its contents. The Supervisor, likewise, is recommended to sign the form. The completed form shall be reviewed by the Department Head then sent to Human Resources to be reviewed by the Human Resources Coordinator and placed in the Employee's file.

8) Performance Based Salary Adjustments to Pay

Recommendations for annual adjustments to pay are subject to review and approval by the County Administrator and the Board of Commissioners, whose determination shall be final. The Oversight Committee may change the recommended salary adjustment or return it for reconsideration due to budget considerations, the evidence of rating error, bias or other relevant factors.

9) Appeals of Ratings

Performance ratings may be appealed by the Employee within five (5) working days of the completion date of the rating up to the next highest Supervisor, who shall respond in writing within three (3) working days. If the Employee is still not satisfied, he or she may make a

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final appeal to the Human Resources Coordinator within five (5) working days of written receipt from the Supervisor. The Human Resources Coordinator shall hold a conference with the Employee and investigate the Employee's complaint and render a decision in writing within five (5) working days of the Human Resources Coordinator's conference with the Employee and Supervisor.

10) Employees With Less Than One (1) Year Service

Employees, who are on new hire probation, are not eligible for a performance pay adjustment. Employees who successfully complete their probationary period may be eligible to receive a performance pay adjustment based upon a rating of his or her performance on his or her first-year anniversary date. Exceptions must be approved by the County Administrator and Board of Commissioners.

11) Employees With One (1) or More Years' Service

Regular Employees, who have completed new hire probation after the annual performance appraisal period has ended, may be eligible to receive a performance adjustment on his or her first-year anniversary date. The percentage recommendation will be based upon a rating of his or her performance and must be within the prior year performance adjustment guidelines.

Employees, who have completed one (1) or more years of service and are placed on disciplinary probation due to violations of conduct, unsatisfactory performance or other policy violations, will not be eligible to receive a performance adjustment. Exceptions must be approved by the County Administrator and Board of Commissioners.

12) Employees Completing One (1) Year of Service during the April, May or June Annual Performance Review Period

Employees, whose one-year anniversary date falls during the months of April through June and who have successfully completed probation, may be eligible to receive an annual performance adjustment in addition to his or her one-year anniversary date salary adjustment. Recommendations are subject to approval of the Department Head. Exceptions must be approved by the County Administrator and Board of Commissioners.

13) Funds

The Board of Commissioners will approve all recommendations for salary adjustments to pay based on performance. Continued availability of funds is subject to final approvals by the Board of Commissioners.

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14) Payroll Adjustments

The Human Resources Coordinator will prepare and present a list of recommended performance adjustments to the County Administrator and, if requested, to the Board of Commissioners. After approvals are received, the recommendations to salary adjustments will be entered in each respective Employee payroll file by Human Resources. A list will be forwarded to the Payroll Clerk for personnel line code adjustments to each respective department and fund.

15) Records Responsibility

The Human Resources Coordinator will retain originals of the performance appraisal form(s) and approved annual and incremental pay adjustments in the Employee official personnel file.

Human Resources will provide administrative and management oversight of manual and web-based appraisal processes, Supervisor training and assist Supervisors and Managers, as necessary.

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BOARD OF COMMISSIONERS**

APPROVED:	TOPIC: <i>Personal Information and Personnel Records</i>
<i>Policy Number 210.1</i>	POLICY SECTION: <i>Human Resources</i>

I. PURPOSE

To identify what types of information may be released from an Employee's personnel file and to establish general guidelines for an Employee to review the contents of his or her file.

II. POLICY

1) Confidentiality

Subject to the provisions of the O.C.G.A. 50-18-70, Georgia Open Records Act and other laws of the State of Georgia, Employee personnel records covered under these policies and procedures and all other records and materials relating to the administration of the Career Service personnel system shall be considered confidential and the property of the County. Information that is obtained in the course of official duties shall not be released by an Employee charged with this responsibility as part of official duties except as required by law.

2) Personnel Transactions

All appointments, separations and other personnel transactions shall be recorded by the Human Resources Coordinator. A separate file folder shall be prepared and maintained for each Employee and shall contain the original or a copy of all pertinent documents.

3) Public Inspection

All personnel records shall be subject to public inspections as required by the Georgia Open Records Act and other laws of the State of Georgia. The following information relative to Employees and former Employees shall be accessible to the Human Resources Coordinator, County Administrator, Board of Commissioners, Department Head concerned, Board of Commissioners and the Employee involved: classification or job title and salary, selection records and performance rating reports. Other personnel information may be made available for official purposes at the discretion of the Human Resources Coordinator.

4) Destruction of Records

Employee service records shall be kept in accordance with Federal and State regulations and retention schedules after termination of employment.

5) Personal Information

The Human Resources Coordinator shall be informed by the Employee when there are any changes in personal information, i.e. tax deductions, marital status, life event changes, phone or address changes, in order to maintain accurate records.

6) Review of Personnel File

The Employee may view his or her personnel records at any mutually convenient time and in the presence of the Human Resources Coordinator. Examination of personnel files will be limited to normal business hours.

**BROOKS COUNTY
BOARD OF COMMISSIONERS**

APPROVED:	TOPIC: <i>Probation Period</i>
<i>Policy Number 211.1</i>	POLICY SECTION: <i>Human Resources</i>

I. PURPOSE

To establish policy and procedure for the probation or introductory period for new Employees.

II. POLICY

New hire Employees, except those Employees who serve at the pleasure of the Board of Commissioners, serving in authorized Regular Full-Time or Regular Part-Time positions must serve a period of probation. Employees must complete a minimum three (3) month probation period, however, this may be extended up to one (1) year.

The probation period is designed to give the Employee time to learn the position and to give the Supervisor time to evaluate the Employee's potential and performance. During the established probationary period, the County reserves the right to terminate the Probationary Employee's service on the basis of any reasons deemed sufficient by the County or without any cause at all.

If an Employee is unable to perform the work, the person must be terminated as early as possible. Probationary Employees who will not be retained shall be notified of termination in writing by the Department Head at any time during the probationary period and a copy of said notification shall be retained in the personnel files.

Prior to the end of the probation period, the Employee shall be formally evaluated by the Department Head and shall be provided written documentation of progress. It is expected that informal evaluations will be conducted during the course of the probation period to assess performance and to advise Employees of expectations regarding performance. Significant job deficiency(ies) shall be documented in the Employee's personnel file. These evaluations provide the necessary justification for retention of the person as a Regular Employee.

At the discretion of the Department Head, the probationary period may be extended up to one (1) year from date of hire. This is only after an evaluation of the situation, the Employee's abilities, and demonstrated potential. A probation period may be extended if recommended by the Employee's immediate Supervisor and approved by the Department Head.

If an emergency arises during an Employee's probationary period, which requires a leave of absence, such time off, if granted will not be considered as time worked.

**BROOKS COUNTY
BOARD OF COMMISSIONERS**

APPROVED:	TOPIC: <i>Re-Employment</i>
<i>Policy Number 212.1</i>	POLICY SECTION: <i>Human Resources</i>

I. PURPOSE

To establish a policy for re-employment.

II. POLICY

Any former Regular Employee who resigned from the County in good standing is eligible for re-employment.

Persons interested in re-employment should file a completed employment application form with the Human Resources Coordinator. The application will be considered with the regular other applicants as described in the Hiring Process Policy.

An individual re-employed in his/her former position may be paid at the same rate of pay as of the time he/she left the County, provided however that the re-employment is within one (1) month of the previous resignation.

The compensation of an Employee re-hired to a position other than the former position will be subject to provisions for new hires.

Reinstatement in the retirement plan will be made in accordance with the rules and regulations of the plan.

Personal Time Off eligibility will be based on previous County service provided that the re-employment is within one (1) month of the previous resignation.

The date of hire will take into account the person's previous service with the County, however, future pay increases will coincide with the re-employment date.

The individual's previous personnel file will be re-activated once re-employed by the County provided re-employment is within one (1) month after the original resignation.

All individuals re-employed by the County must complete a new probationary period.

**BROOKS COUNTY
BOARD OF COMMISSIONERS**

APPROVED:	TOPIC: <i>Special Employment Programs</i>
<i>Policy Number 213.1</i>	POLICY SECTION: <i>Human Resources</i>

I. PURPOSE

To establish a uniform policy and procedure for all special employment programs.

II. POLICY

The Human Resources Coordinator is responsible for the coordination of all special employment programs funded by external agencies (i.e. internships).

III. PROCEDURE

Department Heads will forward all requests for participation in special employment programs to the Human Resources Coordinator for coordination with the appropriate agency(ies).

The requesting department will develop a scope of work and qualifications statement to be used in the recruitment and selection of the program participants and in the definition of tasks to be performed during the period of employment.

The provider agency will review scope of work, qualifications, training, level of supervision and safety for appropriateness.

The Human Resources Coordinator will maintain records on program participants including any service agreement between the County and provider agency, scope of work and qualifications statement and personal emergency data.

Department Heads/Supervisors shall provide the Human Resources Coordinator with regular performance evaluations on program participants and feedback on program strengths and weaknesses for overall evaluation by the County.

**BROOKS COUNTY
BOARD OF COMMISSIONERS**

APPROVED:	TOPIC: <i>Classification and Compensation</i>
<i>Policy Number 214.1</i>	POLICY SECTION: <i>Human Resources</i>

I. PURPOSE

The purpose of this Policy is to establish procedures for classifying and compensating Employees which are nondiscriminatory and competitive.

II. RESPONSIBILITY

The Human Resources Coordinator is responsible for preparation, maintenance and revision of a Classification Plan and Compensation Plan for all County Exempt and Non-exempt Employees subject to approval by the Board of Commissioners.

III. POLICY

The County Classification and Compensation Plans will be maintained to ensure that positions similar in classification, duties performed and responsibilities assumed are compensated fairly and equitably without regard to political affiliation, race, color, gender, religion, age, sexual orientation, national or ethnic origin, disability, marital status, veteran status, or any other occupationally irrelevant criteria, and with proper regard for their privacy and constitutional rights as citizens.

CLASSIFICATION PLAN MAINTENANCE

Position Vacancies

As vacancies occur in Allocated Positions, the Department Head prepares the Human Resources Requisition Form or requests assistance from the Human Resource Coordinator, attaches supporting documentation, i.e. letter of resignation, and submits the form to the Human Resources Coordinator for processing. The form must be approved by the County Administrator prior to advertising for a replacement.

Reclassifying Positions

A position may need to be reclassified if the position has experienced significant changes in responsibilities, duties or Supervisory control. Position reclassifications are primarily processed as part of the budget process, but extenuating circumstances may require a position be reclassified during other times in the fiscal year.

A revised position description and a completed Human Resources Requisition Form with supporting documentation attached must be submitted by the Department Head or to the Human Resources Coordinator.

**BROOKS COUNTY
BOARD OF COMMISSIONERS**

APPROVED:	TOPIC: <i>Classification and Compensation</i>
<i>Policy Number 214.1</i>	POLICY SECTION: <i>Human Resources</i>

Requests for Reclassification of a position and movement to a higher or lower salary grade based on changes in the position requirements, skills or responsibilities, will be reviewed by the Human Resources Coordinator and approved or disapproved by the County Administrator. If approved, the request will be submitted to the Board of Commissioners for final approval. If disapproved, the request will be returned to the requesting Department Head with comments regarding the reason for disapproval.

Department or section reorganization or restructuring may require submission of revised position descriptions for affected Allocated Positions to the Human Resources Coordinator.

New Positions

The Department Head must submit requests for New Positions to the Human Resources Coordinator prior to the new fiscal year budget review process. The request will be reviewed by the County Administrator and if recommended, submitted for final adoption with the fiscal year budget.

Requests for a New Position may be required during the fiscal year due to extenuating circumstances, (i.e. State mandates positions to maintain compliance). The Department Head for the respective area will complete a Human Resources Requisition Form, attach supporting documentation to the form and submit the form to the Human Resources Coordinator for review and approval. The County Administrator will review and approve or disapprove the request. If approved, the request will be submitted to the Board of Commissioners for final approval. If disapproved, the request will be returned to the requesting Department Head with comments regarding the reason for disapproval.

Position Descriptions

The position descriptions are descriptive and not restrictive. The use of a particular description as to duties, qualifications or other factors shall not be held to exclude others of similar kind or quality.

IV. HUMAN RESOURCES COORDINATOR RESPONSIBILITIES

The Human Resources Coordinator is responsible for developing, maintaining, interpreting, and administering the Classification and Compensation Plans. The Human Resources Coordinator will ensure a competitive and equitable compensation program is maintained by conducting salary surveys and review of position descriptions.

**BROOKS COUNTY
BOARD OF COMMISSIONERS**

APPROVED:	TOPIC: <i>Classification and Compensation</i>
<i>Policy Number 214.1</i>	POLICY SECTION: <i>Human Resources</i>

Official Copy of Plan

The Human Resources Coordinator shall be responsible for maintaining an official copy of the Classification and Compensation Plans. A copy of the official plans shall be available for the general public upon request.

Official Classification Titles

Titles for Position Classifications as listed in the Classification Plan shall be used on all personnel documents and payroll records and in the preparation of the operating budget. Working titles for internal department use should be used by departments only for purposes other than personnel, payroll or budget documents.

V. COMPENSATION PLAN

The Compensation Plan is implemented as follows:

- 1) The salary matrix is composed of general pay grades, fire rescue pay grades and contract rates.
- 2) Each general and fire rescue pay grade has a minimum, midpoint and maximum salary.
- 3) The minimum and maximum salaries in each general and fire rescue pay grade have a forty percent (40%) spread, 20% below and 20% above the midpoint.
- 4) Funds for performance or other adjustments to pay approved during the fiscal year budget adoption may be implemented January of the succeeding calendar year or at such other time as determined by the Board of Commissioners. Performance or other adjustments to pay are subject to approval by the Board of Commissioners and the availability of funds.
- 5) Parameters and criteria for pay for performance or other adjustments to pay will be determined by the Board of Commissioners and announced by County Administration.

APPOINTMENT RATES

New Employee

A new Employee may be appointed at the minimum rate of pay for the Position Classification of the Allocated Position to which he/she has been appointed.

**BROOKS COUNTY
BOARD OF COMMISSIONERS**

APPROVED:	TOPIC: <i>Classification and Compensation</i>
<i>Policy Number 214.1</i>	POLICY SECTION: <i>Human Resources</i>

Exceptions

Exceptions may be made to allow an initial appointment in excess of the minimum rate of pay as indicated below:

- a) Appointments may be recommended at a rate up to ten percent (10%) above the minimum rate for the position if funds are available in the hiring department personnel budget. Criteria supporting the recommendation will be based on qualifications that exceed the minimum for the position. Recommendations will be submitted to the County Administrator for final approval.
- b) The Department Head may recommend a percentage higher than ten percent (10%) for exceptional requirements or specialized criteria to fulfill the responsibilities of a position. Justification supporting the request shall be submitted in writing to the Human Resources Coordinator for review. If approved, the request will be submitted to the County Administrator and the Board of Commissioners. No commitment to compensation higher than ten percent (10%) above minimum rate may be extended to a prospective Employee without final approval by the Board of Commissioners.
- c) If a reasonable recruiting effort has failed to provide qualified candidates for a vacant professional, specialized or technical position, the Human Resources Coordinator may recommend to the Board of Commissioners that the position be reclassified and adjusted to a competitive salary level.

VI. TRAINEE

For certain classes of work in which the formalized training period is of unusual duration and the needs of the County can best be met by placing an individual in a training capacity, and upon recommendation of the Department Head, the Human Resources Coordinator may designate such position be at a salary rate up to ten percent (10%) below the minimum rate for the position grade.

VII. RATE OF PAY INCREASE

An Employee may receive a rate of pay increase by means of performance review, anniversary date adjustments, salary study adjustments, or by promotion.

- a) Rate of pay increases shall become effective as designated by the Board of Commissioners.
- b) Rate of pay increases may be recommended by the Department Head as part of the annual performance review or to maintain a competitive rate for professional, technical, or specialized positions subject to budget constraints, review by the County Administrator and approval by the Board of Commissioners.

**BROOKS COUNTY
BOARD OF COMMISSIONERS**

APPROVED:	TOPIC: <i>Classification and Compensation</i>
<i>Policy Number 214.1</i>	POLICY SECTION: <i>Human Resources</i>

VIII. PROMOTION

An Employee may be promoted when:

- a) The Employee is changed from his or her position to an Allocated Position and Classification that has a higher pay grade.
- b) The Employee's Position is reclassified to a Position Classification having a higher pay grade. All reclassifications of positions must be approved by the Board of Commissioners.
- c) The Employee may be promoted within or between departments.

Compensation Upon Promotion

When an Employee is promoted to an Allocated Position in a Position Classification with a higher pay grade, a salary increase may be granted:

- a) Up to ten percent (10%) above the Employee's current salary; or
- b) Up to the minimum of the new classification or whichever is greater.

Promotion Criteria

Promotions will be based on qualifications and merit. Employees receiving promotions may be required to undergo a criminal background check and/or to provide a current motor vehicle record. Employees may be required to enter a special probationary period for up to six (6) months after the promotion to allow the supervisor an opportunity to evaluate employee performance in the new position.

Promotional opportunities may be extended to qualified applicants already employed by Brooks County.

**BROOKS COUNTY
BOARD OF COMMISSIONERS**

APPROVED:	TOPIC: <i>Classification and Compensation</i>
<i>Policy Number 214.1</i>	POLICY SECTION: <i>Human Resources</i>

IX. DEMOTION

An Employee shall be demoted when:

- a) The Employee is changed from his/her position to an Allocated Position with a Position Classification that has a lower pay grade.
- b) The Employee's Allocated Position is reclassified to a Position Classification with a lower pay grade.
- c) The Employee may be demoted within a department provided there is a position vacancy.
- d) If a promoted, reclassified, transferred or demoted Employee fails to achieve satisfactory performance in the New Position, he or she may apply for position vacancies in other departments. If the Employee is not successfully transferred to another position suitable to his/her qualifications and abilities, he/she will be terminated from employment for failure to perform satisfactorily in the position.

Compensation Upon Demotion

If an Employee is demoted:

- a) An Employee's rate of pay may remain unchanged or, except as set forth in subsection c. immediately below, may be reduced upon the recommendation of the Department Head.
- b) An Employee's rate of pay may not be reduced when the Employee's position is reclassified to a Position Classification having a lower pay grade.
- c) Anything herein to the contrary, notwithstanding, if a demotion is the result of a disciplinary action, the Employee's rate of pay may be reduced.

X. LATERAL TRANSFER

An Employee shall be laterally transferred when:

- a) The Employee is moved to an Allocated Position in the same Position Classification or to an Allocated Position in another Position Classification having the same pay grade.
- b) The Employee's Allocated Position is reclassified to a different Position Classification having the same pay grade.

**BROOKS COUNTY
BOARD OF COMMISSIONERS**

APPROVED:	TOPIC: <i>Classification and Compensation</i>
<i>Policy Number 214.1</i>	POLICY SECTION: <i>Human Resources</i>

Compensation Upon Transfer

An Employee shall not be eligible for a salary increase at the time of a lateral transfer.

XI. PAY FOR PART-TIME EMPLOYMENT

Pay for part-time employment in an Allocated Position shall be equivalent to the rate of pay for full-time employment in similar Allocated Positions. Under extenuating circumstances, a Part-time Employee may be paid at a varying rate with written approval of the Human Resources Coordinator.

XII. OVERTIME

Except for special situations as specified in the Fair Labor Standards Act, Overtime is work beyond forty (40) hours in a work week. Overtime work performed by a Non-exempt employee must be authorized by the Employee's immediate Supervisor. Overtime will be paid at one and one-half (1 ½) times the regular rate of pay and will be in accordance with the provisions of the FLSA as amended. Public Safety employees, Brooks County Sheriff's Office and Brooks County Fire Rescue, may be paid two times the employee's regular rate of pay when such overtime is earned by working a special event conducted by the Brooks County Community.

As a general rule, Compensatory Time is discouraged, however, a Department Head may, at his or her discretion, allow employees to work additional hours during a work week, but the excess hours must be used before the end of the pay period in which the additional hours were incurred. If the employee is unable to use the excess hours by the end of the pay period, the hours must be paid as Overtime. Compensatory Time may not be banked.

I. BUDGET LIMITATIONS

The implementation of policies and procedures pertaining to payment of salaries or rate of pay adjustments are contingent upon the continued availability of funds and may be increased, decreased or eliminated according to the availability of funds as approved by the Board of Commissioners.

**BROOKS COUNTY
BOARD OF COMMISSIONERS**

APPROVED:	TOPIC: <i>Recording, Utilization and Auditing of Overtime</i>
<i>Policy Number 215.1</i>	POLICY SECTION: <i>Human Resources</i>

I. PURPOSE

To establish policy guidelines for the recording, utilization and auditing of Overtime performed by Employees of the County.

II. RESPONSIBILITY

The Payroll Clerk shall ensure that a permanent record of Overtime accrued is kept on all Employees based on information provided by Department Heads, and that the proper payment is made and accounted for at the end of each pay period.

The Payroll Clerk shall ensure that eligible Employees are compensated for all earned Overtime.

III. POLICY

In the event of any conflict between this policy and the Federal Fair Labor Standards Act (FLSA) the FLSA shall control. The Human Resources Coordinator will identify Exempt and Non-exempt position classifications.

Exempt Employees as described in accordance with the FLSA are exempt from Overtime

- 1) Non-exempt employees will be compensated for Overtime at the rate of one and one-half (1 ½) hours for each hour worked in excess of the number of hours allowed per work week as designated under the FLSA.

IV. DEPARTMENT HEAD RESPONSIBILITIES

Department Head

- 1) It shall be the responsibility of each Department Head to equitably administer the use of Overtime within their respective departments.
- 2) Department Heads are the authorized authorities for the approval of Overtime.
- 3) Department Heads shall ensure that all Overtime earned is recorded on the Employee's time record as it occurs.

**BROOKS COUNTY
BOARD OF COMMISSIONERS**

APPROVED:	TOPIC: <i>Recording, Utilization and Auditing of Overtime</i>
<i>Policy Number 215.1</i>	POLICY SECTION: <i>Human Resources</i>

- 4) Department Heads will make every effort to minimize the utilization of Overtime within their departments. If Overtime is not a budgeted line item for a Department, the Department Head will be required to report the necessity and justification for allowing/paying for Overtime pay, PRIOR to doing so.
- 5) Temporary adjustments in working hours or realignment of duties within the department should be considered as alternatives to the use of Overtime. Overtime shall be considered necessary only in emergency situations, wherein additional effort is needed to complete a task which is critical in nature.
- 6) As a general rule, Compensatory Time is discouraged, however, a Department Head may, at his or her discretion, allow employees to work additional hours during a work week, but the excess hours must be used before the end of the pay period in which the additional hours were incurred. If the employee is unable to use the excess hours by the end of the pay period, the hours must be paid as Overtime.

**BROOKS COUNTY
BOARD OF COMMISSIONERS**

APPROVED:	TOPIC: <i>Date of Hire Service</i>
<i>Policy Number 216.1</i>	POLICY SECTION: <i>Human Resources</i>

I. PURPOSE

To establish definitions and a policy for administering the date of hire and service criteria for County Employees.

II. DEFINITIONS

Date of Hire shall be the first day of work of the individual's current employment with the County.

Original Hire Date If an Employee previously worked for Brooks County then left employment and is later rehired, this date shall relate to the Original term of employment.

Service An Employee who leaves the County in good standing shall have prior continuous service bridged for purposes of Service Recognition

**BROOKS COUNTY
BOARD OF COMMISSIONERS**

APPROVED:	TOPIC: <i>Garnishment</i>
<i>Policy Number 217.1</i>	POLICY SECTION: <i>Human Resources</i>

I. PURPOSE

To provide a procedure for handling garnishment of an Employee's wages.

II. PROCEDURE

Any notice of garnishment which is served on the County will be forwarded immediately to the Payroll Clerk.

The Payroll Clerk will calculate and process the amount of wages to be withheld from the Employee's wages.

The Payroll Clerk will produce a check for the garnished amount and will forward to the Court as directed.

The Payroll Clerk will notify the Employee that the garnishment has been received. No employee will be discharged by reason of the fact that his or her earnings have been subjected to garnishment for any one indebtedness. Repeated garnishments, however, may be considered cause for disciplinary action in accordance with State law [O.C.G.A. § 18-4-7].

**BROOKS COUNTY
BOARD OF COMMISSIONERS**

APPROVED:	TOPIC: <i>Pay Periods</i>
<i>Policy Number 218.1</i>	POLICY SECTION: <i>Human Resources</i>

I. PURPOSE

To establish a uniform pay period schedule for County Employees.

II. POLICY

County Employees are paid bi-weekly every other Friday. There are twenty-six (26) bi-weekly pay periods in the year. If a pay day falls on a holiday (i.e. Thanksgiving Day), the day of pay shall be the last working day before the normal pay day.

Elected Officials and Magistrates pay period. Paychecks are distributed to Elected Officials and Magistrates once a month.

**BROOKS COUNTY
BOARD OF COMMISSIONERS**

APPROVED:	TOPIC: <i>Payroll Deductions</i>
<i>Policy Number 219.1</i>	POLICY SECTION: <i>Human Resources</i>

I. PURPOSE

To define required and voluntary payroll deductions for County Employees.

II. POLICY

The following deductions are required by law from each Employee paycheck:

- a) State Income Tax withholding
- b) Federal Income Tax withholding
- c) Social Security and Medicare Tax withholding
- d) Deductions authorized by law, i.e. garnishments, child support recovery

Additional optional deductions requested by the Employee may include:

- a) Charitable contributions
- b) Bank/Credit Union
- c) Deferred compensation
- d) Membership dues
- e) Health insurance premium
- f) Dental insurance premium
- g) Supplemental products
- h) Miscellaneous deductions

Paychecks are distributed either electronically or printed hard copy. With each paycheck, the County Employee receives a statement of deductions and earnings, via email, that itemizes the various deductions made, cumulative totals and leave balances.

It is the Employee's responsibility to maintain current payroll deduction information with the Human Resources Payroll Clerk. Employees requiring additions, deletions or changes to their payroll deductions should contact the Human Resources Payroll Clerk.

**BROOKS COUNTY
BOARD OF COMMISSIONERS**

APPROVED:	TOPIC: <i>Time Sheet / Preparation of Payroll / Method of Payment</i>
<i>Policy Number 220.1</i>	POLICY SECTION: <i>Human Resources</i>

I. PURPOSE

To establish guidelines for preparation of Employee time sheets and County payrolls.

II. POLICY

Time Sheets are to be completed by all Non-exempt Employees either electronically or by hard copy. The time sheet shall include the following information: Employee name; Employee ID number, department, pay period, hours worked, holiday time taken, Personal Time Off taken, Catastrophic Leave taken, leave without pay taken, military leave, etc. The Employee and Supervisor must each sign the time sheet evidencing their approval as to the correctness and accuracy thereof.

Exempt Employees will complete a time sheet only when using Personal Time Off, Catastrophic Leave taken or other types of leave.

Bi-weekly salaries and wages will be paid by check or direct deposit. Manual checks will be distributed to the Employee's Department Head or authorized representative. Electronic payroll notices will be sent to the employee designated e-mail address.

An Employee's paycheck may be released to the Employee's spouse, designated family member or to another person only if authorized in writing by the Employee.

Payroll records shall be maintained by the County in accordance with the retention schedule.

Falsification of payroll records is reason for discipline up to termination of employment.

Employees may direct inquiries concerning payroll matters to the Payroll Clerk.

**BROOKS COUNTY
BOARD OF COMMISSIONERS**

APPROVED:	TOPIC: <i>Working out of Classification Pay</i>
<i>Policy Number 221.1</i>	POLICY SECTION: <i>Human Resources</i>

I. PURPOSE

To define and delineate circumstances when an Employee will receive compensation for the performance of duties in a supervisory or higher Position Classification than the Position Classification of his/her Allocated Position.

II. POLICY

- 1) Compensation for Working out of Position Classification is provided as monetary recognition to an Employee for the assumption and performance of duties normally performed by an Employee of a supervisory or higher Position Classification, subject to budget constraints. Exceptions may require Board of Commission approval for funding.
- 2) The assumption and performance of the duties of the supervisory or higher Position Classification must encompass the full range of responsibilities of the higher Position Classification. This shall not apply to temporary assignments which are made pursuant to prior mutual agreement between the Employee and his or her immediate Supervisor for the purpose of providing a training opportunity to the Employee, for a mutually agreed upon period of time.
- 3) The performance of such duties must be for an extended period of time, wherein a need exists to fulfill the duties and responsibilities of a vacant Allocated Position. An extended period of time is generally considered as an assumption of duties and responsibilities that will last in excess of twelve (12) weeks.
- 4) Working out of Position Classification compensation shall be allowed only after written recommendation of the Department Head and concurrence by the Human Resources Coordinator and County Administrator. The recommendation shall be submitted to the Board of Commissioners for final approval. Recommendation and designation shall be accomplished prior to the assumption of higher Position Classification responsibilities.
- 5) The Employee's compensation may be increased to the starting salary of the higher Position Classification in which the Employee is substituting, or up to ten percent (10%) of the Employee's current salary, whichever is greater.
- 6) When the temporary assignment is completed, the Employee's salary will be readjusted to its previous level or the level which it would have attained, including general salary adjustments and within range increases, if the Working out of Position Classification pay had not been made. The Employee's date of hire and anniversary date will remain unchanged throughout the temporary assignment.

**BROOKS COUNTY
BOARD OF COMMISSIONERS**

APPROVED:	TOPIC: <i>Emergencies/Inclement Weather/Adverse Conditions</i>
<i>Policy Number 222.1</i>	POLICY SECTION: <i>Human Resources</i>

I. PURPOSE

To provide guidelines for paying employee compensation when inclement weather, adverse conditions or other emergencies cause the County Administrator to declare an Official Closure of County Government offices and services to the general public and/or staff.

II. OFFICIAL CLOSURE – COUNTY OFFICES/SERVICES TO GENERAL PUBLIC

A. Mission Critical Employees

- 1) Employees whose duties and responsibilities are deemed mission critical shall be designated by the Department Head to respond in the event of a designated period of emergency. These designated employees below the level of Department Head or the equivalent are eligible for overtime pay and holiday compensation as provided by this policy.
- 2) Mission Critical Non-exempt employees who work during the Official Closure period will receive compensation for all hours worked during the period at the appropriate straight time rate; however, any actual hours worked above forty (40) hours during the workweek will be compensated in compliance with FLSA overtime provisions.
- 3) Mission Critical Exempt Employees who work during the Official Closure will receive an equivalent amount of Personal Time Off (PTO) hours for each hour worked during the official closure up to a maximum of 8 hours for each day. The Department Head will report the hours worked by the employee to the Payroll Clerk. The Payroll Clerk employees will manually adjust the PTO hours appropriately in affected employee's PTO account.

B. Non-Mission Critical Employees

- 1) When inclement weather or other adverse conditions prompt Official Closure of County offices and services for the general public, and the inclement weather restricts Non-Mission Critical staff from the regular business operating schedules and work periods, employee compensation will be paid in the following manner:
 - a) Employees who report to work at their scheduled time, and work until the Official Closure Time, will not be charged personal leave.
 - b) Employees who leave work prior to the Official Closure announcement will have the corresponding amount of time deducted from personal leave or receive leave without pay from the time of their departure until the official closing time.
 - c) Employees who were scheduled to work and could not work due to the Official Closure will be paid as though the time was worked.

**BROOKS COUNTY
BOARD OF COMMISSIONERS**

APPROVED:	TOPIC: <i>Emergencies/Inclement Weather/Adverse Conditions</i>
<i>Policy Number 222.1</i>	POLICY SECTION: <i>Human Resources</i>

- d) Employees who do not report to work as scheduled in anticipation of Official Closure will have the corresponding amount of time deducted from personal leave or receive leave without pay.
- e) Employees who were on personal leave during the Official Closure period will still have the time deducted from the appropriate leave account and will not be eligible for inclement weather pay.
- f) Employees who do not report to work at the official reopening time will have the corresponding amount of time deducted from his/her personal leave or will receive leave without pay.

III. OFFICIAL CLOSURE – SERVICES TO GENERAL PUBLIC ONLY

- 1) When inclement weather, adverse conditions or other emergencies prompt Official Closure of County services for the general public only, both Mission Critical and Non-Mission Critical employees are expected to work and their compensation will be processed in the following manner:
 - a) Employees who report to work at their scheduled time and work their regular work schedule will be paid their regular rate of pay for the workday.
 - b) Employees who leave work due to inclement weather, adverse conditions or an emergency will have the corresponding amount of time deducted from his/her personal leave or receive leave without pay from the time of their departure until the end of their normal workday.
 - c) Employees who were scheduled to work and do not work will have that amount of time deducted from his/her personal leave or receive leave without pay.
 - d) Employees who were on personal leave during the inclement weather, adverse conditions or other emergency will be charged the appropriate leave.
 - e) Non-exempt employees who work during inclement weather, adverse conditions or an emergency will receive compensation for all hours worked during the period at his/her regular straight time rate, however, any actual hours worked above forty (40) hours during the work week will be compensated in compliance with FLSA overtime provisions.

**BROOKS COUNTY
BOARD OF COMMISSIONERS**

APPROVED:	TOPIC: <i>On Call Policy</i>
<i>Policy Number 223.1</i>	POLICY SECTION: <i>Human Resources</i>

I. PURPOSE

To establish policy guidelines for an on-call program and to identify Employees who accept designated on-call status during their non-working time.

II. EMPLOYEE PARTICIPATION

On-call Employees are non-exempt employees under the Fair Labor Standards Act (FLSA) who agree to serve on an on-call basis during specified periods of non-working hours. Exempt employees, under the FLSA may, as part of their job description, are required to work on-call.

III. RECORDS

The Payroll Clerk shall ensure that a permanent record of on-call status is kept on all non- exempt Employees based on information approved by Department Heads and that the proper payments of on-call supplements are made and accounted for at the end of each pay period.

Random audits of the on-call status record for each Employee will be conducted.

IV. POLICY

In the event of any conflict between this policy and the FLSA, the FLSA shall control. The Department Head of respective areas will identify non-exempt position classifications that may participate in the on-call program. Any non-exempt employee desiring to participate in the on-call program shall notify his/her Department Head of his/her willingness to participate. The Department Head shall establish a schedule which shall provide for the participating non-exempt employees to be on-call for a specified period (usually a weekly period) on a rotating basis.

Employees serving in on-call status are required to be available to promptly report for work during off-duty hours and over and above their normal scheduled hours of work. During the designated on-call period, employees assigned to on-call status are unrestricted in movement or location, within a reasonable distance from their work place that would allow them to report for work in the time periods specified, but must remain accessible by phone or pager and in a fit condition to work.

On-call employees must be available to respond by telephone within fifteen (15) minutes of a call from the County to answer questions or make decisions or be available when called to report to work within a thirty (30) minute time period, provided that such employee resides within thirty (30) minutes driving time from work. Employees who reside more than thirty (30) minutes from work must be underway to work within thirty (30) minutes of being called and must arrive as soon as practical.

Non-exempt employees assigned to on-call status will be paid a daily supplement of \$35.00 for each day he/she is in on-call status.

**BROOKS COUNTY
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APPROVED:	TOPIC: <i>On Call Policy</i>
<i>Policy Number 223.1</i>	POLICY SECTION: <i>Human Resources</i>

V. ON-CALL POLICY

In addition, if the on-call status employee is called in to work, he/she will be guaranteed a minimum of one (1) hour pay at his/her current hourly rate of pay. Employees will be compensated at an overtime rate of one and one-half (1 ½) times his/her hourly rate of pay for all hours worked above forty (40) in the work week, in accordance with the FLSA.

Employees serving in on-call status 1) who cannot be located, 2) who do not respond within fifteen (15) minutes to a phone call or page, 3) who fail to report when called within the time limits provided, or 4) who report to work in an unfit condition, will not be paid the on-call supplement for that day and will be subject to disciplinary action including but not limited to removal from the on-call program, suspension without pay or termination of employment.

VI. DEPARTMENT AND EMPLOYEE RESPONSIBILITIES

Department Head

- 1) It shall be the responsibility of each Department Head to equitably administer the on-call program and the assignment of on-call status within his/her respective departments and to designate positions authorized to be involved in on-call duty.
- 2) Department Heads are the authorized authorities for the approval of on-call status at any given time.
- 3) Department Heads shall ensure that all on-call supplement payments are recorded on non-exempt Employee's records and that the hours worked when the non-exempt Employee is called in to work during the on-call period are recorded on the Employee's time sheet during the pay period the hours occur.
- 4) Department Heads will endeavor to minimize the utilization of on-call hours within their departments taking into account all relevant factors.
- 5) Departments that require twenty-four (24) hours per day, seven (7) days per week monitoring may require the use of on-call hours on a regular basis. On-call hours for other departments may be considered necessary only in emergency situations, wherein additional effort is needed to complete a task which is critical in nature.

**BROOKS COUNTY
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APPROVED:	TOPIC: <i>On Call Policy</i>
<i>Policy Number: 223.1</i>	POLICY SECTION: <i>Human Resources</i>

Employee

- 6) It is the responsibility of the individual Employee to bring any errors in recording on-call supplements or compensation for hours worked when called in to work to the appropriate Department Head as soon as possible.
- 7) Employees who are on approved Personal Time Off or Medical Leave are not eligible to serve in on-call status in that period.

VII. EMERGENCY SITUATIONS

Nothing in this policy shall negate the obligation of all County employees to respond if called in emergency situations.

VIII. EXEMPT EMPLOYEES

Exempt employees whose job duties include being available for work at any time that the need arises, shall not be participants in this on-call program, but shall be available as required by their jobs on an on-call basis. Exempt employees shall not be entitled to any supplement for performing their on-call services.

**BROOKS COUNTY
BOARD OF COMMISSIONERS**

APPROVED:	TOPIC: <i>Bereavement Leave</i>
<i>Policy Number 224.1</i>	POLICY SECTION: <i>Human Resources</i>

I. PURPOSE

To establish guidelines for the use of Bereavement Leave due to death in the Employee's Immediate Family.

II. POLICY

A Regular Full-time Employee who has a member of his/her Immediate Family taken by death may use up to twenty-four (24) working hours Bereavement Leave per calendar year to arrange and/or attend funeral activities. Requests for additional bereavement leave for the death of other Immediate Family members during the calendar year may be approved at the discretion of the Department Head or Department Head and Human Resources Coordinator.

If additional time is necessary, it shall be taken as Personal Time Off or unpaid leave if Personal Time Off has been exhausted, upon advance authorization by the immediate Supervisor or Department Head. Time for attendance at a funeral of others than the Immediate Family may be taken with approval by the immediate Supervisor or Department Head and shall be treated as Personal Time Off leave.

The Employee must notify his/her immediate Supervisor or Department Head as soon as possible if it is necessary to take time off from work due to a family death or to attend a funeral.

An Employee who fails to return to work on the date specified to the Department Head without receiving an approved extension is subject to disciplinary action up to and including termination.

Employees are required to submit written documentation of the funeral to the Department Head.

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APPROVED:	TOPIC: <i>Family Medical Leave (All forms of FMLA except for Military Caregiver Leave)</i>
<i>Policy Number 225.1</i>	POLICY SECTION: <i>Human Resources</i>

I. PURPOSE

To establish a policy and guidelines for the use of family or medical leave for County Employees.

II. POLICY

As provided by the Family and Medical Leave Act (FMLA), as amended, all eligible Employees shall be entitled to take up to twelve (12) weeks of paid or unpaid, job-protected leave during any twelve (12) month period for specified family and medical reasons. Workers' Compensation absences covered by the Workers' Compensation Act will run concurrently with FMLA.

Covered Family and Medical Reasons. An eligible Employee shall be entitled to a total of twelve (12) weeks of paid or unpaid leave during a twelve (12) month period for one or more of the following reasons:

- 1) the birth of the Employee's child or the placement of a child with the Employee for adoption or foster care; or
- 2) to care for an immediate family member (spouse, child, or parent) with a serious health condition; or
- 3) to take medical leave when the Employee is unable to work because of a serious health condition; or
- 4) because of any qualifying exigency as defined below and in applicable Federal regulations arising out of the fact that the Employee's spouse, son, daughter or parent is a covered active duty military service member in the Armed Forces, National Guard or Reserves in support of a contingency operation; or
- 5) because you are the spouse, son or daughter, parent or next of kin of a covered service member with a serious injury or illness.

If we have not informed the Employee that accrued Paid Leave must be used while taking unpaid FMLA leave entitlement, then the Employee has a right to have Paid Leave run concurrently with Unpaid Leave entitlement, provided the Employee meets any applicable requirements of the Leave policy. If the Employee does not meet the requirements for taking Paid Leave, then the Employee will remain entitled to take unpaid Family Medical Leave.

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The Family Medical Leave Act (“FMLA”) also allows an employer to run FMLA concurrently with absences that are due to Workers’ Compensation injuries, illnesses or incidents.

A “serious health condition” is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility or continuing treatment by a health care provider for a condition that either prevents an Employee from performing the functions of the Employee's job or prevents an Employee's qualified family member from participating in school or other daily activities.

“Qualifying exigencies” are: (1) short-notice deployment, (2) military events and related activities, (3) childcare and school activities, (4) financial and legal arrangements, (5) counseling, (6) rest and recuperation, (7) post-deployment activities within ninety (90) days of termination of active duty and (8) additional activities agreed to by the County and the Employee.

Leave for a qualifying exigency is available to families of active duty service members in the Regular Armed Forces, National Guard or Reserves.

Employees with questions about this policy or other County leave policies are encouraged to meet with the Human Resources Coordinator. **The Employee must submit completed FMLA paperwork to Human Resources when taking paid or unpaid non-work- related or work related family or medical leave.**

Employee Eligibility. An Employee shall be eligible for FMLA leave when:

- 1) The Employee has worked for at least twelve (12) months for the County. The twelve (12) months need not have been consecutive. (If the Employee was on the payroll for part of a week, the County will count the entire week. The County considers 52 weeks to be equal to twelve months.)
- 2) The Employee has worked for the County for at least 1,250 hours over the previous twelve (12) months before the leave would begin, not including paid or unpaid leave.
- 3) When both spouses are employed by the County, they are jointly entitled to a combined total of twelve (12) work weeks of family leave for the birth or placement with the Employee of a child for adoption or foster care and to care for a parent who has a serious health condition.

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Calculation of Leave. Eligible Employees can use up to twelve (12) weeks of the leave described above during any twelve (12) month period. The County will use a rolling twelve (12) month period measured forward from the first date an Employee uses any FMLA leave. The next 12- month period would begin the first time FMLA leave is taken after completion of the prior 12- month period. Each time an Employee uses leave, the County computes the amount of leave the Employee has taken under this policy, subtracts it from the twelve (12) weeks, and the balance remaining is the amount the Employee is entitled to take at that time.

Note that the FMLA also entitles eligible Employees to take time off for “Military Caregiver Leave.” The amount of time available for Military Caregiver Leave and the method by which such leave is calculated are described elsewhere.

Maintenance of Benefits. During a family or medical leave under this Policy, an Employee shall be entitled to maintain group health insurance coverage on the same basis as if he/she had continued to work at the County. To maintain uninterrupted coverage, the Employee will have to continue to pay his or her share of insurance premium payments. This payment shall be made either in person or by mail to the Human Resources Coordinator. If the Employee fails to make the premium payment and it becomes more than 30 days overdue, insurance coverage will be discontinued.

If the Employee informs the County that he/she does not intend to return to work at the end of the leave period, the Employee’s rights to any health care benefits shall be only to the extent provided for by the then current health care plan, if any, provided by the County for its Employees. If the Employee chooses not to return to work for reasons other than a continued serious health condition, the County will require the Employee to reimburse the County the amount the County contributed towards the Employee's health insurance during the leave period.

If the Employee contributes to life insurance or supplemental plans, the County will continue making payroll deductions while the Employee is on paid leave. While the Employee is on unpaid leave, the Employee must make arrangements to continue to make those premium payments. If the Employee does not continue these payments, the County will recover the payments at the end of the leave period in a manner consistent with the law. Certain types of earned benefits received prior to the start of an Employee’s leave shall not be lost. Leave may not accrue during the leave period if the employee has exhausted all Personal Time and Catastrophic Leave. The use of family or medical leave will not be considered a break in service for vesting or benefits program purposes.

Job Restoration. An Employee who utilizes family or medical leave under this policy will be restored to the same job or a job with equivalent status, pay, benefits and other employment terms. Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the

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start of an Employee's leave.

The County may choose to exempt certain Highly Compensated Key Employees from this job restoration requirement and not return them to the same or similar position at the completion of FMLA leave. Employees who may be exempted will be informed of this status when they request leave. If the County deems it necessary to deny job restoration for a Key Employee on FMLA leave, the County will inform the Employee of its intention and will offer the Employee the opportunity to return to work immediately.

Use of Paid and Unpaid Leave. The Employee may use Paid Leave first and take the remainder of the twelve weeks as Unpaid Leave. In order to use paid leave for FMLA leave, Employees must comply with the County's normal leave policies.

Intermittent Leave and Reduced Work Schedules. In certain cases, intermittent use of the twelve weeks of family or medical leave or a modified work schedule may be allowed if the Employee has received approval by the Department Head, Human Resources Coordinator and County Administrator. The use of intermittent leave should be scheduled so that this leave does not unduly disrupt the County's operations. In order to use paid leave for FMLA leave, Employees must comply with the County's normal leave policies.

Employees, who are approved due to medical necessity for intermittent use of family or medical leave, or to work a modified work schedule, are responsible for scheduling treatments so that they do not unduly disrupt the County's operations.

In some cases, the County may temporarily transfer an Employee who is using intermittent leave or a modified work schedule to a different job with equivalent pay and benefits if another position would better accommodate the intermittent or modified work schedule.

III. PROCEDURES

Employees requesting leave under this policy must provide thirty (30) days advance notice if the need for FMLA leave is foreseeable. An Employee undergoing planned medical treatment is required to make a reasonable effort to schedule the treatment to minimize disruptions to the County's operations. If the need for FMLA leave is not foreseeable, Employees must notify the County of the need for leave as soon as possible. The FMLA package is available from the Human Resources Coordinator.

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Upon receiving an Employee's request for leave, the County will provide the Employee a Notice of Eligibility and Rights and Responsibilities (Form WH-381).

An Employee taking leave under this policy must submit an appropriate certification form as noted below:

- An employee requesting leave because he/she is unable to work due to a serious health condition must submit a complete and sufficient Certification of Health Care Provider for Employee's Serious Health Condition (Form WH-380-E).
- An employee requesting leave to care for an immediate family member with a serious health condition must submit a complete and sufficient Certification of Health Care Provider for Family Member's Serious Health Condition (Form WH-380-F).
- An employee requesting leave because of a qualifying exigency must submit a complete and sufficient Certification of Qualification Exigency for Military Family Leave (Form WH-384).

The required certification should be provided within fifteen (15) calendar days or the Employee should provide a reasonable explanation for the delay. If the employee fails to provide complete and sufficient certification, the County may deny the request for FMLA leave.

After the County has received the required notice and certification, it will inform the employee within five (5) business days whether the leave will be designated FMLA leave. The employee will receive a Designation Notice (Form WH-382) indicating the amount of leave that will be counted against the employee's FMLA entitlement, if determinable at that time.

While on leave, Employees are required to report to their Department Head on a bi-weekly basis regarding their status and their intent to return to work. Employees are required to give at least two business days' notice if their anticipated date of return to work changes.

An Employee who takes leave because of his/her own serious health condition is required **to notify his/her Department Head of his/her Intent to Return to Work from Leave** and to provide a statement from his/her Qualified Health Care Provider, indicating that the Employee is able to resume working without restrictions. Employees who take leave because of a work related incident will comply with the Workers' Compensation Policy in regards to Return to Work requirements.

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IV. FAMILIES FIRST CORONAVIRUS RESPONSE ACT SUMMARY (FFCRA)

Congress passed the Families First Coronavirus Response Act, which is signed, into law by the President March 28, 2020. The Act became effective on April 1, 2020 and will expire on December 31, 2020. Components of the Act include (1) the Emergency Family and Medical Leave Expansion Act (**EFMLEA**) and 2) the Emergency Paid Sick Leave Act (**EPSLA**).

EFMLEA – Expanded emergency FMLA Leave is available for a singular purpose: to allow an employee, **who is unable to work or telework**, to care for the employee’s child under 18 years of age or child who is 18 years of age or older and incapable of self-care because of a mental or physical disability, if the child’s school or place of care is closed, or the childcare provider is unavailable due to a public health emergency.

For purposes of Emergency FMLA Leave, an eligible employee need only work for the employer for at least 30 days prior to the designated emergency leave. An employee is also considered to be employed for at least 30 days and potentially eligible for Emergency FMLA if the employee was laid off or otherwise terminated by the employer on or after March 1, 2020, and rehired or otherwise reemployed by the employer on or before December 31, 2020, provided that the employee had been on the employer’s payroll for thirty (30) or more of the sixty (60) calendar days prior to the date of being laid off or otherwise terminated. The Act applies to all local governments.

The Act provides that an employer of an employee who is a healthcare worker or an emergency responder may elect to exclude such employee from the Act and are defined in the DOL’s temporary regulations.

An employee who has been employed for at least 30 days (before the first day of leave) may take up to 12 weeks of job protected leave.

The first two weeks of the leave is unpaid unless the employee substitutes any accrued paid leave to cover some or all of the initial two week period. After the initial two week period, the employer must pay full time employees two-thirds of the employee’s regular rate of pay for the number of hours the employee would otherwise be normally scheduled to work.

EPSLA – Emergency Paid Sick Leave is available for the following six reasons:

- 1) The employee is subject to a federal, state or local quarantine or isolation order related to COVID-19;**
- 2) The employee has been advised by a health care provider to self-quarantine due to COVID-19 concerns;**
- 3) The employee is experiencing COVID-19 symptoms and seeking medical diagnosis;**

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- 4) **The employee is caring for an individual subject to a federal, state or local quarantine or isolation order or advised by a health care provider to self-quarantine due to COVID-19 concerns;**
- 5) **The employee is caring for the employee's child if the child's school or place of care is closed or the child's care provider is unavailable due to a public health emergency; or**
- 6) **The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Secretary of Labor.**

A full-time employee is granted eighty (80) hours of paid sick leave. A part-time employee is granted the number of hours equal to the number of hours that such employee is normally scheduled to work over two work weeks.

The employer will

- 1) provide the higher of the employee's average regular rate of pay or the applicable state or Federal minimum wage, paid at 100% for qualifying reasons up to \$511 daily and \$5,110 total for (1), (2), or (3) above; or
- 2) provide at two-thirds the employee's average regular rate of pay or the applicable state or Federal minimum wage up to \$200 daily and \$2,000 total if the Emergency Paid Sick Leave is being taken pursuant to qualifying reasons (4) and (6); or
- 3) provide up to 12 weeks of paid sick leave and expanded family and medical leave paid at two-thirds the employee's average regular rate of pay or the applicable state or Federal minimum wage for qualifying reason (5) up to \$200 daily and \$12,000 total.

Emergency Paid Sick Leave can be used during the first two weeks of the Emergency FMLA Leave. The Emergency Paid Sick Leave does not accrue and will not carry over to the following year. EPSL is for specific purposes, and, as such, if an employee separates, there is no obligation to pay out the sick leave.

**BROOKS COUNTY
BOARD OF COMMISSIONERS**

APPROVED:	TOPIC: <i>Holiday</i>
<i>Policy Number 226.1</i>	POLICY SECTION: <i>Human Resources</i>

HOLIDAY

I. PURPOSE

To provide Employees of Brooks County with approved Holidays.

II. POLICY

Subject to amendment by the Board of Commissioners, the County shall recognize the following Holidays that shall constitute time off with pay for Regular and Probationary Full-time and Part-time Employees:

New Year's Day	Veteran's Day
Martin Luther King Jr. Day	Thanksgiving Day
Memorial Day	State Holiday (Black Friday)
Independence Day	Washington's Birthday
Labor Day	Christmas Eve
Columbus Day	Christmas Day
Juneteenth	Personal Holiday

In the event a holiday, other than a personal holiday, falls upon a Sunday, the following Monday shall be deemed to be the holiday. If the holiday falls on a Saturday, the preceding Friday shall be deemed to be the holiday.

Regular Part-time and Probationary Part-time Employees shall receive a Pro Rata share of compensation at their regular straight time hourly rate for each approved holiday.

If any holiday mentioned above, with the exception of a Personal Holiday, falls on an Employee's regularly scheduled day off, the day of leave may be taken on a future date.

When a holiday falls within a period of paid Personal Time Off or Catastrophic Leave, the holiday shall not be counted as a leave day.

An Employee who is absent without approved paid or unpaid leave on the day immediately preceding or following a holiday shall not be paid for the holiday.

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APPROVED:	TOPIC: <i>Holiday</i>
<i>Policy Number 226.1</i>	POLICY SECTION: <i>Human Resources</i>

Personal Holiday

A Personal Holiday is a personal day of leave available to Regular and Probationary Full-time and Part-time Employees for purposes of use such as time off for birthday, anniversary, religious, holiday, special occasion or for County designated closures.

- 1) Regular and Probationary Full-time and Part-time Employees shall receive one day Personal Holiday each calendar year.
- 2) The Employee must receive supervisor approval prior to using the Personal Holiday.
- 3) Disapproval of use of the Personal Holiday should be in writing.
- 4) Personal Holiday approvals by Department Heads and the County Administrator shall be made only when efficiency of County operations will not be adversely affected.
- 5) Personal Holidays must be taken during the calendar year of entitlement, and, if not used, will be forfeited.
- 6) The Personal Holiday is earned as a day of leave and must be used as a day of leave and may not be split into hours to be used at a later time.

The following criteria shall be used to determine which requests are allowed when the number of requests for a particular day would impair department operations, if granted:

- 1) First, the holiday request shall be considered in the order in which the requests for a holiday date are submitted, with the earliest request receiving first priority.
- 2) Second, if two or more requests are submitted simultaneously, the requests within that group shall be considered in order by employment seniority with the most senior Employee receiving the first priority within the group.
- 3) Final authority for approving or disapproving Personal Holiday requests shall rest with the Department Head. Any disapproval shall be communicated in writing to the Employee involved as soon as possible.
- 4) Personal Holiday usage must be recorded on the Non-exempt and Exempt Employee time sheet.

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APPROVED:	TOPIC: <i>Holiday</i>
<i>Policy Number 226.1</i>	POLICY SECTION: <i>Human Resources</i>

The Personal Holiday in the current year may be combined and used with Personal Time Off or other leaves. Employees, who resign, will be compensated for any unused Personal Holiday on the final paycheck. Employees who are terminated for cause, or who do not return County owned equipment or property, will not be compensated for the Personal Holiday. Exceptions must be approved by the County Administrator.

The Board of Commissioners may modify, amend, increase or decrease the number of paid holidays at its discretion or due to budgetary constraints.

**BROOKS COUNTY
BOARD OF COMMISSIONERS**

APPROVED:	TOPIC: <i>Jury Duty or Subpoena as Witness</i>
<i>Policy Number 227.1</i>	POLICY SECTION: <i>Human Resources</i>

I. PURPOSE

To establish guidelines for Employees performing Jury or Civil Duty.

II. POLICY

Jury Duty or Subpoena as Witness

Any Regular Full-time Employee or Regular Part-Time Employee who is required to serve on a jury, or as a result of official Employer duties is required to appear before a court, legislative committee or quasi-judicial body as a witness in response to a subpoena or other directive, shall be allowed authorized leave with pay for such service. An Employee who receives notice of jury duty or subpoena of summons must notify his/her Supervisor immediately. Court payments for travel time and meal expenses may be retained by the Employee.

Time away will not affect Personal Time Off or Catastrophic Leave accruals.

Plaintiff or Defendant

Employees who appear in court as the plaintiff or defendant in any action not related to their official duties, or for investigative proceedings such as before a grand jury where the Employee is a target of the investigation, shall not be paid for time away from work unless that time is taken as accrued Personal Time Off.

Return to Work

Employees are to return to work after jury duty. If excused as a juror or witness on any given day, the Employee is expected to contact his/her Supervisor and to report to work as instructed.

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APPROVED:	TOPIC: <i>Leave of Absence without Pay</i>
<i>Policy Number 228.1</i>	POLICY SECTION: <i>Human Resources</i>

I. PURPOSE

- 1) To establish procedures by which an Employee may request a leave of absence from employment with the County without pay.
- 2) To establish criteria for considering requests for leave of absence without pay.

II. POLICY

Requests for leave of absence without pay shall be in writing and shall state specifically the reasons for the leave requested and the date on which the leave would begin and end. The request shall be submitted by the Employee to the immediate Supervisor. The Supervisor may recommend to the Department Head whether the request should be granted, modified or denied. The Department Head, with the approval of the Human Resources Coordinator, shall then make a decision based upon the best interest of the County, giving due consideration to the reasons given by the Employee, and the requirements of any applicable state and Federal laws.

The Department Head may grant a Regular Employee a leave of absence without pay not to exceed ninety (90) days for non-medical purposes. Non-medical leave is unpaid leave time for career advancement or personal reasons. Such leaves may be granted only after all available Personal Time Off has been exhausted. Catastrophic leave may not be used in lieu of leave without pay for non-medical reasons.

Leave without pay for medical reasons may be granted for a period not to exceed twelve (12) weeks and in accordance with the Family and Medical Leave Act. Leave of absence may be used for disability/illnesses (including maternity related disabilities) which extend beyond the period of accrued Catastrophic Leave. Personal Time Off accruals may be used after Catastrophic Leave accruals are exhausted and before starting a leave of absence without pay for medical reasons.

Requests for leave of absence without pay due to reasons of health must be accompanied by documentation from the Employee's attending physician supporting the request. All leave of absence without pay requests must be approved by the Department Head. Approved requests shall be forwarded to the Human Resources Coordinator for review and concurrence.

The request for leave of absence without pay should not be approved until it has received the approval of the Human Resources Coordinator. Under no circumstances may an Employee use a leave of absence without pay to work for another Employer or to pursue self-employment.

No Catastrophic Leave, Holiday, Personal Time Off benefits or any other fringe benefits, except as set out below, shall accrue while the Employee is on a leave of absence without pay.

**BROOKS COUNTY
BOARD OF COMMISSIONERS**

APPROVED:	TOPIC: <i>Leave of Absence without Pay</i>
<i>Policy Number 228.1</i>	POLICY SECTION: <i>Human Resources</i>

Any Employee on an approved leave of absence may continue his or her medical, life insurance, and supplemental insurance coverage by paying the Employee cost to the County on a bi-weekly basis.

The Immediate Supervisor is required to notify the Human Resources Coordinator when the Employee returns to work after the Leave of Absence without Pay has expired. Upon expiration of the leave of absence, the Employee shall be reinstated in the position held at the time the leave was granted or another equivalent position, if available.

Upon extenuating circumstances, the Human Resources Coordinator may grant an extension of a leave without pay upon written request by the Employee. Such extension may not exceed ninety (90) days and will be based on departmental as well as Employee considerations.

Employees who fail to return to work on the date specified in the leave request without receiving an approved extension are subject to disciplinary action up to and including termination.

**BROOKS COUNTY
BOARD OF COMMISSIONERS**

APPROVED:	TOPIC: <i>Military Leave</i>
<i>Policy Number 229.1</i>	POLICY SECTION: <i>Human Resources</i>

I. PURPOSE

To comply with the requirements of Federal Law under the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA) and the Official Code of Georgia Annotated (O.C.G.A.) §38-2-279 as they relate to Employees absent from work while engaged in the performance of ordered military duty and while going to and returning from such duty.

II. POLICY

Brooks County shall provide for the rights of public officers and Employees absent on military duty as members of organized militia or reserve forces by complying with the requirements of USERRA and O.C.G.A. §38-2-279 or as amended from time to time.

III. GUIDELINES

1) Protected Employees

USERRA protections apply to all employees on duty with a uniformed service. Duty includes (whether voluntary or involuntary) active duty, active duty for training, initial active duty for training, inactive duty training, full-time National Guard duty and an absence to determine fitness for duty. Uniformed Services include the U.S. armed forces, National Guard or the commissioned corps of the Public Health Services.

2) Reemployment Rights

An employee on duty with a uniformed service is entitled to reemployment if the duty lasted less than five (5) years (extensions apply in certain circumstances) and reports/applies for reemployment within a specific period of time based on the length of duty.

3) Employee Benefits

An employee who is on duty with a uniformed service is deemed to be on a leave of absence or furlough, and must receive the same employee benefits (other than health or retirement coverage) not based on seniority as other employees on leave or furlough. No benefits are required to be maintained under this provision if the employee knowingly provides the employer with a written statement that he or she will not be returning to employment with the employer following the absence for duty.

4) Health Benefits

USERRA provides separate rules for continued health care coverage of the employee and dependents during duty with a uniformed service. If the period of duty is less than thirty-one (31) days, coverage must be maintained if the employee pays required employee contribution.

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If the duty is more than thirty-one (31) days, an employer must permit an employee to continue coverage under rules similar to COBRA.

5) Retirement Benefits

An employee who is reemployed pursuant to the USERRA requirements must be treated as not having incurred a break in service for defined benefit, defined contribution, 403(b), and 457 plan purposes. The least must count as service for vesting and benefit accrual purposes; all accruals that would have been made if the employee had not been absent for duty must be funded. Also, matching contributions must be made up if, on reemployment, the employee makes any necessary pre-tax or after-tax contributions within the lesser of three (3) times the period the employee was absent for duty or five (5) years.

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APPROVED:	TOPIC: <i>Personal Leave</i>
<i>Policy Number 230.1</i>	POLICY SECTION: <i>Human Resources</i>

I. PURPOSE

The County recognizes two types of personal leave; they are annual leave and sick leave.

II. POLICY

It is the policy to grant personal leave and sick leave with pay to Regular Full-time Employees and in accordance with policy guidelines. Probationary, temporary and seasonal workers are not eligible.
GUIDELINES

Annual Leave

Annual leave is leave that is earned to be used for vacations, personal business activities and other personal activities.

A. Eligibility: All full-time employees are eligible to accrue and take annual leave. Part-time, seasonal, substitute and temporary workers are not eligible. New employees within their working test may accrue annual leave but cannot take annual leave until the expiration of the working test. Current employees serving working tests due to promotion, transfer or other reason may accrue and take annual leave subject to approval of their department head.

B. Employees must submit requests for Annual Leave ten (10) days prior to the beginning of the planned absence. Employee requests should be submitted to the appropriate department head for approval. Annual Leave requests may be denied for various reasons based upon the situation and the department. Requests that may impose an undue hardship on the County or a specific department may be denied until a convenient time can be agreed upon.

C. Method of Earning Annual Leave:

Eligible employees with zero (0) through two (2) years of continuous service earn .0192 hours of annual leave for each hour worked per pay period (26 pay periods). This equates to one (1) week of annual leave per year.

Eligible employees with three (3) to five (5) years of continuous service earn .0269 hours of annual leave for each hour worked per pay period (26 pay periods). This equates to seven (7) days of annual leave per year.

Eligible employees with six (6) to ten (10) years of continuous service earn .0385 hours of annual leave for each hour worked per pay period (26 pay periods). This equates to two (2) weeks of annual leave per year.

Eligible employees with ten (10) years plus of continuous service earn .0577

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hours of annual leave for each hour worked per pay period (26 pay periods). This equates to three (3) weeks of annual leave per year.

D. Accumulating Annual Leave: Eligible employees, regardless of length of service may accumulate leave as follows:

1. Employees may accumulate 120 hours max of annual leave. Unused amounts in excess of the 120 hours will be forfeited. Computations will be made on a pay period basis.

E. Method of Taking Annual Leave: Annual leave may be taken as earned incrementally or continuously subject to department head scheduling and approval, regardless of length of service. A new employee must complete the three (3) month working test to be eligible to take annual leave. Employees earn annual leave during the working test.

F. Terminal Annual Leave:

1. Eligible employees with the County will be paid for the amount of annual leave accumulated up to amounts reflected in Section 15.02 (C,1).
2. If an employee dies while in the service of the County, his/her beneficiary will be paid any annual leave the deceased employee had accrued up to the amounts defined in Section 15.02 (C,1).

G. Other Annual Leave Restrictions:

1. Employees shall not be granted annual leave in excess of that accumulated.
2. Requests for annual leave will be on the form provided by the Personnel Clerk and must be approved by the requesting employee's department head prior to the effective date of the annual leave.

Sick Leave

Sick leave is leave accumulated to be taken for bona fide illness, injury and other medical related necessities such as physician appointments, medical examinations, and dental appointments. Sick leave is available for the employee's personal health care as well as for the care of members of the immediate family.

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A. Eligibility

All full time employees are eligible to accrue and take sick leave. Temporary, seasonal, part-time, and substitute employees are not eligible for sick leave.

IV. Method of Earning Sick Leave

Eligible employees, regardless of length of service may earn sick leave as follows:

Eligible employees with zero (0) through five (5) years of continuous service earn .0192 hours of sick leave for each hour worked per pay period (26 pay periods). This equates to one (1) week of sick leave per year.

Eligible employees with five (5) years but less than ten (10) years of continuous service earn .0385 hours of sick leave for each hour worked per pay period (26 pay periods). This equates to two (2) weeks of sick leave per year.

Eligible employees with at least ten (10) years of continuous service earn .0577 hours of sick leave for each hour worked per pay period (26 pay periods). This equates to three (3) weeks of sick leave per year.

I. Accumulating Sick Leave

Eligible employees, regardless of length of service may accumulate sick leave as follows:

Employees may accrue 160 hours of sick leave. Unused amounts in excess of the 160 hours will be forfeited. Computations will be made on a pay period basis.

II. Reporting

The employee should report any sick leave absence prior to his or her scheduled work time, if possible, and if not, the employee should see that his/her absence is reported within one (1) hour after the scheduled time for the employee to begin work. Departments that are considered Emergency Services (Sheriff's Department, 911 Dispatch, Fire, etc) related activities are required to report sick leave absences prior to his or her shift beginning.

III. Approval

Sick leave requires the approval of the County Administrator or his/her designee. In most cases the County Administrator has designated the department heads the authority to approve sick leave for employees under their direct management.

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IV. Physicians Certification

A medical statement signed by a licensed physician is required to substantiate sick leave for:

- A. Absences of three (3) or more consecutive work days;
- B. To support a request for sick leave during annual leave; and
- C. At any time when absence recurs frequently or habitually provided the employee is forewarned.

V. Sick Leave on Termination of Employment

Accrued sick leave is forfeited on termination of employment. There will be no payment of accumulated sick leave.

- A. Brooks County has established a sick leave bank to provide its employees with additional sick leave in the event of a serious illness or injury.

Employees may join the sick leave bank in July of each year after meeting a three month working test requirement, provided they have accrued a minimum total of forty (40) hours of sick leave and contributes at minimum eight (8) additional hours to the sick leave bank.

An application to join the sick leave bank can be obtained from the County Personnel Clerk. It shall be the responsibility of each employee to make sure that he/she contributes eight at least (8) hours to the sick leave bank every year or they will be suspended from the bank (while maintaining 40 hours personal sick leave). Once enrolled in the bank, hours will be automatically deducted until the employee changes this status with the Personnel Clerk. Any employee who is suspended or leaves the bank forfeits any time given to the bank.

- 1) A member of the sick leave bank shall be eligible to make an application to the bank provided that:
 - i) He/she has been absent ten (10) consecutive workdays due to serious illness or injury immediately prior to requesting additional sick leave from the sick leave bank.
 - ii) In the event that a sick leave bank member is physically or mentally unable to make a request to the sick leave bank, a family member or agent may file the request on the member's behalf.
 - iii) He/she is a member of the sick leave bank.
- 2) The employee must exhaust his/her own accumulated sick leave prior to

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requesting additional leave from the Sick Leave Bank.

- 3) An applicant may be required to undergo at his/her own expense a medical review by a physician approved by the Human Resources Committee.
- 4) Additional leave days granted by the Human Resources Committee from the sick leave bank may be used only for personal illness of the employee.
- 5) Additional leave days granted by the Human Resources Committee from the sick leave bank shall not exceed twenty (20) work days annually. The number of sick leave days granted shall not exceed actual days accumulated
- 6) Applicants may submit a request for extension of leave before their prior grant expires, if less than twenty (20) days were requested.
- 7) All leave granted but not used by the employee shall be returned to the sick leave bank.
- 8) Sick leave granted from the sick leave bank to an employee does not have to be repaid.
- 9) An employee whose request has been denied by the Human Resources Committee may reapply to the sick leave bank if his/her condition deteriorates. Medical documentation is required.
- 10) If an employee's absence due to illness/injury precedes his/her membership date, he/she is not eligible to apply.
 - A. An employee who becomes disabled due to injury or illness for which payment is made through Worker's Compensation is not eligible to apply to the sick leave bank for additional days.
 - B. A member of the sick leave bank may request twenty days (20) maximum from the sick leave bank prior to approval of Disability Retirement/Long Term Leave.
 - C. The Human Resources Committee shall have the responsibility of receiving, verifying, and approving or denying requests for sick leave bank withdrawals. The Human Resources committee will establish guidelines for administering the sick leave which shall be approved by the County Administrator.
 - D. The Human Resources Committee shall schedule a meeting on applications received within five (5) days of receiving the application for a withdrawal from the sick leave bank. A decision on the application shall be made at the meeting. The number of sick leave days granted shall not exceed days accumulated in the sick leave bank.

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- E. The Human Resources Committee shall schedule a meeting on applications received within five (5) days of receiving the application for a withdrawal from the sick leave bank. A decision on the application shall be made at the meeting. The number of sick leave days granted shall not exceed days accumulated in the sick leave bank.
- i) The meeting shall be a closed meeting, open only to the committee. The committee may request the employee involved or their agent or family member, if the employee cannot be in attendance, to be present.
- ii) A quorum of committee members must be present to conduct the official business of the Human Resources Committee.
- iii) The decision must reflect a majority of the Human Resources Committee members who are present. The decision shall be final binding and not subject to appeal.
- iv) The Human Resources Committee shall use the following criteria in addition to offers in administering the bank and in rendering their decision:
- i) Medical documentation of illness/injury of employee.
- ii) Use of all accumulated sick leave.

Responsibility

- A. Department heads shall respond to employee requests for leave as quickly as possible, and shall be responsive to approving requests taking into account the County's best interests and fairness to other employees.
- B. The County Administrator shall approve leave requests for Department Heads.

Personal Days Off

Employees, after their three (3) month working test, can use two (2) personal days off per fiscal year to do whatever they want to do (go out of town, fishing, etc.). They do not have to be sick, but the hours will be charged against their sick time. The days cannot be carried over to the next year. If an employee has used the personal day(s) policy and applies for Sick Leave Bank hours, he or she will not be issued credit for up to two (2) sick leave days in the event that additional time is needed.

Personal days have to be planned and approved by your supervisor before you can take them.

Leave Without Pay

Employees shall not be able to take leave without pay provided they have accrued vacation or sick hours in their bank.

**BROOKS COUNTY
BOARD OF COMMISSIONERS**

APPROVED:	TOPIC: <i>Workers' Compensation Policy</i>
<i>Policy Number 231.1</i>	POLICY SECTION: <i>Human Resources</i>

I. PURPOSE

To comply with Georgia State Workers' Compensation Insurance Law (O.C.G.A. § 34-9-81.1) and provide for payment for employee medical treatment and to supplement a portion of any income the employee may lose while recovering from an on-the-job illness or injury.

II. POLICY

Brooks County complies with Georgia State Worker Compensation Insurance Law and provides payment for employee medical treatment and lost income while recovering from work related illness or injury. The Family Medical Leave Act ("FMLA") allows an employer to run Family Medical Leave concurrent with Workers' Compensation related absences. The FMLA paperwork is provided and maintained by the Human Resources Coordinator.

III. GUIDELINES

Specific benefits are prescribed by law depending on the circumstances of each case. It is against the law for a company to terminate or punish an employee for reporting an accident or injury. All reports of first aid, accidents, illness (due to work) and injury **must** be reported within twenty-four (24) hours of the incident. The Brooks County Report of Work Injury, Incidents and Accident Investigations form must be used in reporting all accidents/incidents. The forms may be obtained from Department administrative or management staff, or by calling the Human Resources Coordinator.

Workers' Compensation benefits are the employee's exclusive remedy for accidental injury, occupational disease or death arising out of and in the course of employment. Eligible employees may receive benefits including medical, surgical, vocational rehabilitation services and certain supplies, as well as compensation from medically authorized lost time due to disability.

Human Resources administers the Workers' Compensation Program for the Brooks County Board of Commissioners. All workers' compensation claims are handled by a third-party administrator, ACCG (Association of County Commissioners of Georgia), PO Box 922608, Norcross, Georgia 30010.

IV. RETURN TO WORK

The County is committed to returning employees with work-related injuries to work, within safe and healthy medical practices, as soon as practical. As soon as possible after the injury, and when the employee is medically able to return to work, a written medical release from the designated medical service provider must be received to the County Human Resources Coordinator. If the medical release specifies that the employee may return to work, the employee will be returned to work immediately or as soon as practical.

The County reserves the right to require any treating physician to review the employee's job description and work duties, and to express an opinion as to whether the employee may safely perform the essential job duties, before putting the employee back to work with or without temporary job modifications.

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APPROVED:	TOPIC: <i>Americans with Disabilities Act of 2008</i>
<i>Policy Number 232.1</i>	POLICY SECTION: <i>Human Resources</i>

I. PURPOSE

To provide policy that will ensure 1) equal opportunities for disabled persons to participate in and benefit from services, programs or activities sponsored by the County; 2) a bias free environment for disabled Employees or for disabled persons who seek employment with the County; and 3) prompt and equitable resolution of complaints alleging discrimination on the basis of a disability.

II. RESPONSIBILITY

The Human Resources Coordinator is responsible for interpretation and oversight of this Policy and will serve as the ADA Coordinator.

III. POLICY

Brooks County Board of Commissioners will not discriminate on the basis of disability in employment or the provision of services. It is the intent of the County to guarantee disabled persons equal opportunity to participate in or enjoy the benefits of County services, programs or activities, and to allow disabled Employees a bias free work environment as required by the ADA and ADA Amendments Act of 2008. The County, upon request, will provide reasonable accommodation in compliance with the ADA.

The ADA Amendments Act of 2008 (the “Act”) became effective January 1, 2009. As part of the Act, Section 4 amended the ADA to redefine the term “disability”, by also defining “major life activities” and “being regarded as having such impairment”. The Act was further amended by final rule effective October 11, 2016. The final rule added new sections to its title II (nondiscrimination in State and local government services) and title III (nondiscrimination by public accommodations and commercial facilities) of the ADA regulations to set forth the proper meaning and interpretation of the definition of “disability” and to make related changes required by the ADA Amendments Act in other sections of the regulations.

The revised language clarifies that the term “disability” shall be interpreted broadly and explains that the primary object of attention should be whether covered entities have complied with their obligations not to discriminate based on disability and that the question of whether an individual’s impairment is a disability under the ADA should not demand extensive analysis. The revised regulations expand the definition of “major life activities” by providing a non-exhaustive list of major activities that specifically includes the operation of major bodily functions. The revisions also add rules of construction to be applied when determining whether an impairment substantially limits a major life activity including that:

- 1) such term shall be construed in favor of broad coverage of individuals under the Act;

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<i>Policy Number 232.1</i>	POLICY SECTION: <i>Human Resources</i>

- 2) an impairment that substantially limits one major life activity in order to be a disability;
- 3) an impairment that is episodic or in remission is a disability if it would substantially limit a major life activity when active;
- 4) the determination of whether an impairment substantially limits a major life activity shall be made without regard to mitigating measures.

The County is committed to creating an environment in which facilities for public meetings and *General Information* public use are accessible. Furthermore, the County will provide auxiliary aids and services, if necessary, and if such reasonable accommodation can be provided without undue hardship to the County.

The County has a commitment to ensure equal opportunities for disabled Employees. Every reasonable effort will be made to provide an accessible work environment and additional accommodations as required by the ADA as amended.

Employment practices (e.g. hiring, training, testing, transfer, promotion, compensation, benefits, termination, etc.) will be administered in such manner as to not discriminate against disabled Employees as required by the ADA as amended.

Employees or other participants in the County's programs, services and activities who feels the County has violated their rights under the ADA as amended may submit written complaints to the ADA Coordinator.

County staff will ensure that disabled persons may participate in and benefit from County programs, services and activities as required by the ADA as amended.

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APPROVED:	TOPIC: <i>Military Caregiver Family Medical Leave</i>
<i>Policy Number 233.1</i>	POLICY SECTION: <i>Human Resources</i>

I. PURPOSE

To establish a policy and guidelines for the use of family or medical leave for County Employees.

II. POLICY

An eligible employee who is the spouse, son, daughter, parent or next of kin of a current service member may take up to twenty-six (26) weeks of leave to care for such service member with a serious injury or illness incurred in the line of duty on active duty for which the covered service member is undergoing medical treatment, including veterans who are undergoing medical treatment, recuperation or therapy for a serious injury or illness that occurred by the service member in the line of duty on active duty and manifested itself before or after the service member became a veteran. Such leave is designated “Military Caregiver Family Medical Leave.”

Leave is permitted to care for current members of the Regular Armed Forces, National Guard, Reserves, those on the temporary disability retired list, and veterans who are undergoing medical treatment, recuperation or therapy for serious injury or illness.

The current service member or veteran must have or have had a serious injury or illness incurred in the line of duty, as determined by the U. S. Department of Defense, that may render him/her medically unfit to perform the roles of his current or prior office, grade, rank or rating and for which he/she is undergoing medical treatment, recuperation, therapy or outpatient treatment.

In order to care for a covered service member or covered veteran, an eligible employee must be the spouse, parent, son or daughter, or next of kin of the covered service member or covered veteran.

“Next of kin” is defined as the covered service member’s nearest blood relative – other than the service member’s spouse, parent, son or daughter – in the following order of priority:

- Blood relatives who have been granted legal custody
- Brothers and sisters
- Grandparents
- Aunts and uncles
- First cousins

A service member has the right to designate in writing another blood relative as his or her next of kin.

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<i>Policy Number 233.1</i>	POLICY SECTION: <i>Human Resources</i>

The Employee must submit completed FMLA paperwork to Human Resources when taking paid or unpaid non-work-related Military Caregiver or Veteran Military Caregiver Family Medical Leave.

Employee eligibility. An Employee shall be eligible for Military Caregiver or Veteran Military Caregiver FMLA leave when:

- 1) The Employee has worked for at least twelve (12) months for the County. The twelve months need not have been consecutive. (If the Employee was on the payroll for part of a week, the County will count the entire week. The County considers 52 weeks to be equal to twelve months.)
- 2) The Employee has worked for the County for at least 1,250 hours over the previous twelve (12) months before the leave would begin, not including paid or unpaid leave.
- 3) When both spouses are employed by the County, they are jointly entitled to a combined total of twenty-six (26) work weeks of Military Caregiver or Veteran Military Caregiver FMLA leave.

Calculation of Leave. Eligible Employees can use up to twenty-six (26) weeks of leave during a single twelve (12) month period. The 12-month period begins on the first day the employee takes leave for this purpose and ends 12 months thereafter.

Maintenance of Benefits. During a family or medical leave under this Policy an Employee shall be entitled to maintain group health insurance coverage on the same basis as if he/she had continued to work at the County. To maintain uninterrupted coverage, the Employee will have to continue to pay his or her share of insurance premium payments. This payment shall be made either in person or by mail to the Human Resources Coordinator. If the Employee fails to make the premium payment and it becomes more than 30 days overdue, insurance coverage will be discontinued.

If the Employee informs the County that he/she does not intend to return to work at the end of the leave period, the Employee's rights to any health care benefits shall be only to the extent provided for by the then current health care plan, if any, provided by the County for its Employees. If the Employee chooses not to return to work for reasons other than a continued serious health condition, the County will require the Employee to reimburse the County the amount the County contributed towards the Employee's health insurance during the leave period. If the Employee contributes to life insurance or supplemental plans, the County will continue making payroll deductions while the Employee is on paid leave. While the Employee is on

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unpaid leave, the Employee must make arrangements to continue to make those premium payments. If the Employee does not continue these payments, the County will recover the payments at the end of the leave period in a manner consistent with the law. Certain types of earned benefits received prior to the start of an Employee's leave shall not be lost. Leave may not accrue during the leave period if the employee has exhausted all Personal Time and Catastrophic Leave. The use of family or medical leave will not be considered a break in service for vesting or benefits program purposes.

Job Restoration. An Employee who utilizes Military Caregiver or Veteran Military Caregiver Leave under this policy will be restored to the same job or a job with equivalent status, pay, benefits and other employment terms. Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an Employee's leave.

The County may choose to exempt certain highly compensated Key Employees from this job restoration requirement and not return them to the same or similar position at the completion of FMLA leave. Employees who may be exempted will be informed of this status when they request leave. If the County deems it necessary to deny job restoration for a Key Employee on FMLA leave, the County will inform the Employee of its intention and will offer the Employee the opportunity to return to work immediately.

Use of Paid and Unpaid Leave. The Employee may use Paid Leave first and take the remainder of the leave as Unpaid Leave. In order to use paid leave for FMLA leave, Employees must comply with the County's normal leave policies.

Intermittent Leave and Reduced Work Schedules. In certain cases, intermittent use of the twenty-six weeks (26) of Military Caregiver Leave or a modified work schedule may be allowed if the Employee has received approval by the Department Head, Human Resources Coordinator and the County Administrator. The use of intermittent leave should be scheduled so that this leave does not unduly disrupt the County's operations. In order to use paid leave for FMLA leave, Employees must comply with the County's normal leave policies.

In some cases the County may temporarily transfer an Employee who is using intermittent leave or a modified work schedule to a different job with equivalent pay and benefits if another position would better accommodate the intermittent or modified work schedule.

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III. PROCEDURES

Procedure for requesting leave. Employees requesting leave under this policy must provide 30 days advance notice, if the need for FMLA leave is foreseeable. If the need for FMLA leave is not foreseeable, Employees must notify the County of the need for leave as soon as possible. The Military Caregiver or Veteran Military Caregiver Family Medical Leave package is available in the Human Resources Coordinator's office.

Upon receiving an Employee's request for leave, the County will provide the Employee a Notice of Eligibility and Rights and Responsibilities (Form WH-381).

An Employee taking leave under this policy for Military Caregiver Leave must submit a complete and sufficient Certification for Serious Injury or Illness of Covered Service member – for Military Family Leave (Form WH-385).

An Employee taking leave under this policy for Veteran Military Caregiver Leave must submit a complete and sufficient Certification for Serious Injury or Illness of a Veteran for Military Caregiver Leave (Form WH-385-V).

The required certification should be provided within fifteen (15) calendar days or the Employee should provide a reasonable explanation for the delay. If the employee fails to provide complete and sufficient certification, the County may deny the request for Military Caregiver or Veteran Military Caregiver Leave.

After the County has received the required notice and certification, it will inform the employee within five (5) business days whether the leave will be designated Military Family Leave. The employee will receive a Designation Notice (Form WH-382) indicating the amount of leave that will be counted against the employee's FMLA entitlement, if determinable at that time.

While on leave, Employees are required to report to their Department Head on a bi-weekly basis regarding their status and their intent to return to work. Employees are required to give at least two business days' notice if their anticipated date of return to work changes.

**BROOKS COUNTY
BOARD OF COMMISSIONERS**

APPROVED:	TOPIC: <i>Job Posting</i>
<i>Policy Number 234.1</i>	POLICY SECTION: <i>Human Resources</i>

I. PURPOSE

To ensure that all employees are made aware and have the opportunity to apply for open positions either before or concurrent with the consideration of external candidates for employment. Business conditions permitting, all regular full-time and part-time positions will be posted when a vacancy occurs unless a Job Posting waiver has been approved by the Human Resources Coordinator.

II. POLICY

Position vacancies will be posted to provide opportunities to hire new employees and for promotion or transfer of current employees. Several methods of Job Posting may be utilized based on current business needs. The Human Resources Coordinator shall have sole discretion in determining whether a given Job Posting opportunity will be made available as an internal posting or intradepartmental posting.

III. POSTING DEFINITIONS

Internal Postings – Postings offered to and supports the professional development of current regular employees. Successful candidates must meet the position minimum qualifications. Typically, internal candidates will be considered for positions that are a higher grade and considered to be a promotion. There may be instances where a lateral transfer may provide career development opportunities that will enhance an employee's skills and abilities. Vacancies that occur as a result of an internal promotion may be posted externally.

Candidates must be eligible regular employees, have completed the new hire probationary period, and employed for a minimum of twelve (12) months in their current position with a satisfactory performance.

The Job Posting opportunity will be made available only to County government internal applicants. The job will be posted internally a minimum of five (5) business days. Eligible employees must submit a letter of interest, a completed application and supporting documentation by the closing date.

External Postings – Postings offered to recruit external and internal candidates for the applicant pool. Position vacancies will be posted a minimum of five (5) business days on the County Job Opportunities website. Additional advertisements including the local newspaper, professional journals and websites may be utilized to recruit candidates for the applicant pool.

The Human Resources Coordinator notifies employees of position vacancies through email distribution to all employees and posting on various bulletin boards throughout the County.

Each posting includes the posting date, posting deadline, position number, position title, department, salary grade and minimum entry rate.

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APPROVED:	TOPIC: <i>Job Posting</i>
<i>Policy Number 234.1</i>	POLICY SECTION: <i>Human Resources</i>

Intradepartmental Posting – Postings offered within a Department only, indicating only candidates within the Department where the vacancy exists will be considered. The job will be posted within the Department a minimum of five (5) business days. Eligible employees must submit a letter of interest, a completed County application for employment and supporting documentation by the closing date to the Department Head.

Waivers to the Job Posting Policy – In rare instances, the posting policy may not apply. The Department Head may request a waiver from the Human Resources Coordinator of the job posting requirement by submitting a statement justifying the request and must meet one or more of the following criteria:

- 1) The Department Head has qualified candidates within the Department that may be considered for a position vacancy and the Employees in the Department are allowed an opportunity to place a Job Bid on the vacant position.
- 2) An employee in the department where the vacancy exists has been determined by the Department Head to have certifications, skills and abilities to meet the requirements of the vacancy and the individual is uniquely qualified to be promoted into the position. The application and any supporting documentation will be submitted to the Human Resources Coordinator for review and final approval.
- 3) Reorganization or restructuring of the department results in a promotion opportunity, but no additional authorized position is created to add to total staff. Therefore, one of the current department employees meeting the qualifications for the promotion may be recommended.

Employment Offer Notification – Human Resources will, if requested, extend the employment offer on behalf of the hiring department. If the first offer is rejected, the hiring department will decide whether to extend an offer to another candidate within the applicant pool or to re-advertise the position.

If the candidate accepts the employment and salary offer, all other candidates are notified in writing by the interviewer that they were not selected for the position.

**BROOKS COUNTY
BOARD OF COMMISSIONERS**

APPROVED:	TOPIC: <i>Administration of Employee Personnel Records</i>
<i>Policy Number 235.1</i>	POLICY SECTION: <i>Human Resources</i>

I. PURPOSE

To establish procedures and responsibilities for the maintenance of Employee Personnel Records.

II. RESPONSIBILITY

The Human Resources Coordinator is responsible for establishing and maintaining an official personnel file for each Employee of the County.

III. POLICY

1) Establishment of procedures and responsibilities for the maintenance of personnel records.

- a. Access to the personnel files may be allowed if the Manager and/or Department Head feel access would be helpful, necessary or warranted for administrative purposes.
- b. Department Heads are responsible for the forwarding of documents for inclusion in the personnel files of those Employees assigned to their department.
- c. Each Employee is responsible for the verification of information contained in the personnel file through periodic audit. A Human Resources representative must be present when a file is audited. Only the Human Resources Coordinator may remove items from the respective files.

All audit appointments should be with the Human Resources Coordinator or Human Resources representative. The purpose of the audit or inspection is to ensure accuracy and completeness of the file.

- d. Separate personnel files shall not be maintained by individual departments; however, working files may be utilized by departments.

2) Information to be included in the Employee's personnel file:

Permanent Documents. Documents retained in the folder throughout the employment association of an Employee with the County, including:

- a. Employee application
- b. Job description and specification information
- c. Job performance ratings and evaluations

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APPROVED:	TOPIC: <i>Administration of Employee Personnel Records</i>
<i>Policy Number 235.1</i>	POLICY SECTION: <i>Human Resources</i>

- d. Education / training information
- e. Disciplinary action forms and documents
- f. Personnel action forms

Permanent records are maintained during the tenure of the Employee and for five (5) years after the Employee leaves employment with the County. Pension files are kept for 70 years in retention after an Employee terminates employment.

Temporary Documents. Documents which have limited retention of three (3) calendar years or less, unless otherwise provided, include:

- a. Administrative correspondence relating to leave/vacation requests.
- b. All other administrative documents of limited informational life span.

**BROOKS COUNTY
BOARD OF COMMISSIONERS**

APPROVED:	TOPIC: <i>Visitors in the Workplace</i>
<i>Policy Number 236.1</i>	POLICY SECTION: <i>Human Resources</i>

I. PURPOSE

To establish policies and procedures regarding visitors to County offices and work sites.

II. POLICY

To provide for the safety and security of both visitors and Employees and the facilities of Brooks County, only authorized visitors are permitted beyond office reception areas. Restricting unauthorized visitors assists the County to maintain safety standards, protects against theft, assures security of equipment, helps secure confidential information, preserves Employee welfare and avoids potential disruptions and intrusions.

All visitors should enter County premises at the main entrance of each respective facility or department. Authorized visitors will receive directions or be escorted to their destination. Employees are responsible for the conduct and safety of their visitors.

If a visitor is observed in an unauthorized or non-public area of County Facilities, Employees should immediately notify their Supervisor. The County, by and through the County Administrator, Human Resources Coordinator, and/or the relevant Department Head, shall retain the right to determine whether a visitor is unauthorized and may take the appropriate measures to remove such unauthorized visitor.

**BROOKS COUNTY
BOARD OF COMMISSIONERS**

APPROVED:	TOPIC: <i>Acknowledgement, Memorial and Sympathy</i>
<i>Policy Number 237.1</i>	POLICY SECTION: <i>Human Resources</i>

I. PURPOSE

The Board of Commissioners will maintain effective Employee relations by acknowledging and recognizing active and retired Employees through an Employee Relations Program. The Employee Relations Program will be administered and implemented by the Human Resources Coordinator.

II. PROCEDURES

Communication of Employee Death

- 1) The Department Head or immediate Supervisor will notify the Human Resources Coordinator as soon as practical of an active Employee's death.
- 2) Employees will receive communication of the notice by his or her Department Head or Supervisor.
- 3) The Human Resources Coordinator will comply with HIPAA Privacy Practices, effective April 14, 2003 and cannot disclose any employee protected health information.

Cards of Acknowledgement, Recognition, Recovery and Sympathy

- 1) The Department Head or immediate Supervisor will notify the Human Resources Coordinator as soon as practical of (a) an active Employee, the active Employee's spouse or immediate children's hospitalization or death and (b) job-related achievements or other significant event of an active Employee.
- 2) County Administration/County Clerk will send cards of acknowledgement, recognition, get well or sympathy on behalf of the Board of Commissioner and Employees.

Flowers or Memorial

- 1) The Department Head or immediate Supervisor will notify Human Resources as soon as practical of an active Employee's death.
- 2) County Administration/County Clerk will send flowers or memorials on behalf of the Board of Commissioners and Employees.

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APPROVED:	TOPIC: <i>Acknowledgement, Memorial and Sympathy</i>
<i>Policy Number 237.1</i>	POLICY SECTION: <i>Human Resources</i>

- 3) A maximum of \$100.00 will be disbursed for flowers or a maximum of \$100.00 memorial will be submitted on behalf of the Board of Commissioners, Employees and Citizens of Brooks County.
- 4) Additional memorials may be made at the discretion and approval of the Board of Commissioners.

III. SOURCE OF FUNDS

- 1) Funds to support the Employee Relations Program are budgeted by the Board of Commission.
- 2) Expenditures above \$100.00 must be approved by the County Administrator.
- 3) The Board of Commissioners may discontinue support of the program at any time.

**BROOKS COUNTY
BOARD OF COMMISSIONERS**

APPROVED:	TOPIC: <i>Employee Conduct</i>
<i>Policy Number 301.1</i>	POLICY SECTION: <i>Conduct</i>

I. PURPOSE

To outline types of conduct by Employees that may result in Employee discipline.

II. RESPONSIBILITY

It shall be the duty of each Employee to maintain high standards of cooperation, efficiency and integrity in his/her work with the County. If an Employee's conduct falls below standard, he/she may be subject to Disciplinary Action.

III. POLICY

The types of conduct for which an Employee may be disciplined include but are not limited to the following:

- Reporting to work under the influence of intoxicants or non-prescription/illegal drugs or for using such substances while on County property.
- Failure to follow the orders of one's Supervisor(s).
- Being absent from work without permission or failure to report to the Supervisor or Department Head when one is absent.
- Being habitually absent or tardy for any reason.
- Failure to perform assigned work in an efficient and effective manner.
- Being wasteful of material, property or working time.
- Failure to get along with fellow Employees so that the work being done is hindered, impeded or not maintained at department standards.
- Failure to observe proper security procedures.
- Conduct on the job that violates the common decency or morality of the community.
- The conviction of a felony or of a misdemeanor involving moral turpitude or conduct that is unbecoming of an Employee.

**BROOKS COUNTY
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APPROVED:	TOPIC: <i>Employee Conduct</i>
<i>Policy Number 301.1</i>	POLICY SECTION: <i>Conduct</i>

- Violating safety rules and regulations.
- Making false or slanderous accusations about Employees or Supervisors.
- Speaking critically or derogatorily about other Employees to anyone other than the appropriate County officials who are charged with receiving and acting upon such information.
- Removal of County money, property or property in custody of the County without proper authorization.
- Lying to Supervisors in connection with your job.
- Dishonesty, including intentionally giving false information, falsifying records, falsification of payroll time sheets or making false statements when applying for employment.
- Threatening other County Employees or members of the public, interfering with work of other County Employees, causing or participating in a disruption or confrontation which interferes with County business or the peace and decorum at the County buildings or facilities.
- Divulging or misusing confidential information, including removal from County premises, without proper authorization, any Employee lists, records, designs, drawings or confidential information of any kind.
- Accepting fees, gifts or other valuable items other than salary paid by the County in exchange for the performance of the Employee's duties which he/she has been hired to perform by the County.
- Failure or unwillingness to perform the assigned job.

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APPROVED:	TOPIC: <i>Employee Conduct</i>
<i>Policy Number 301.1</i>	POLICY SECTION: <i>Conduct</i>

- Abuse of leave privileges, including Personal Time Off, Catastrophic Leave, Medical Leave Sharing or Bereavement Leave that may result in denial of leave requests, suspension without pay or termination of employment.
- The use of profanity or abusive language towards a fellow Employee or member of the general public while performing official duties as a County Employee.

Violation of any other policies and procedures of Brooks County applicable to its Employees, including but not limited to the Anti-Harassment Policy, Drug Free Workplace Policy, Department of Transportation Fitness for Duty/Drug and Alcohol Testing Program Policy, Violence in the Workplace Policy or violation of any Financial, Procurement, Human Resources Coordinator or other policies and procedures adopted by the Board of Commissioners.

Refer to *Policy 301.1, Disciplinary Action*, for additional information on procedures for and types of disciplinary action.

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APPROVED:	TOPIC: <i>Disciplinary Action</i>
<i>Policy Number 302.1</i>	POLICY SECTION: <i>Conduct</i>

I. PURPOSE

To establish policies and procedures related to disciplinary action for County Employees.

II. POLICY

It shall be the policy of the County to administer discipline fairly, reasonably and impartially. Except as set forth in the following sentence, all disciplinary actions involving suspensions without pay or termination, require concurrence of the Human Resources Coordinator and approval by the affected Employee's Department Head prior to discipline being administered. All such disciplinary actions against a Department Head, the County Administrator or any other person who reports directly to the Board of Commissioners must be approved by the Board of Commissioners.

III. INVESTIGATION AND DISCIPLINARY ACTION

The tenure of County Employees shall be based on reasonable standards of job performance and personal and professional conduct. Failure or refusal to meet these standards shall constitute just cause for disciplinary action including oral or written reprimands, suspensions, demotions and dismissals.

Disciplinary action is not primarily intended to be punitive, but rather to maintain the efficiency and integrity of County service. The nature and severity of the offense and the Employee's prior record shall be considered.

In any major disciplinary action, the pertinent information shall be reviewed with the Employee specifying the following:

- a) The cause for discipline.
- b) The specific reasons supporting the cause.
- c) The discipline to be imposed, the effective date and the right of the Employee to be heard.

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APPROVED:	TOPIC: <i>Disciplinary Action</i>
<i>Policy Number 302.1</i>	POLICY SECTION: <i>Conduct</i>

Employees may be disciplined for behavior detailed in the *Conduct* Policy Section. The degree of discipline administered will depend on the severity of the infraction and shall be in accordance with any applicable rules and regulations, County policies and procedures, as well as local, state or federal laws and regulations.

It is the responsibility of each supervisor and Department Head to evaluate thoroughly the circumstances and facts as objectively as possible and then apply the most suitable form of discipline.

Investigatory suspension with or without pay may be dependent on the circumstances of the situation. Immediate removal of an Employee from the job site pending review for suspension or tentative discharge may be warranted in instances involving significant employee insubordination, theft, serious illegal or destructive acts while on the job, or other substantial reasons deemed appropriate by the Department Head or Human Resources Coordinator.

This suspension gives the supervisor the opportunity to discuss the problem with his or her superior to determine an appropriate course of action when the situation is serious enough for the Employee to be removed from the work environment. If after investigation, it is determined that the Employee was not guilty of any violation, he or she will normally be returned to his or her position, paid for any lost time and a letter exonerating the Employee will be placed in his or her official personnel file. If, however, the Employee is found in violation, then the appropriate disciplinary action will take effect on the date that the investigatory suspension began.

Suspension with pay may be used at the discretion of the Department Head or his or her designee. An Employee of the County may be suspended with pay and benefits pending investigation of allegations of misconduct, when the nature of the allegation compromises the ability of the Employee to perform his or her duties, and when a substantial period of time will be required to complete an investigation or legal action. Such suspension is not a disciplinary action and may not be appealed. If the charges are substantiated, disciplinary action will be taken in accordance with the nature of the offense, and may include recovery of salary and benefits paid during the suspension. If the charges are unfounded, the Employee will be restored to duty and a letter of exoneration will be placed in the Employee's official personnel file.

Types of disciplinary action may include but are not limited to the following:

1) Oral Warning

Oral warnings should be applied to infractions of a relatively minor nature or in situations where the Employee's performance needs to be discussed. An oral warning is recommended to be given in private. Supervisors should inform the Employee that the supervisor is issuing an oral warning, that the Employee is being given an opportunity to correct the behavior, and if the behavior is not corrected, the person will be subject to more severe disciplinary action.

a) A notation that an oral warning was given should be placed in the Employee's personnel

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APPROVED:	TOPIC: <i>Disciplinary Action</i>
<i>Policy Number 302.1</i>	POLICY SECTION: <i>Conduct</i>

file.

2) Written Warning/Reprimand

A written warning or reprimand will be issued in the event the Employee continues to disregard an oral warning or if the infraction is severe enough to warrant a written reprimand in the Employee's personnel file. Written warnings or reprimands must be issued within 48 hours after the supervisor learns of such occurrence.

- a) The written warning/reprimand shall state the nature of the infraction in sufficient details to put the Employee on notice of the behavior or condition being complained about and appropriate corrective action must be taken by the Employee to avoid further disciplinary action.
- b) A copy of the written warning/reprimand is to be handed to the Employee at the time of the discussion of the discipline. The Employee shall sign the written warning to acknowledge receipt. A copy, signed by the Employee, will be placed in the Employee's personnel file. If the Employee refuses to sign the acknowledgment, the Supervisor and one other witness shall note on the reprimand that the Employee received a copy thereof and refused to sign it.

3) Suspension

A suspension should be administered as a result of a severe infraction of policies or for repeated violation of rules and regulations. For minor infractions, a suspension is often given after the Employee has received a written warning or reprimand but has continued to engage in the complained of behavior. An Employee will be suspended without pay when the offense is serious enough for immediate discharge but the circumstances related to an Employee's overall performance would not warrant immediate discharge. The length of a suspension should not exceed ten (10) working days; however, circumstances may support a longer suspension.

4) Demotion

Demotion may be used in those instances where an Employee has been promoted to a position where they are unwilling or unable to perform the responsibilities of that position. Demotion is not to be used as a substitute for dismissal when dismissal is warranted. Demotion may be used in cases of serious offenses where dismissal may be considered too severe.

5) Transfer in Lieu of Termination/Dismissal

A transfer may be implemented in those instances where an Employee has been reprimanded and in the best interest of the department and or employee, a transfer is the best course of action. An Employee may be transferred to another department if there is an intradepartmental agreement reached between the major Department Heads and there is adequate work or projects to justify the transfer. A probationary period may be imposed to evaluate the performance of the employee after the transfer has been enacted. If the employee does not perform satisfactorily before the end of the probationary period, the

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<i>Policy Number 302.1</i>	POLICY SECTION: <i>Conduct</i>

Department Head may move forward with dismissal of the Employee.

6) Dismissal

A Department Head may dismiss an Employee for multiple or serious offenses. A written statement setting forth the reason(s) for dismissal and any supporting documentation shall be sent to the Human Resources Coordinator for review and a copy placed in the personnel file.

- a) Probationary Employees may be terminated at any time without cause and without the right of appeal. Notification of dismissal in writing shall be provided the Probationary Employee and a copy filed in his or her personnel file. Dismissals of Probationary Employees also require the concurrence of the Human Resources Coordinator.
- b) Contractual Employees shall be governed by termination provisions within the contract.

II. EMPLOYEE DISCIPLINARY REPORT

The original copy of the Employee Disciplinary Report is to be signed by the Employee, the immediate Supervisor and Department Head, sent to the Human Resources Coordinator for signature then placed in the Employee's official personnel file. A copy of the Disciplinary Report should be given to the Employee. Any refusal to sign a Disciplinary Report form should be witnessed and noted by the employee immediate supervisor and Department Head or Department Head.

**BROOKS COUNTY
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APPROVED:	TOPIC: <i>Grievance Procedure</i>
<i>Policy Number 303.1</i>	POLICY SECTION: <i>Conduct</i>

I. PURPOSE

To establish standardized Employee grievance procedures.

II. POLICY

Regular Employees who have been terminated or who have been subjected to any alleged discriminatory action may request a hearing upon appropriate notice regarding grievances involving termination or alleged discrimination, and shall receive prompt consideration and equitable resolution thereof. The procedures set forth herein shall provide for fair, equitable, and expeditious review of grievances involving termination or alleged discrimination without fear, coercion, or discrimination.

III. PROCEDURES

Grievance Resolution

Any Employee in the Career Service having a Regular Employment Position (which does not include Probationary Employee or Temporary Employee who has been demoted, suspended, dismissed, or subjected to any other type of disciplinary action, or who is aggrieved as a result of the interpretation and application of these policies and procedures) and having been terminated with or without cause, or who has been subjected to any alleged discriminatory action shall have the right to utilize the grievance and appeal procedure hereinafter set forth. Board of Commissioner approved Department Restructuring, Position Transfers or Reclassifications without adverse action, Probationary Employees, Temporary Employees and Contractual Employees shall not have the right to utilize the grievance and appeal procedure herein set forth. No part of this Grievance Policy shall be construed to create a property interest in any employment, nor shall it be construed to create an expectancy of continued employment at any time.

- 1) Upon the termination or alleged discrimination of any Regular Employee at any time, with or without cause, the Human Resources Coordinator shall provide written notice to the aggrieved Regular Employee within ten (10) working days following the date of the termination or alleged discrimination. Such notice shall include: (i) an explanation of the Supervisor's reasoning for terminating the Employee, or information regarding the alleged discrimination, (ii) documents and evidence, if any, in support of the termination or alleged discrimination, and (iii) notice of the Regular Employee's right to a hearing. The most efficient method of delivery shall be utilized in providing notice. Notice may be sent through standard and certified mail to the aggrieved Regular Employee's personal mail address on file with the

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APPROVED:	TOPIC: <i>Grievance Procedure</i>
<i>Policy Number 303.1</i>	POLICY SECTION: <i>Conduct</i>

County. Notice is timely if it is post-marked by the tenth day following the termination or alleged discrimination.

- 2) The aggrieved Regular Employee must affirmatively elect to invoke his or her right to a hearing by notifying the Human Resources Coordinator within ten (10) working days of receipt of the notice of termination. Failure of the Regular Employee to provide timely written notice will be deemed a waiver of his or her right to a hearing.
- 3) Within ten (10) working days of the notice of the Regular Employee's invocation of his or her right to a hearing, the Human Resources Coordinator shall notify the Board of Commissioners, County Administrator, and County Attorney of such invocation. Any member of the Board of Commissioners must recuse himself or herself from the case in the event that he or she (i) is the Supervisor, (ii) has a pecuniary interest in the outcome of the hearing, or (iii) has been the target of personal abuse or criticism from the Regular Employee. Also, within the fifteen (15) working days of the notice of the Regular Employee's invocation of his or her right to a hearing, the County Administrator shall set the date of the hearing in his or her discretion. The Human Resources Coordinator will notify the aggrieved Regular Employee and the County Attorney of the hearing date.
 - a) Prior to the hearing, the Human Resources Coordinator shall direct an investigation to locate and obtain information from witnesses and other sources of facts surrounding the circumstances of the termination. Upon written request, the Human Resources Coordinator must make any factual findings available to the terminated Regular Employee, the Supervisor, County Administrator and County Attorney no less than five (5) working days before the date of the hearing.
 - b) The aggrieved Regular Employee shall give the Human Resources Coordinator and/or the County Attorney a list of anticipated witnesses that the aggrieved Regular Employee intends to call no later than five (5) working days prior to the hearing. The aggrieved Regular Employee's failure to disclose witnesses, including witnesses that are current County Employees, may result in the exclusion of the proposed witnesses.

The appeal hearing shall be conducted in accordance with this Policy and the Code of Ordinances of Brooks County. During the hearing, the aggrieved Regular Employee and his or her representatives and witnesses will appear before the Board of Commissioners for the purpose of presenting facts, information and relevant evidence. The Regular Employee shall be afforded the right to counsel. The Regular Employee shall also be allowed to cross-examine the Supervisor's and County's witnesses. The hearing shall be open to the public.

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c) The Georgia evidence rules need not be strictly followed, and the Chairman of the Board of Commissioners, with counsel from the County Attorney, will decide the admissibility of evidence and testimony. The Board of Commissioners may deliberate after the hearing in executive session.

d) The Board of Commissioners shall have the power to administer oaths and call witnesses and may compel the production of relevant books, records and documents.

The Board of Commissioners shall come to a decision at the close of the hearing unless it is determined that more time for deliberation is needed. A copy of the decision of the Board of Commissioners shall be given to the terminated Regular Employee or his/her Legal Counsel, the Supervisor, the Human Resources Coordinator, the County Administrator, and the County Attorney within ten (10) working days following the vote of the Board of Commissioners. The most efficient method of delivery will be utilized to inform each party expeditiously as possible the decision of the Board of Commissioners. A copy of the decision may be sent through standard and certified mail to the aggrieved Regular Employee's personal mail address on file with the County. In rendering the decision, the Board of Commissioners shall not make any monetary awards to the Regular Employee. The decision of the Board of Commissioners shall be considered "final agency action."

4) No punitive, discriminatory or adverse action shall be taken against any Regular Employee in retaliation for exercising any rights under this policy.

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APPROVED:	TOPIC: <i>Conflicts of Interest/Ethics</i>
<i>Policy Number 304.1</i>	POLICY SECTION: <i>Conduct</i>

I. PURPOSE

The purpose of this Policy is to establish guidelines for ethical standards of conduct that shall govern County Employees in the performance of County business and the duties of their respective jobs. This Policy is intended to provide positive direction to County Employees in order to prevent potential conflicts of interest.

Brooks County operates under a culture that encourages open communication, feedback and trust between employees, county administration and human resources. Employees are free to speak with any supervisor or manager at any time and they are free to approach county administration with any concerns.

Regular business matters that do not require anonymity should continue to be directed to the employee's supervisor, Department Head, Human Resources, or County Administration. For any issues pertaining to benefits, the employee will need to communicate with Human Resources.

This Policy is not all-encompassing in its definition of conflict of interest. The "prudent man" theory can and will be applied; action deemed inappropriate by a reasonable person, whether specifically cited in this policy or not, will be subject to inquiry and discipline if found to be inappropriate.

II. POLICY

1) Conflicts of Interest

No County Employee shall engage in any act which is in conflict or creates an appearance of impropriety or a conflict with the performance of duties by the Employee for the County or the interests of the County in a particular matter or transaction. An Employee shall be deemed to have a conflict if:

- a) The Employee has any financial interest in any property or services to be acquired by the County that is not disclosed to the Board of Commissioners immediately after the Employee becomes aware of the situation. In such situation, the Employee shall not seek to influence any decisions by the County relative to such transactions.
- b) Solicits, accepts or seeks a gift, gratuity or favor from any person, firm or corporation involved in a contract or transaction which is or may be the subject of official action by the County.

Recognizing that personal friendships often precede and can evolve from official contact between Employees and persons engaged in business with the County, reasonable exceptions to this section are permitted for those occasions which are social in nature and are not predicated on the Employee's ability to influence directly or indirectly any matter before the County. The Employee will be guided in interpretation of this section by the distinction between a gift, gratuity or favor given or received which has significant

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monetary value and is offered or accepted in expectation of preferential treatment and an expression of courtesy.

Examples of acceptable courtesies include a meal or social event; exchanges of floral offerings or gifts of food to commemorate events such as illness, death, birth, holidays or promotions; a sample or promotional gift of nominal value.

- c) Participates in his/her capacity as a County Employee in the issuing of a purchase order or contract in which he/she has a private pecuniary interest, direct or indirect, or performs in regard to such contract some function breaching the exercise of discretion on behalf of the County.
- d) Engages in, accepts employment from, or renders services for private interests for any compensation or consideration having monetary value when employment or service is incompatible with the proper discharge of official duties or would tend to impair independence of judgment or action in performance of official duties or give the appearance of the above.

An Employee should not make a unilateral decision if there is any doubt about his/her private employment and should first consult with his/her Department Head, the Human Resources Coordinator or the County Administrator.

- e) Except for courtesies as provided in item "b" above, no Employee shall directly or indirectly, give or receive, or agree to receive any compensation, gift, reward, commission or gratuity from any source except the County for any matter directly connected with or related to his/her services as such Employee with this County.
- f) Discloses or uses without authorization confidential information concerning property or affairs of the County to advance a private interest with respect to any contract or transaction which is or may be the subject of official action of the County.
- g) Gives a financial interest or personal interest in any legislation coming before the County Commission and participates in discussion with or gives an official opinion to the County unless the Employee discloses on the record of the Commission the nature and extent of such interest.

2) Use of Public Property

No Employee of the County shall use or permit the use of County-owned vehicles, clothing, equipment, materials or other property for unauthorized personal convenience, for profit, for private use or as part of secondary employment. Use of such County property is to be restricted to such services as are available to the County and for the conduct of official County business.

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APPROVED:	TOPIC: <i>Conflicts of Interest/Ethics</i>
<i>Policy Number 304.1</i>	POLICY SECTION: <i>Conduct</i>

Authorized personal uses include taking an assigned County vehicle to lunch on workdays, use of a County copy machine at cost, stopping to run personal errands when the destination point is in conjunction with official or authorized business and other nominal personal uses as permitted by the appropriate Manager.

3) Discipline

Any Employee who is found to abuse authorized privileges or to be in violation of this policy is subject to disciplinary action up to and including termination from employment.

III. PROCEDURES

1) Interpretation

To the extent this Policy conflicts with the provisions of Article V, Section 2 of the Code of Ordinances of Brooks County, the Code of Ordinances shall control and shall be referred to the County Administrator for interpretation. Provided, however, it is recognized that said Section 2 of the Code of Ordinances does not apply to all Employees of Brooks County.

2) Investigation

The County Administrator shall investigate, or cause to be investigated, all suspicions, allegations and written complaints of behavior that suggests violations of this Policy.

- a) Complaints that are considered by the County Administrator to be serious may be referred to an Ethics Panel, composed of County Employees appointed by the County Administrator.
- b) An Ethics Panel, when constituted, shall investigate and hear the complaint and recommend to the county Administrator any action deemed appropriate.
- c) Complaints or allegations that may be criminal in nature may be referred to an appropriate outside agency for investigation.

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APPROVED:	TOPIC: <i>Contributions and Honorariums</i>
<i>Policy Number 305.1</i>	POLICY SECTION: <i>Conduct</i>

I. PURPOSE

To establish a policy and procedure for reporting contributions and honorariums.

II. POLICY

Speeches and presentations that are related to County services delivered by County Employees to community and professional organizations are made without charge. If an organization wishes to give an honorarium or contribution for such a presentation, the remuneration must be made to the County, not to the individual Employee.

An honorarium or contribution for a speech or other presentation made by a County Employee to a group outside the County, either during working time or for which the County provided travel expenses, will also be made to the County.

Such contributions and honorariums shall be turned over to the Payroll Clerk for disposition.

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APPROVED:	TOPIC: <i>Drug-Free Workplace</i>
<i>Policy Number 306.1</i>	POLICY SECTION: <i>Conduct</i>

I. PURPOSE

To safeguard the health of Brooks County Employees and provide a safe, drug-free working environment for Employees.

II. POLICY

Brooks County Government Employees are prohibited from engaging in the unlawful manufacture, distribution, dispensation, possession or use of illegal drugs or alcohol in the workplace. Also prohibited is inappropriate use of prescription drugs. The only exception to this Policy will be when an Employee, under a physician's care, is using a prescription drug. It is the Employee's responsibility to notify the prescribing physician of the required job duties and to ensure that the physician approves the use of the prescription medication while at work. The Employee must inform his or her Supervisor of any prescribed drug or related job restrictions upon reporting to work.

III. CONDITION OF EMPLOYMENT PHYSICAL EXAMINATION AND DRUG AND ALCOHOL TEST

All recommended candidates for employment by Brooks County will be required to have a physical examination performed by a doctor selected by Brooks County and a drug screen after the applicant has been informed that an offer of employment will be extended if the results of the physical examination and drug screen are satisfactory to Brooks County. The costs associated with the physical exam, drug and alcohol testing will be paid by Brooks County.

Such applicants will be asked to sign the *Acknowledgment* form. A copy is available from the Human Resources Coordinator's office. If an applicant refuses, he or she will not be considered for further employment. Such testing is a condition of employment.

External and internal job applicants testing positive on employment drug screen will be denied the position and will not be eligible for employment opportunities until the applicant provides certification of successful completion of an accredited substance abuse program since last testing positive. Internal applicants testing positive to a post offer of employment drug screen may be subject to termination of employment or may be referred to an employee assistance program as a condition of continued employment.

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APPROVED:	TOPIC: <i>Drug-Free Workplace</i>
<i>Policy Number 306.1</i>	POLICY SECTION: <i>Conduct</i>

The contents of the drug and alcohol guidelines are presented as statements of the County's current policy and may be changed and updated by the County from time to time. These guidelines are not intended to create an employment contract between the County and any employee or applicant and do not bind the County to a specific or definite periods of employment or to any specific policies, procedures, actions, rules or terms and conditions of employment.

IV. COLLECTION / REPORTING PROCEDURES

Non-DOT drug testing will be performed using the same collection procedures used for the regulated DOT testing. Non-DOT tests that require witnessed collections will be discussed with the Designated Employer Representative (DER) before proceeding with the collection. All collections will be performed utilizing split specimens (Bottle A and Bottle B). Testing of the split specimen (Bottle B) can only be requested by the donor and is performed at a certified laboratory chosen by the donor at the donor's expense. Quick screen testing techniques may be used for Non-DOT drug testing. If the quick screen is negative, no further testing is necessary. If the quick screen is positive, the collected urine will be sent to a certified laboratory for testing and confirmation before a result can be verified.

Medical review is performed by a certified Medical Review Officer (MRO). All verified results will be reported using standardized Non-DOT or DOT federally regulated criteria.

V. TESTING OF EMPLOYEE

1) Reasonable Suspicion Testing

An Employee will be tested, at the discretion of the County, when there is a reasonable suspicion that an Employee is impaired by drugs or alcohol on the job, has taken or consumed drugs or alcohol on the job or within four hours prior to reporting for work, or has otherwise violated this policy. The Employee's Supervisor must have the Employee sign the *Acknowledgment* form and escort the Employee to the testing facility where drug and alcohol reasonable suspicion testing is performed.

2) Post Accident Testing

An Employee may be required to be drug tested within thirty-two (32) hours or alcohol tested within two hours of any accident involving County vehicles or resulting in injuries or damage to property on the job. The Employee's supervisor must have the Employee sign the *Acknowledgment* form and must escort the Employee to the testing facility when drug and alcohol post-accident testing is performed.

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3) Follow Up Testing

An Employee who has requested assistance for drug or alcohol problems and who has completed a Substance Abuse counseling program and then returned to work will be subject to unannounced follow-up tests for not more than sixty (60) months after return to duty.

4) Additional Testing

Additional testing may also be conducted as required by applicable state or federal laws, rules or regulations or as deemed necessary by the County. Each Employee must complete the requirements contained in, fill out and sign the *Confirmation of Receipt* form, as a condition of employment by Brooks County, or if such is requested after employment by Brooks County as a condition of continued employment.

5) Disciplinary Action

In the case of a first time violation of this *Drug Free Workplace Policy*, including a positive drug or alcohol test result (without evidence of use, sale, possession, distribution, dispensation or purchase of drugs or alcohol in the workplace or while on duty), the Employee will be subject to discipline up to and including discharge.

The County may suspend an Employee without pay under this policy pending the results of a drug or alcohol test or investigation. If the drug or alcohol test results are negative, the leave will be changed to with pay.

Any Employee using, selling, purchasing, possessing, distributing or dispensing drugs or alcohol illegally or contrary to county policy will be discharged.

All information, interviews, reports, statement memoranda and drug test results, written or otherwise, received by the County as part of this drug and alcohol testing program are confidential communications. Unless authorized by applicable laws, rules, regulations, the County will not release such information without written consent of the Employee tested; provided, however, that such material may be provided to Supervisors, Department Heads, Human Resources Coordinator, County Commission or other county Employees who would have a need to know the matters contained therein of the Employee in question.

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<i>Policy Number 306.1</i>	POLICY SECTION: <i>Conduct</i>

A *Consent for Alcohol / Drug Testing* form is a confidential report which must be filled out by job applicants and Employees at the authorized collection site before being drug tested. This form permits individuals to list all prescription and non-prescription drugs they are currently using or have used in the last month, as well as any other information they consider relevant to the test.

Any applicant who refuses to submit to the condition of employment physical examination and drug and alcohol tests will be ineligible for hire.

Any Employee who refuses to submit to drug and alcohol test, as herein provided for may be terminated from employment or otherwise disciplined by the County, in its sole discretion.

The County will provide the Employee with the telephone number and website of the employee assistance program and local alcohol and drug rehabilitation programs.

Each Employee will be provided educational training on drug use to include display and/or distribution of informational material.

Training of Supervisory personnel who may determine whether an Employee must be drug and alcohol tested based on reasonable suspicion will include one 60-minute period of training on the specific, contemporaneous physical, behavioral and performance indicators of probable drug and alcohol use.

A job applicant or Employee who receives a positive confirmed drug or alcohol test result may contest or explain the result to the designated Medical Review Officer at the designated testing facility, within 5 days after written notification of the positive test result.

Drug testing is conducted by analyzing the Employee or applicant's urine sample using a certified drug testing laboratory. The sample is obtained using privacy, identification, collection and chain of custody procedures. A "split sample" method collection is used which means one specimen is divided into two sealed containers.

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APPROVED:	TOPIC: <i>Drug-Free Workplace</i>
<i>Policy Number 306.1</i>	POLICY SECTION: <i>Conduct</i>

The following is a list of some of the drugs (described by brand name, common name and/or chemical name) plus alcohol for which the County may test:

Alcohol (booze, drink); Amphetamines (Binhetamine, Desoxyn, Dexedrine); Cocaine (coke, blow, nose candy, snowflake, crack); Phencyclidine (CPC, angel dust, hog); Methaqualone Opiates (Opium, dover's powder, paregoric, parepectolin); Barbiturates (Phenobarbital, Tuinal, Amytal); Benzodiazepines (Activan, Azene, Clonopin, Dalmone, Diozepam, Halcion, Librium; Poxiparn, Restorail, Serax, Transene, Valium, Ventron, Xanax); Methodone (Dolophine, Methadose); Propoxyphene (Darvocet, Darvon, Dolene)

This list is by no means inclusive and the County can and will test for any other drugs the use of which is prohibited or controlled by State or Federal laws, rules or regulations.

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APPROVED:	TOPIC: <i>Unlawful Harassment Policy</i>
<i>Policy Number 307.1</i>	POLICY SECTION: <i>Conduct</i>

I. PURPOSE

To establish a policy and procedures to prevent harassment, including sexual harassment in the working environment of Brooks County employees.

II. POLICY

It is the policy of Brooks County to maintain a work environment free from all forms of harassment. This includes the right of employees to be free of discrimination and unlawful harassment because of a person's race, color, creed, religion, sex, national origin, age, disability, marital status or any other characteristics protected by applicable federal or state law.

Unlawful harassment as prohibited by this Policy, not only includes harassment of employees by employees, it also encompasses harassment of employees by non-employees with whom County employees come into contact during work, such as employees of contractors, customers, vendors, suppliers and temporary employment staff. Employees are prohibited from engaging in unlawful harassment of non-employees with whom they come into contact, such as employees of contractors, customers, vendors, suppliers and temporary employment staff.

III. PROHIBITED FORMS OF HARASSMENT

Generally, unlawful harassment is defined as verbal or physical conduct which denigrates or shows hostility or aversion to an individual because of his or her race, creed, color, religion, gender, national origin, age, disability or marital status, or that of his or her relatives, friends or associates, and which:

- 1) Has the purpose or effect of creating an intimidating, hostile or offensive work environment;
- 2) Has the purpose or effect of unreasonably interfering with an individual's work performance;
or
- 3) Otherwise adversely affects an individual's employment opportunities.

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APPROVED:	TOPIC: <i>Unlawful Harassment Policy</i>
<i>Policy Number 307.1</i>	POLICY SECTION: <i>Conduct</i>

For example, the following kinds of behavior or others with a similar harassing effect are absolutely prohibited:

- 1) Using epithets, slurs, negative stereotyping or threatening, intimidating or hostile acts (even if claimed to be “jokes” or “pranks”) which relate to race, creed, color, religion, gender, national origin, age, disability or marital status.
- 2) Written or graphic material which denigrates or shows hostility or aversion toward an individual or group because of race, creed, color, religion, gender, national origin, age, disability or marital status, and is displayed or circulated in the workplace.

Similarly, this Policy prohibits harassment of our employees by employees of (i) suppliers, vendors, temporary employment staff, contractors and those entities utilizing, visiting or working in our facilities, and (ii) other entities with whom our employees come into contact when working outside of the County’s facilities. This Policy also prohibits harassment by our employees toward employees of (i) customers, suppliers, vendors, temporary employment staff, contractors and whose entities utilizing, visiting or working in our facilities, and (ii) other entities with whom our employees come into contact when working outside the County’s facilities.

Any harassment of or by County employees in violation of the foregoing rules is absolutely prohibited and will not be tolerated.

IV. SEXUAL HARASSMENT

Sexual harassment is a form of sexual discrimination that is specifically prohibited by this policy.

Unwelcomed sexual advances, unwelcomed requests for sexual favors and other unwelcomed verbal or physical conduct of a sexual nature when:

- 1) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment;
- 2) Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- 3) Such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile or offensive working environment.

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<i>Policy Number 307.1</i>	POLICY SECTION: <i>Conduct</i>

The following kinds of behavior, or others with a similar harassing effect, are prohibited:

- 1) Insulting or degrading sexual remarks, jokes, innuendoes, or other sexually-oriented conduct (including among other things, graphic or descriptive comments relating to an individual's body or physical appearance, sexually-oriented teasing or pranks, improper suggestions, objects or pictures, or unwanted physical contact); or
- 2) Threats, demands or suggestions that an employee's work status depends in any way upon tolerating or accepting sexual advances or sexually-oriented conduct.

Similarly, sexual harassment of our employees by employees of (i) customer, suppliers, vendors, contractors, temporary employment staff and those utilizing, visiting or working in our facilities, and (ii) other entities with whom our employees come into contact when working outside of the County's facilities is strictly prohibited and will not be tolerated. Further, this Policy prohibits sexual harassment by our employees toward employees of (i) customers, suppliers, vendors, contractors, temporary employment staff and those utilizing, visiting or working in our facilities, and (ii) other entities with whom our employees come into contact when working outside of the County's facilities.

Any harassment of or by County employees in violation of the foregoing rules is prohibited and will not be tolerated. Under no circumstances does any Department Head, Manager, Supervisor, Employee or any other person have any authority whatsoever to engage in discriminatory, harassing or retaliating conduct in violation of this Policy. If anyone claims to have such authority or you have any questions about whether conduct that you find objectionable is authorized by the County, please contact the Human Resources Coordinator.

V. SOCIAL MEDIA HARASSMENT

Social media is changing the internal workplace, providing new ways for employees to socialize and interact with one another. The direct connection of social media allows co-workers to share their personal life with an instant connection and propels relationships forward quicker than a traditional office friendship. The boundaries of conduct can become easily blurred and potentially dangerous when this complicated overlapping of private and professional relationships intersect online. When the parameters get ambiguous, the probability of inappropriate behavior occurring creates the potential of social media harassment.

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Social media includes all means of communicating or posting information or content of any sort on the Internet, including personal postings or postings to another person's web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with Brooks County, as well as any other forms of electronic communication. An employee's virtual comments, even those made on their own time, may constitute actionable harassment in the workplace.

The same principles and guidelines found in this policy apply to an employee's activities online. The employee is solely responsible for what is posted online, therefore, before creating online content, the employee should consider the risks and rewards that are involved. Conduct that could adversely affect personal job performance, the performance of fellow co-workers or otherwise adversely affect the employer, employees, citizens, vendors and others may result in disciplinary action up to and including termination.

Any harassment of or by County employees in violation of the foregoing rules is prohibited and will not be tolerated. Under no circumstances does any Department Head, Manager, Supervisor, Employee or any other person have any authority whatsoever to engage in discriminatory, harassing or retaliating conduct in violation of this Policy. If anyone claims to have such authority or you have any questions about whether conduct that you find objectionable is authorized by the County, please contact the Human Resources Coordinator or County Administrator.

VI. RETALIATION

Retaliation against an individual for exercising his/her rights under this Policy is also strictly prohibited and is a separate violation of this Policy. This includes any retaliation for inquiring about rights under this Policy, or reporting or complaining about possible violations, or assisting in a complaint investigation, including providing truthful information about a possible violation. Such retaliation against the County's employees, or customers, suppliers, vendors, temporary agency employees, contractors or those utilizing our facilities or services is prohibited and will not be tolerated.

Overt or covert acts of reprisal, interference, restraint, penalty, discrimination, intimidation or harassment against an individual or group for exercising rights under this Policy will be subject to appropriate and prompt disciplinary or remedial action.

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VII. COMPLAINT PROCEDURES AND CORRECTIVE ACTION

1) Reporting

All employees, the County's customers, suppliers, vendors, agency employees, contractors and those utilizing our facilities or services should promptly report any conduct that they are subject to, or that they witness, which may violate this Policy. If the County does not know about the conduct, it cannot act.

Complaints or inquiries under this Policy may be made to an immediate Supervisor, Manager, Department Head, Human Resources Coordinator, or County Administrator who have overall responsibility for the enforcement of this Policy. It is our hope that by identifying different management levels, you can freely discuss your complaint or inquiry with one of them.

Alternatively, you may initially discuss the matter with any Supervisor, who will then bring your complaint to the attention of the Human Resources Coordinator. You may also feel free to discuss the matter initially with any other employee; and if you wish, you may also involve that person as your advocate to help you in bringing your complaint forward. However, in all cases, the matter must be brought to the attention of the Human Resources Coordinator, because of the need for consistency, investigation and centralized decision-making in the implementation and enforcement of this Policy.

Do not allow conduct that may violate this Policy to continue unreported. It is extremely important that this be reported so that the County can act to stop such conduct at the earliest possible time.

2) Confidentiality

Complaints and inquiries under this Policy will be kept confidential to the greatest extent practicable, consistent with the County's need to conduct an adequate investigation so that it can take prompt and appropriate action and is subject to legal requirements.

3) Investigation

Complaints will be investigated promptly. The nature and details of the investigation process will vary depending on the details of the complaint. The County's objective in every instance is to make a fair determination of what happened so it can then take corrective action, if warranted, as soon as possible. The investigation may include, among other things, interviews of witnesses and

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the person who is the subject of the complaint.

4) Corrective Action

Any employee who is determined to have committed sexual harassment, harassment or retaliation in violation of this Policy will be subjected to appropriate disciplinary measures up to and including termination of employment. Similarly, appropriate action will be taken or suggested if the employee of a customer, vendor, supplier, agency, contractor or other entity with whom the County does business engages in conduct that violates this Policy.

When warranted, the County may retrain employees concerning this Policy and what it means. Other forms of corrective action may also be called for depending on the circumstances.

The types of conduct described in this Policy are strictly prohibited. Because of this, the County may treat instances of similarly offensive conduct as a violation of this Policy, regardless of the specific wording of this Policy or technical definitions in the law, and may deal with such conduct by any disciplinary measures or other forms of corrective action, including termination of employment of employees violating the Policy.

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APPROVED:	TOPIC: <i>Personal Appearance</i>
<i>Policy Number 308.1</i>	POLICY SECTION: <i>Conduct</i>

I. PURPOSE

To establish general guidelines related to personal appearances of County Employees.

II. POLICY

It shall be the responsibility of each Employee while on duty to have a neat, clean and well-groomed appearance consistent with the type of duties performed by such Employee.

The Employee's Supervisor will discuss the subject of personal appearance with the Employee if it does not positively reflect the image of the County.

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APPROVED:	TOPIC: <i>Personal Use of Telephone</i>
<i>Policy Number 309.1</i>	POLICY SECTION: <i>Conduct</i>

I. PURPOSE

To identify permissible and impermissible use of the County's telephone system including facsimile machines for other than County business.

II. POLICY

County telephones and facsimiles are to be used for County business and may be used for personal business on a limited basis only.

III. PROCEDURES

Personal telephone calls received or made by an Employee during business hours must be held to both a minimum number and duration and must not interfere with the Employee's work.

It is the Employee's responsibility to ensure that no cost to the County results from his/her personal telephone or facsimile usage.

Violation of this policy will subject the Employee to Disciplinary Action.

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APPROVED:	TOPIC: <i>Political Activities</i>
<i>Policy Number 310.1</i>	POLICY SECTION: <i>Conduct</i>

I. PURPOSE

- 1) To foster governmental efficiency and to ensure that Employees can perform their jobs without being pressured to support political candidates or to interpret regulations favorably for supporters of certain candidates or elected officials.
- 2) To allow Employee performance and advancement to be judged without regard to political activity.
- 3) To promote public confidence in the integrity of County government to the end that Elected Officials will not be perceived as making decision on the basis of political loyalties.

II. POLICY

Prohibited Activities during Working Hours

An Employee shall be subject to discipline up to and including immediate dismissal for violation of these provisions:

- 1) No Employee of Brooks County shall, while on duty (i) request or solicit contributions or anything of value for any political candidate or cause; (ii) participate in any political campaign by speaking in favor of any candidate or cause; (iii) distributing literature; (iv) picketing or demonstrating on behalf of or in opposition to any political candidate or cause; (v) making telephone calls in support of any candidate or cause; or (vi) organizing, planning or in any other way participating in the administration or carrying on of any political campaign.
- 2) No Employee of Brooks County or any volunteer shall, while on duty and/or in the uniform of the County, or while in or operating any County vehicle, display any badge, button, sign or sticker promoting or opposing any political cause or candidate
- 3) No Employee of the County shall use public funds, property or any other instrumentality or thing of value belonging to the County to promote or oppose any political cause or candidate.
- 4) Nothing in this policy shall be interpreted to prohibit an Employee:
 - a) From stating any opinion regarding any political issue or cause in ordinary conversation during working hours providing that such a conversation does not interfere with the Employee's assigned job duties and is not repeated numerous times so as to become campaigning rather than casual ordinary conversation.
 - b) From supporting any political cause or candidate during non-working hours.

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<i>Policy Number 310.1</i>	POLICY SECTION: <i>Conduct</i>

Coercion and/or Intimidation of Public Employees

No officer or Employee of the County shall use his/her public office or employment for the purpose of, or with the effect of:

- 1) Coercing or intimidating any County Employee or Employees with respect to contributing to, opposing or promoting, or refraining from contributing to, opposing or promoting any political cause of or candidate.
- 2) Obtaining a benefit as a result of any political activity by:
 - a) Intentionally committing an unauthorized act under color of law.
 - b) Intentionally refraining from performing a duty imposed upon him or her by law.

Illegal Political Activities

No officer or Employee of the County shall engage in any political activity which is prohibited under state or federal law. Any person engaging in such activity shall be subject to disciplinary action, including dismissal. The following list of activities is included for illustrative purposes. Any illegal activity which is prohibited by state law but which fails to appear on this list is hereby incorporated by reference. No officer or employee shall:

- 1) Engage in any of the following activities within 150 feet of a polling place:
 - a) Electioneering
 - b) Circulating cards or handbills
 - c) Soliciting signatures
 - d) Interfering with voting or the administration of the polling place
 - e) Conducting an exit or public opinion poll
 - f) Obstruct or prevent access to a polling place.
 - g) Remove a ballot from a polling place or solicit a voter to show his or her ballot.
 - h) Attempt to intimidate, influence or bribe a voter by menace, force, threat or corrupt means.
 - i) Directly or indirectly offer a bribe or reward to induce a voter to vote for or against a person or proposition.

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- j) Attempt to influence a voter to vote or not to vote, directly or indirectly, by menace or corrupt means.
- k) Hinder, disturb, persuade, threaten or intimidate any person from giving his/her vote.
- l) Knowingly and willfully make a false assertion or propagate a false report concerning a candidate which has a tendency to prevent his / her election.

Conflicts of Interest

If any County Employee seeks or accepts appointment or election to any public office when the seeking or holding of such office would be incompatible or would substantially interfere with the discharge of his/her duties as an Employee of Brooks County, such Employee shall request a leave of absence without pay while seeking such office and resign employment with Brooks County if such office is obtained.

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APPROVED:	TOPIC: <i>Solicitations</i>
<i>Policy Number 311.1</i>	POLICY SECTION: <i>Conduct</i>

I. PURPOSE

To establish a uniform policy for solicitations or sales by County Employees in order to alleviate disruption of County Employees during normal working hours.

II. POLICY

With the exception of United Way and other County approved activities, peddling or soliciting for sale or donation of any kind by County Employees on County premises during normal working hours is not allowed. Exceptions may be granted by the County Administrator.

Working hours include the working time of both the Employee doing the soliciting or distributing and the Employee to whom such activity is directed.

Employees are free to discuss these matters before or after normal working hours and during lunch or rest periods in non-work areas.

**BROOKS COUNTY
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APPROVED:	TOPIC: <i>Violence in the Workplace</i>
<i>Policy Number 312.1</i>	POLICY SECTION: <i>Conduct</i>

I. PURPOSE

To provide management and Employees with guidance should they encounter in the workplace a situation they believe may result in violence and to provide information and training to management and Employees to minimize risk of injury or harm resulting from violence in the workplace environment.

"Workplace Violence" means any verbal or physical action that is communicated or perceived as a threat, harassment, abuse, intimidation or personal contact that produces fear of or causes bodily harm or damage to property. Workplace violence may involve family, friends, strangers, co-workers or citizens.

II. POLICY

Brooks County will not tolerate any acts of violence to persons or property. All acts of violence are treated seriously. Each act of violence will be dealt with promptly and appropriately utilizing administrative, managerial, legal and disciplinary actions to minimize risk to Employees, citizens and property.

III. PROCEDURES

1) Preventing Violence in the Workplace

Brooks County recognizes that most serious incidents of workplace violence represent a personal crisis that the individual is unable or unwilling to solve alone. Intervention at an early stage provides the individual with the necessary assistance to resolve these issues, prevent escalation and allow continued productive employment.

Employees have access to confidential and discretionary professional assistance through the Employee Assistance Program (EAP). The program provides advice, assessments and case review to help management develop intervention strategies and make decisions seeking to prevent violent incidents from occurring. The program can refer to outside professional agencies which can provide evaluations, diagnoses and treatment plans.

2) Awareness Training Programs

Awareness training programs will be developed to recognize threats and to assess the early warning signs of potentially violent situations. Training will be made available to all Employees. The Employee training program will cover such topics as awareness, reporting procedures, emergency preparedness, personal safety and conflict resolution. For management Employees the training program will include information on legal issues, reporting channels, investigation techniques, documentation requirements and physical security improvements.

All Employees are responsible for refraining from participating in violent actions and reporting to

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<i>Policy Number 312.1</i>	POLICY SECTION: <i>Conduct</i>

management any threatening or dangerous situations occurring within the workplace or that affect the work environment.

Management is responsible for responding to violent situations or circumstances which could lead to violent situations, depending upon the seriousness and nature of the incident. Management will conduct interviews and investigations, prepare documentation, and notify appropriate assistance agencies.

Department Heads will be responsible for developing his/her department crisis procedures and for creating simple action plans to follow in the event of a violent action occurring in the workplace.

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APPROVED:	TOPIC: <i>Whistleblower Policy</i>
<i>Policy Number 313.1</i>	POLICY SECTION: <i>Conduct</i>

I. PURPOSE

The purpose is to (i) encourage reporting by County Employees of improper governmental action taken by County or Employees, (ii) protect County Employees who have reported improper actions in accordance with County policies and procedures, (iii) act as a safeguard for legitimate County interests, and (iv) provide for speedy dispute resolution.

II. POLICY

The County strives to conduct its business with the utmost integrity and in strict accordance with all applicable federal, state and local law. Accordingly, Employees are encouraged to bring to the attention of the County any improper actions of County officials and Employees. The County will not retaliate against any Employee who makes such a disclosure in good faith and in accordance with the procedures set forth in this policy.

Improper actions are actions undertaken by an Employee of Brooks County in the performance of his or her duties which (i) are in violation of any federal, state or local law, or the Policies and Procedures of Brooks County, (ii) constitute an abuse of authority, (iii) create a substantial and specific danger to public health or safety, or (iv) grossly waste public funds. Improper actions do not include common personnel actions, such as the processing of grievances, decisions regarding hiring, promotion, firing and other discipline, or alleged violations of employment contracts or policies or procedures set forth in the County's policy manual. **If it is determined by the County that the reporting Employee has not filed a good-faith complaint, the reporting Employee will not receive the protections outline in this policy and may be subject to disciplinary action.**

III. PROCEDURES

- 1) Misconduct can often be corrected most expeditiously if handled internally. Accordingly, an Employee who has a good faith concern that improper action has occurred or is about to occur, must first raise that concern with the County. Specifically, the Employee must submit his or her concerns and related information ("complaint") in writing to the Department Head. In the event that the complaint concerns the Department Head, the complaint shall be submitted to the Department Head's Supervisor or the County Administrator. The identity of a reporting Employee will be kept confidential to the fullest extent possible under law, unless the reporting Employees provide written authorization for disclosure. The Employee may report under this policy through an attorney.
- 2) The County shall have ten (10) working days to address the complaint raised by the reporting Employee and provide the reporting Employee with a written response which identifies the alleged improper action at issue, describes the scope and findings of the investigation, states what, if any, action will be taken against the offending Employee(s) and explains why such action is appropriate.
- 3) If the reporting Employee is not satisfied with the investigation and/or resolution of the

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<i>Policy Number 313.1</i>	POLICY SECTION: <i>Conduct</i>

complaint, the reporting Employee may request reconsideration in writing within five (5) working days of receipt of the County's written response. Written requests for reconsideration must be submitted to the County Administrator or designee and must identify the specific elements of the County's investigation or written response which the reporting Employee finds unsatisfactory.

The County has three (3) working days to advise the reporting Employee in writing whether reconsideration will be granted. Any reconsideration will be limited to examination of the specific issues raised by the reporting party in his or her written request. The County will have five (5) working days from the date reconsideration is granted to complete its additional investigation and provide the Employee with a written response.

If a reporting Employee is still dissatisfied with the County's investigation or response, the reporting Employee may disclose the complaint to an outside agency or organization for further review. Reporting Employees may disclose the complaint to outside agencies only after fully exhausting the reporting and reconsideration procedures set forth in this policy. All reporting Employees must strictly follow this policy. Employees who comply with the policy shall not be subject to discipline or discharge for reporting, disclosure or other activities subject to the policy.

- 4) Deviation from the reporting and reconsideration policy is permitted only in those rare cases where the reporting Employee can show that persons or property will be damaged if the alleged improper conduct is not immediately addressed.
- 5) Reporting Employees who, after exhausting the internal reporting and reconsideration procedures, may choose to continue to pursue their complaints may consider external federal or state agencies.
- 6) All County personnel are prohibited from taking any adverse employment action against an Employee who registers a complaint with a public body in accordance with this policy. If an Employee believes there has been retaliation for reporting improper actions in accordance with this policy, the Employee may seek redress as follows.
 - a) The Employee must provide written notice of the charge of retaliatory action to the County Administrator or designee within thirty (30) days of the date the alleged retaliatory action occurred. The notice must describe the alleged retaliatory action and the persons allegedly involved and identify the relief requested.
 - b) The County Administrator or designee must respond to the charge in writing within thirty (30) days of its submission. The response must: identify the alleged retaliatory action and persons involved; identify the relief requested; describe the investigation conducted; state and explain the disposition of the charge; and identify the relief, if any, that is being granted and explain why the relief is appropriate.

**BROOKS COUNTY
BOARD OF COMMISSIONERS**

APPROVED:	TOPIC: <i>Whistleblower Policy</i>
<i>Policy Number 313.1</i>	POLICY SECTION: <i>Conduct</i>

- c) The charging party is entitled to a hearing if he or she so chooses. However, the hearing must be requested in writing within fifteen (15) days of delivery of the County's written response to the charge or, if the County fails to respond within the allotted thirty (30) day period, within fifteen (15) days of the last day upon which the County could have responded.
- d) The Board of Commissioners will serve as the hearing board and provide final internal due process.

**BROOKS COUNTY
BOARD OF COMMISSIONERS**

APPROVED:	TOPIC: <i>Requests for Use of County Personnel, Equipment and Material</i>
<i>Policy Number 314.1</i>	POLICY SECTION: <i>Conduct</i>

I. PURPOSE

To identify permissible and impermissible use of the County's employees, equipment and material for non-County activities such as requests from citizens, businesses, non-profit organizations, other governments, authorities, boards, etc.

II. POLICY

County employees, equipment and materials are to be used for County business as prescribed by State law and County regulations and policies. Requests for services, equipment or material not currently authorized by the County will be evaluated according to the following procedure.

III. PROCEDURE

- 1) Individual or entity requesting County assistance ("Requestor") must first complete and sign a "Request for Service" form (*Exhibit A*).
- 2) Appropriate Department Head evaluates request, estimates cost and recommends approval or denial.
- 3) County Administrator reviews the Department Head's comments and approves or denies.
- 4) If denied, Requestor can ask for additional review at the next regularly scheduled Committee meeting, then the matter is presented to the BOC, if necessary. The decision of the BOC is final.

**BROOKS COUNTY
BOARD OF COMMISSIONERS**

Exhibit A

APPROVED:	TOPIC: <i>Requests for Use of County Personnel, Equipment and Material</i>
<i>Policy Number 314.1</i>	POLICY SECTION: <i>Conduct</i>

REQUEST FOR SERVICE

To: Department Head

From: ("Requestor")

Date of Request: _____

Date Needed: _____

Detailed Description of Project:

Justification:

Authorization to Enter Property: Requestor hereby authorizes Brooks County, its agents, employees and representatives to enter Requestor's property or property under the control of Requestor in order to provide the services and/or equipment sought hereunder.

Indemnification and Hold Harmless: Requestor shall indemnify and save harmless Brooks County, its agents, employees and representatives from and against all claims, demands, suits or judgments for sums of money to any person, corporation or firm accruing from loss of life, injury or damage to person or property resulting from negligence or other causes, including product liability, and arising from or in connection with the services to be performed or equipment provided by Brooks County, its employees, agents or representatives pursuant to this Request for Service. This indemnification shall include not only the sums of money recovered by the claimant but also all costs of defense and attorneys' fees related to such claims, demands, suits or judgments.

Authority: Requestor warrants and represents to Brooks County that Requestor has the right and authority to enter into this Request for Service and perform the obligations provided for herein and that Requestor's performance hereunder shall not conflict with rights granted any other party.

Signature: _____

Telephone number: _____

DEPARTMENT HEAD REVIEW

Cost Estimate:

Comments:

Recommendation: _____ Approve

_____ Disapprove

COUNTY ADMINISTRATOR REVIEW

Comments:

Recommendation: _____ Approve

_____ Disapprove

APPROPRIATE BOC COMMITTEE

Comments:

Recommendation:

Chairperson

_____ Approve

_____ Disapprove

(please initial)

Vice-Chairperson

_____ Approve

_____ Disapprove

If denied, applicant has asked that request be forwarded to Committee and BOC, if appropriate.

**BROOKS COUNTY
BOARD OF COMMISSIONERS**

APPROVED:	TOPIC: <i>Tobacco in the Workplace Policy</i>
<i>Policy Number 315.1</i>	POLICY SECTION: <i>Conduct</i>

I. POLICY

The Board of Commissioners desires to promote a healthy environment for all persons including commissioners, officers, administrators, staff, employees, visitors, vendors and any other person who has occasion to visit County owned, leased or controlled property. Employees are prohibited from smoking any tobacco product on property owned, leased, or controlled by the County including buildings and vehicles. Smoking is permitted only in designated areas established by the County Administrator and/or Code of Ordinances.

The term Tobacco Product, shall mean any product derived from cultivated tobacco including, but not limited to, cigarettes, cigars, e-cigarettes, vapes, bidis, kreteks, pipes, and smokeless tobacco.

II. PROCEDURES

Resolving complaints about smoking

- Any complaints about the application of the policy to the workplace should be brought to the attention of the Human Resources Coordinator or the County Administrator.
- The complaint should be submitted in writing and identify specific objections. Brooks County will investigate the complaint and resolve it in accordance with the policy.
- No employee shall suffer any form of retaliation for raising a complaint or asking a question about this policy.
- The smoking policy is intended to comply with requirements of the County ordinance.

Scope

This policy applies to

- All areas of County owned buildings, facilities and parks
- All vehicles owned, leased or controlled by the County
- All visitors, citizens, vendors, or general public when on County property
- All contractors and consultants and/or their employees working on or in County property

**BROOKS COUNTY
BOARD OF COMMISSIONERS**

APPROVED:	TOPIC: <i>Tobacco in the Workplace Policy</i>
<i>Policy Number 315.1</i>	POLICY SECTION: <i>Conduct</i>

- All temporary, contract or seasonal workers or student interns

Designated areas not subject to the provisions of the policy

- Brooks County Detention Center designated smoking areas
- County owned fire stations
- County owned roads which are part of the public road system

Employees who violate this tobacco policy and the County ordinance will be subject to disciplinary action up to and including immediate discharge.

**BROOKS COUNTY
BOARD OF COMMISSIONERS**

APPROVED:	TOPIC: <i>Special Licenses and Memberships</i>
<i>Policy Number 401.1</i>	POLICY SECTION: <i>Training and Development</i>

I. PURPOSE

To establish guidelines for the request and approval of special licenses and membership fees.

II. POLICY

The County will pay an annual lump sum payment equal to the current annual dues or fees for each Employee who is required by ordinance, state, or Federal law to be a member of a professional organization, or who must maintain a current certification or license as a condition of employment, or who maintains credentials and certifications that provide professional credibility in his/her County position. Membership to organizations and for licenses that certify the professional credibility of the Employee will be made upon approval by the Employee's Department Head. The County will also pay such amount for Employees when the County has contracted to do so.

Employees who belong to professional organizations that promote individual professional growth, competence and effectiveness in functioning as County Employees will be allowed time off with pay to attend local, state and national meetings, subject to approval by the Department Head and based on budgetary limitations.

Membership in outside organizations shall be in the name of the County, if possible.

**BROOKS COUNTY
BOARD OF COMMISSIONERS**

APPROVED:	TOPIC: <i>Training Programs, Workshops and Seminars</i>
<i>Policy Number 402.1</i>	POLICY SECTION: <i>Training and Development</i>

I. PURPOSE

To promote and facilitate training, general education, and career education which meets the dynamic needs of the County. Training will include any work-related programs, seminars, conferences, conventions, courses or workshops attended by an Employee whose tuition and expenses are funded in whole or in part by the County or while the Employee is in a paid status with the County. In addition, employees may participate in General Educational Development (GED) preparation courses available through local education institutions and other resources.

II. POLICY

It is the policy of the County to encourage and coordinate training and education opportunities for Employees and supervisors in order that services rendered to the County will be more efficient and effective.

III. PROCEDURES

- 1) Attendance at training, general education and career education programs will be approved by the Employee's immediate Supervisor and/or Department Head. Employees participating in the GED program will complete a Memorandum of Understanding that the GED is part of their job requirement and must be obtained within six (6) months from date of hire, and, if unsuccessful, their employment with Brooks County will be terminated.
- 2) Attendance at a training program involving out-of-state travel by an Employee requires approval by the Department Head/Department Head and the County Administrator.
- 3) County-sponsored and required training shall generally be arranged during regularly scheduled work hours. A Department Head may change the standard work hours to accommodate or require attendance at such training activities. Such required training shall be recorded as time worked within the meaning of this policy.
- 4) Employees who acquire training on their own time and expense are encouraged to notify the Human Resources Coordinator so the information can be noted in the Employee's personnel file. Employees who terminate employment within one year or less after receiving payment by the County for education expenses, including tuition, registration, cost of meals or travel costs, will be required to reimburse the County for those funds or it will be deducted from the Employee's final check.
- 5) The Human Resources Coordinator shall maintain Employee training and education history and shall periodically audit training attendance and policy compliance.

**BROOKS COUNTY
BOARD OF COMMISSIONERS**

APPROVED:	TOPIC: <i>Professional Development Program</i>
<i>Policy Number 403.1</i>	POLICY SECTION: <i>Training and Development</i>

I. PURPOSE

To encourage Employees to participate in educational programs which will further their professional development, skills and knowledge for use in their current position or for use in positions with greater responsibility. Employee participation in the courses will be voluntary and payment/reimbursement for tuition, books, tests, certificates, travel expenses, hotel costs and any other associated costs will have prior approval by the Department Head.

II. RESPONSIBILITY

The Department Head is responsible for the financial and administrative oversight of his/her department and approval of all departmental employee professional training requests and funds. The Human Resources Coordinator will maintain professional development training records in the employee official personnel file for all employees participating in a professional development program.

III. ELIGIBILITY

To be eligible to receive payment/reimbursement for qualified Professional Development coursework, tuition, books, travel, hotel and meals, the Employee must satisfy the following criteria:

- 1) Probationary or temporary employees are not eligible to participate in the payment/reimbursement program.
- 2) The employee must submit a request in writing to the immediate Supervisor and Department Head requesting approval to participate in and to receive payment/reimbursement for expenses under the program.
- 3) Certifications obtained through professional organizations, technical schools, distance learning, continuing education seminars and colleges are eligible.
- 4) The individual must be actively working for the County as of the date the course is completed.
- 5) Courses and study time must not be in conflict with the Employee work schedule unless prior approval is received from the Department Head.

**BROOKS COUNTY
BOARD OF COMMISSIONERS**

APPROVED:	TOPIC: <i>Professional Development Program</i>
<i>Policy Number 403.1</i>	POLICY SECTION: <i>Training and Development</i>

- 6) The major Department Head or the Human Resources Coordinator may exclude any school or subject from eligibility under the Program. Courses beginning after the date the exclusion is imposed are affected.

IV. PROCEDURES

Before enrollment in a course for which payment/reimbursement will be sought, the Employee must submit to his/her immediate Supervisor and major Department Head a request for approval of payment/reimbursement, providing all information relevant to the request. A copy of the course description, costs and tentative dates of attendance must be attached.

To receive payment/reimbursement, the eligible Employee must

- 1) Sign the Wage Withholding Authorization Form (*Exhibit A*) to reimburse the County if they voluntarily separate service from the County or are dismissed for just cause within twelve (12) months after receiving payment/reimbursement under the program.
- 2) Submit the original grade report for the course and/or copy of the certificate issued by the educational institution, and an original receipt of payment for tuition, books, tests and associated costs in addition to a Travel Expense Reimbursement form, if applicable, to the Department Head.

Terminated Employees shall reimburse the County for any funds including tuition, books, travel, hotel and meals received under this program for courses completed during the last twelve (12) months of employment.

The pre-authorized agreement will allow the County to deduct tuition payments or reimbursements from the terminated Employee's final paycheck. If the repayments are not fully paid through payroll deduction, the Employee shall immediately pay the County the funds due, and if not paid, such amount shall bear interest from the date of the Employee separation until paid in full at 10% per annum.

The Department Head or Department Head may at his/her discretion waive the reimbursement requirement if the employee transfers to another County department or if circumstances deem a waiver to be appropriate. The Department Head will send the Human Resources Coordinator a written waiver of the reimbursement requirement.

**BROOKS COUNTY
BOARD OF COMMISSIONERS**

APPROVED:	TOPIC: <i>Professional Development Program</i>
<i>Policy Number 403.1</i>	POLICY SECTION: <i>Training and Development</i>

V. MANDATORY COURSES

This Professional Development Program should not be confused with courses undertaken to meet the express requirements of the County. Mandatory courses, which may be required for a current position, are not subject to this Policy

VI. BUDGET LIMITATIONS

Payment/reimbursement for courses and associated costs is contingent upon the continued availability of funds and may be increased, decreased or eliminated by the Board of Commissioners.

**BROOKS COUNTY
BOARD OF COMMISSIONERS**

APPROVED:	TOPIC: <i>Professional Development Program</i>
<i>Policy Number 403.1</i>	POLICY SECTION: <i>Training and Development</i>

Exhibit A

WAGE WITHHOLDING AUTHORIZATION FORM

In accordance with the Professional Development Program, if my employment is terminated voluntarily or involuntarily for just cause from Brooks County, Georgia, within twelve (12) months after receiving any payment/reimbursement under the program, a deduction from my salary may be made to repay Brooks County, Georgia for any Professional Development Program funds received to include cost of coursework, travel, hotel and meals during the preceding twelve (12) months.

Further, if there are not adequate funds from my salary to repay the payment/reimbursement amount in full, I agree to immediately pay the County the funds due and such amount shall bear interest from the date of the Employee termination of employment until paid in full at 10% per annum.

Employee

Date

Supervisor

Date

Department Head

Date

Copy to: Personnel File
 Department Head
 Human Resources Coordinator

**BROOKS COUNTY
BOARD OF COMMISSIONERS**

APPROVED:	TOPIC: <i>Employee Travel and Training Expenses</i>
<i>Policy Number 404.1</i>	POLICY SECTION: <i>Training and Development</i>

I. PURPOSE

The county recognizes that the employees of the county are its most valuable asset. As such, these assets must be maintained in order to have an effective and efficient government operation.

II. RESPONSIBILITY

- 1) Each Department Head authorizing travel and training expenses incurred on behalf of the County must:
 - a) Ensure appropriate training which will provide the greatest return and individual professional development for employees of their department and themselves.
 - b) Implement controls to ensure compliance with current travel policies and procedures.
 - c) Ensure proper use of funds, such that all travel expenses are reasonable, necessary and proper.
 - d) Only authorize reimbursement for allowable expenses incurred while the employee is on official county business.
 - e) Ensure expenses incurred are within appropriated budgetary levels.
 - f) Verify all of the necessary expense information, including attached receipts documenting the charges, and determine that the charges do not exceed allowable limits.
- 2) All employees requesting travel and training expenses incurred on behalf of the County must:
 - a) Travel by the most economical means.
 - b) Ensure that travel expenses are reasonable and necessary.
 - c) Comply with ALL travel/training policies and procedures.
 - d) Obtain all required receipts and document accurate records for each expense claimed.
 - e) Submit an *Employee Expense Form*, if applicable, within 14 days after travel is completed.

**BROOKS COUNTY
BOARD OF COMMISSIONERS**

APPROVED:	TOPIC: <i>Employee Travel and Training Expenses</i>
<i>Policy Number 404.1</i>	POLICY SECTION: <i>Training and Development</i>

- f) Comply with the *Vehicle Allowance and Travel Reimbursement Policy* when applicable.
- g) Comply with the *Purchasing Card Policy* when applicable.

III. GENERAL POLICY

- 1) All expenditures authorized under this policy are subject to the availability of funds within the employee's departmental budget.
- 2) This policy establishes minimum standards which must be adhered to; however, more stringent or additional guidelines may be imposed by Elected Officials or Department Heads for use in their departments.
- 3) Authorized travel expenses include, but are not limited to:
 - a) Registration fees
 - b) Lodging expenses
 - c) Meals incurred during overnight lodging and for certain circumstances when there is no overnight lodging
 - d) Mileage for use of personal vehicle (except travel between their place of residence and their official headquarters, or personal mileage incurred while on travel status)
 - e) Parking fees
- 4) Non-allowable expenses are:
 - a) Laundry services
 - b) Tobacco
 - c) Alcoholic beverages
 - d) Entertainment
 - e) Personal telephone calls
 - f) Meals and lodging in lieu of other meals and/or lodging the expense of which is included in the registration fee
 - g) Expenses of a spouse or other non-employee

**BROOKS COUNTY
BOARD OF COMMISSIONERS**

APPROVED:	TOPIC: <i>Employee Travel and Training Expenses</i>
<i>Policy Number 404.1</i>	POLICY SECTION: <i>Training and Development</i>

- 5) When two or more employees are attending the same seminar, car-pooling shall be practiced whenever possible.
- 6) If an employee for his/her own convenience travels by an indirect route or interrupts travel by the most economical route, the employee shall bear any extra expense involved. Reimbursement for such travel shall be for only that part of the expense as would have been necessary in order to travel by the most direct route.
- 7) Rooms, lodging, or accommodations furnished to government employees traveling on official business within the State of Georgia should be exempt from hotel/motel tax. Tax exemption forms, available in the Payroll Clerk, should be tendered to the establishment to prove eligibility.
- 8) Receipts are required for all expenses except:
 - a) Meals under a per diem basis
 - b) Miscellaneous expenses up to a maximum of \$10.00/day (unless otherwise supported by a receipt)
 - c) Reimbursement will not be made for any other unsupported expenses.
 - d) Although receipts are not required, an *Employee Expense Report* should be submitted to account for these expenditures. These reports are necessary to account for the funds expended and to ensure authorized use.
- 9) *Employee Expense Reports* should be completed by the employee and approved by the employee's immediate supervisor or designee, and filed with the Payroll Clerk within 14 days after travel/training is completed, regardless of whether or not reimbursement is due.
 - a) Expense reports for any employee reporting directly to the Board, including the County Administrator, the County Clerk, and the County Attorney, must be approved by the Chairman of the Board. Expense reports for Commissioners must be reviewed by the County Administrator. Any questionable items should be discussed with the Commissioner. Unresolved issues should be referred to the Board.
 - b) Personal expenses will not be reimbursed and any included in an expense report will be deducted from the reimbursement.
 - c) An expense report should be completed if the employee received per diem, is due reimbursement, or incurred non-allowable charges.
 - d) If all travel/training expenses are charged to a County purchasing card and all expenses are allowable, no *Employee Expense Report* needs to be completed. The *Purchasing Card Policy* should be followed in these situations.

**BROOKS COUNTY
BOARD OF COMMISSIONERS**

APPROVED:	TOPIC: <i>Employee Travel and Training Expenses</i>
<i>Policy Number 404.1</i>	POLICY SECTION: <i>Training and Development</i>

IV. AUTHORIZATION

- 1) Attendance at a training program involving in-state travel with a total cost (i.e., registration fees, hotel, meals, etc.) <\$500 requires approval of the Department Head. If the Department Head is the attendee, then the Department Head must authorize the travel.
- 2) Attendance at a training program involving in-state travel with a total cost ≥\$500 and all out-of-state travel requires approval of the Department Head and the County Administrator.
- 3) Attendance at a training program by a Department Head involving in-state travel with a total cost ≥\$500 and all out-of-state travel requires approval of the County Administrator.
- 4) Unusual travel (i.e., out-of-country) requires approval of the County Administrator.
- 5) County-sponsored and required training shall generally be arranged during regularly scheduled work hours. A Department Head may change the standard work hours to accommodate or require attendance at such training activities. Such required training shall be recorded as time worked within the meaning of this policy.
- 6) A *Certificate of Attendance* or other documentation shall be provided to Human Resources in order to maintain an employee training history and to periodically audit training attendance and policy compliance.

V. MEALS AND PER DIEM REIMBURSEMENT

- 1) Employees traveling may be reimbursed for meals on a per diem basis in accordance with the US General Services Administration's (GSA) Domestic Per Diem Rates. To find the per diem rate for the city to which you are traveling, go to www.gsa.gov/portal/content/104877 and enter the city or zip code and then click on "find per diem rates". For the breakdown of individual meals, click on "breakdown of M&IE expenses".
- 2) The County shall use the full day per diem rates as provided by the GSA as well as the separate amounts provided for breakfast, lunch and dinner should an employee need a partial day's reimbursement.

**BROOKS COUNTY
BOARD OF COMMISSIONERS**

APPROVED:	TOPIC: <i>Employee Travel and Training Expenses</i>
<i>Policy Number 404.1</i>	POLICY SECTION: <i>Training and Development</i>

- 3) The County shall NOT use the GSA's policy for calculating per diem for the first and last day of travel. These amounts shall be determined based on individual circumstances and must be approved by the Department Head and/or Department Head, who has the responsibility to only authorize reimbursement for allowable expenses that are reasonable, necessary and proper.
- 4) Employees may only be reimbursed for meals actually purchased while traveling on official County business.
- 5) Receipts are not required for expenses reimbursed on a per diem basis.

VI. MILEAGE REIMBURSEMENT – see the *Vehicle Allowance and Mileage Reimbursement Policy*

VII. CASH ADVANCES

- 1) Cash travel advances are considered the exception and not generally granted.
- 2) Cash travel advances to employees are not allowed if the individual has available a general-purpose County credit/purchasing card.
- 3) Cash advances shall be issued to employees who generally do not travel and are making a one-time trip, upon request of the Elected Official or Department Head.
- 4) All employees are fully responsible for funds advanced to them and shall account for the funds on an *Employee Expense Report*. These statements shall be submitted to the Payroll Clerk within 14 days after travel is completed. Employees are liable for any advanced funds which are lost or stolen.
- 5) When the actual travel expenditures reported on the expense statement exceed the amount of the cash advance, the employee shall be reimbursed for the additional travel costs incurred.
- 6) When the actual travel expenditures reported on the expense statement are less than the cash advance, the employee shall reimburse the County for the difference. This reimbursement shall be made at the same time the expense statement is submitted.
- 7) In the event of cancellation or indefinite postponement of authorized travel, any cash advances which were made shall be refunded immediately.

**BROOKS COUNTY
BOARD OF COMMISSIONERS**

APPROVED:	TOPIC: <i>Employee Travel and Training Expenses</i>
<i>Policy Number 404.1</i>	POLICY SECTION: <i>Training and Development</i>

- 8) If an employee granted a cash advance fails to file an *employee expense report*, the amount of the cash advance shall become a lien against any and all funds due the employee from the County. According to the Internal Revenue Service, payments to an employee for travel are taxable if (1) the employee is not required to or does not substantiate timely those expenses with receipts or other documentation, or (2) an advance is given to the employee for business expenses and the employee is not required to or does not return timely any amount he/she does not use for business expenses. Therefore, if an employee does not file an *employee expense report* after receiving a cash advance, the amount of the advance will be reported as wages on his/her Form W-2.

VIII. FUEL/PURCHASING CARDS

- 1) The County has entered into an agreement for the purchase of gasoline for County owned or leased vehicles via fuel cards. Each employee who operates a County vehicle and each vehicle shall be issued a unique identification card which allows tracking of all County fuel sales. The use of fuel cards in privately owned vehicles is prohibited.
- 2) Other limited retail credit cards are discouraged and must be approved by the County Administrator.
- 3) County purchasing cards may be issued to employees as a means of charging allowable travel expenses such as registration fees, lodging, and airfare upon request of the Elected Official or Department Head and shall be used in accordance with the *Purchasing Card Policy*.

**BROOKS COUNTY
BOARD OF COMMISSIONERS**

APPROVED:	TOPIC: <i>Safety Training</i>
<i>Policy Number 405.1</i>	POLICY SECTION: <i>Training and Development</i>

I. GENERAL: The effectiveness of a safety program is directly related to the quality of supervision, a thorough understanding of the hazardous jobs to be accomplished, the training of employees, and daily operations that consistently follow practices specified in published work rules.

1. New Employee Orientation. All new employees shall receive a safety orientation within the first thirty days on the job. This will be accomplished during the "New Employee Briefing" given to all new employees by the Human Resources Coordinator. In addition, Department Heads and/or manager/supervisors will brief their employees on Department specific safety issues. Appropriate documentation shall be maintained certifying completion of orientation on all employees. The employee receiving orientation training and the supervisor will sign such documentation.
2. Employee Safety Training.
 - (a) Training of employees in job responsibilities and job operations, proper methods and techniques to be used, and the hazards associated with the function or system are important elements in achieving safe operation. Department Heads, Managers and Supervisors will be responsible for ensuring that all newly assigned individuals receive adequate training before beginning work.
 - (b) Formal training is required for all employees engaged in hazardous operations such as high voltage work, chemicals, pesticides, entering confined spaces and other functions designated as hazardous by Human Resources Coordinator, Department Heads, or Supervisors.
 - (c) Mandatory or Recommended Repetitive Training.
3. On-The-Job-Training. Department Heads and/or Manager/Supervisors will provide on-the-job-training for employees under their control. This training will include:
 - (a) Safety program.
 - (b) Prescribed Personal Protective Clothing and Equipment for the job.
 - (c) Emergency treatment of injuries.
 - (d) How to report a fire or serious injury and accident.
 - (e) Specific hazards associated with the job.
 - (f) General hazards encountered in the work area and how to avoid them.

**BROOKS COUNTY
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APPROVED:	TOPIC: <i>Safety Training</i>
<i>Policy Number 405.1</i>	POLICY SECTION: <i>Training and Development</i>

4. No Department Head or manager/supervisor will assume that a newly hired, newly assigned, or reassigned employee thoroughly knows all the safe job procedures.
5. If an employee demonstrates, through accidents or continued unsafe acts known to the Department Head or manager/supervisor, that he does not understand the safety requirements of his job, the employee will be retrained, repeat on-the-job instructions, and/or be personally counseled by the employee's Department Head or his/her designee..

II. TRAINING: The four-point method: preparation, presentation, performance and follow-up have been found best for all hazardous operations.

1. Preparation.
 - (a) Put him / her at ease.
 - (b) Define the job and find out what he / she already knows about the job.
 - (c) Get him / her interested in learning his / her job.
 - (d) Place him / her in the correct position for him / her to work.
2. Presentation.
 - (a) Tell how, and illustrate one important step at a time.
 - (b) Stress each key point.
 - (c) Instruct clearly, completely, and patiently, but cover no more than can be mastered each time.
3. Performance.
 - (a) Have him / her do the job; coach him / her while he / she works.
 - (b) Have him / her explain each key point to you as he / she does the job again.
 - (c) Make sure he / she understands. Continue until you know he / she knows.

**BROOKS COUNTY
BOARD OF COMMISSIONERS**

APPROVED:	TOPIC: <i>Safety Training</i>
<i>Policy Number 405.1</i>	POLICY SECTION: <i>Training and Development</i>

4. Follow-up.
 - (a) Put him / her on his / her own.
 - (b) Designate to whom he / she goes to for help.
 - (c) Check frequently; encourage questions.
 - (d) Provide any necessary extra coaching.

III. SPECIALIZED TRAINING: Specialized training will be required from time-to-time for special areas of operation and to meet specific requirements of unique tasks. These include special equipment, handling of weapons, etc.

1. First Aid Training for Supervisors. All Department Heads, managers, supervisors and selected employees are encouraged to be trained in first aid. Many injuries can be effectively treated in the field, thereby eliminating the need to visit a doctor for each minor injury. Adequate first aid material should be made available and under the charge of a person trained in first aid.
2. Job Training - Hazardous Work. To eliminate accidents in high hazard areas, it is mandatory that each Department Head or manager/supervisor thoroughly examines his employees' knowledge on the hazards that exist and ensure that they understand the methods of doing each job safely when such hazards cannot be eliminated.
 - (a) Relying on memory alone during the instruction of an employee is assurance that important items will be overlooked. It is essential that the Department Head or manager/supervisor use published work rules that define each hazardous task his/her employees are responsible for and define the correct work procedures for safe accomplishment of the task. This enables them to attain a consistent quality of instruction that instills employee confidence in their own capabilities and those of management.
 - (b) Providing the employee with a copy of the work rules after instruction ensures that each employee has a ready reference for his review. Procedures for job hazard analysis are as follows:
 - i. The job is broken down into basic steps. These steps describe what is to be done and in what sequence. Details that have no bearing on the objective are to be omitted.
 - ii. After the steps are listed, each step is analyzed for hazards that could cause an accident. The purpose is to identify as many hazards as possible, whether produced by the environment or connected with the mechanics of the job procedure, so that each step of the entire job can be done safely and efficiently.

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iii. When the hazards and potential accidents associated with each step are identified and their causes understood, ways of eliminating them should be developed. This can be handled in one of four ways.

- (1) Eliminate the process of operations, or provide a substitute action which can be done without the hazards, or
- (2) Isolate the process or operation so as to eliminate or minimize the hazards, or
- (3) Provide guards or automatic devices to eliminate or minimize the hazards, or
- (4) Provide personal protective clothing and equipment and enforce their use to eliminate or reduce the possibility of injury.

(c) Using the information gathered from the first three steps, work rules shall be prepared by each Department Head or his/her designee, disseminated among all employees, and maintained on file for periodic review. This becomes a document to assist the supervisor in instructing his employees in the safe method of performing their jobs and determination of the personal protective clothing and equipment required. It also provides each employee a source of information for occasional review.

IV. BROOKS COUNTY NEW EMPLOYEE HUMAN RESOURCES COORDINATOR ORIENTATION

1. Human Resources Coordinator Policy Overview
2. Human Resources Coordinator policies on employees, who lose, damage or destroy property. (Matrix)
3. Human Resources Coordinator policies on driving county vehicles.
4. Harassment / Sexual Harassment Policy
5. Training offered by Human Resources Coordinator
6. Orientation to be documented and signed by new employee and Human Resources Coordinator representative or designee and filed in employee personnel file/HR.

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APPENDIX 2, (Recommended Training), to Section VI (Training), to HUMAN RESOURCES COORDINATOR/TRAINING

RECOMMENDED TRAINING

REQUIREMENTS	DEPARTMENT	FREQUENCY
DRUG AND ALCOHOL ABUSE	ALL	Annual
HIV PREVENTION	ALL	Annual - *Note: may be included with Occupational Exposure to Bloodborne Pathogens training
OCCUPATIONAL EXPOSURE TO BLOODBORNE PATHOGENS	Sheriff - Coroner Recreation - Landfill Marshal - Code Enforcement Waste Water Treatment Water & Sewer Roads and Bridges Maintenance Department	New Personnel Orientation Annual (Refresher Training)
PREVENTION OF HEAT INJURIES	ALL	Annual
PROTECTION AGAINST TORNADO'S / INCLEMENT WEATHER	ALL	Annual - Recommended for training on the 3 rd Wednesday in February
CONCERN/EAP	ALL	Annual
FIRE PREVENTION/ EVACUATION & USE OF FIRE EXTINGUISHERS	ALL	Fire Drills conducted semi annual Training-Annual
DEFENSIVE DRIVING	Any employee who is authorized to operate a county vehicle or receives a vehicle allowance	Every 2 years
CPR & FIRST AID	Managers, Supervisors, selected others: available to all	Every 2 years
HARRASSMENT	All	Annual

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JOB HAZARD ANALYSIS

DEPARTMENT:			DATE:		
REVIEWED BY: _____ TITLE: _____					
APPROVED BY:					
TASK/JOB:					
PERSONAL PROTECTIVE EQUIPMENT:					
JOB STEPS		POTENTIAL HAZARD		PREVENTION	

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APPROVED:	TOPIC: <i>Communicable Disease Social Distancing Program</i>
<i>Policy Number 501.1</i>	POLICY SECTION: <i>Health and Safety</i>

I. PURPOSE

In the event of an influenza pandemic or other significant communicable disease situation, the County may implement social distancing guidelines to minimize the spread of the influenza and other communicable diseases among employees by:

- a) closing or limiting access to County offices
- b) canceling public events
- c) planning for liberal work leave policies
- d) teleworking strategies
- e) voluntary isolation of cases
- f) voluntary quarantine of household contacts
- g) alternative work schedules

These strategies will assist in containing disease and reduce the risk of infection and loss of life.

II. POLICY

Employer decisions involving employees who have communicable diseases shall be based on current and well-informed medical judgments concerning the disease, the risks of transmitting the illness to others, the symptoms and special circumstances of each individual who has a communicable disease and the available alternatives for responding to an employee with a communicable disease.

The employee must be able to perform normal job duties and meet regular performance standards. In the judgment of the employer, the employee's continued presence must not pose a risk to the health of the employee, other employees or citizens. If an employee disputes the County's determination that such a risk exists, the employee must submit a statement from his or her attending physician that the employee's continued employment poses no significant risk to the employee, other employees or citizens.

The County will not discriminate against any job applicant or employee based on the individual having a communicable disease. Applicants and employees shall not be denied access to the workplace solely on the grounds that they have a communicable disease. The County, however, reserves the right to exclude a person with a communicable disease from the workplace facilities, programs and functions if the County finds that, based on a medical determination, such restriction is necessary for the welfare of the person who has the communicable disease and/or the welfare of others within the workplace.

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III. COMMUNICABLE DISEASES

The County will use the Georgia Department of Human Resources' notifiable disease listing and will seek guidance on an individual case per disease and performance expectations of the affected employee(s). This guidance will come from the local public health department, in collaboration with the East Central Georgia Health District and the State Office of Epidemiology.

In the event of an outbreak (multiple cases) of an infectious disease, the county will follow each case, as defined by public health to identify those in need of voluntary isolation and/or quarantine.

The local Health Department will provide County employees with the influenza vaccine during the County's annual benefits open enrollment. The County currently pays a portion of the total cost of the influenza vaccine for employees. In addition, based on work related responsibilities, employees working in positions that may be exposed to blood borne pathogens are eligible to participate in the hepatitis vaccination program at no cost to the employee.

The County will comply with all applicable laws, statutes and regulations that protect the privacy of persons who have a communicable disease. Every effort will be made to ensure sufficient safeguards are maintained to provide confidentiality about employees who have communicable diseases.

IV. EMPLOYEE RESPONSIBILITY

Employees should demonstrate good hygiene habits to prevent the spread of germs.

- Wash hands frequently with soap and water.
- Cover mouth and nose with a tissue when coughing or sneezing.
- Put used tissues in a waste basket.
- Cough or sneeze into your upper sleeve if you do not have a tissue.
- Clean hands after coughing or sneezing; use soap and water or an alcohol-based hand cleaner.
- Stay at home if you are sick.

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APPROVED:	TOPIC: <i>Pandemic Continuity of Operations</i>
<i>Policy Number 502.1</i>	POLICY SECTION: <i>Health and Safety</i>

I. PURPOSE

In the event of a pandemic or other catastrophic communicable disease situation, the County may implement Pandemic Continuity of Operations-Essential (COP-E) plans to minimize the spread of influenza and other communicable diseases among employees and the general public and meet the need to sustain business, the community and the nation.

II. POLICY

Disaster planning and preparedness is a fundamental of good business practice. The County must ensure the capability to continue essential operations in response to potential operational interruptions, including a pandemic influenza. In the event a Pandemic is declared, Department Pandemic Mitigation Continuity of Operations Plans (COP) will be implemented to ensure continued production and delivery of vital goods and services to the citizens of Brooks County.

Delivery of Essential Services shall be considered the highest priority when high rates of absenteeism are expected. Important Services will be considered as the second most important priority. Non-Essential Services will be considered the least important priority.

Employees must be able to perform normal job duties and meet regular performance standards during a pandemic. If an employee becomes ill during a pandemic, the employee's continued presence at work will require a statement from his or her attending physician that the employee's continued presence poses no significant risk to the employee, other employees or citizens.

The County reserves the right to exclude a person with a communicable disease from the workplace facilities, programs and functions if the County finds that, based on a medical determination, such restriction is necessary for the welfare of the person who is ill and/or the welfare of others within the workplace.

The County will comply with all applicable laws, statutes and regulations that protect the privacy of persons who have a communicable disease.

III. MANAGEMENT RESPONSIBILITY

The County must maintain production of essential goods and services while mitigating pandemic impact on business operations. Continuity of Operations Plan-Essential (COP-E) assumes pandemic-specific impacts and encourages contingency plans to identify essential functions, people and materials within and across critical sectors of the organization.

Critical Infrastructure. Systems and assets such that the incapacity or destruction of such systems and assets would have a debilitating impact on security, economics, public health, public safety or any

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combination of events. Management should identify those critical systems and alternative approaches to maintain essential business operations.

Essential Functions. Functions identified that are absolutely necessary to keep business operating during a pandemic and are critical to survival and recovery. Management should identify those essential employees and alternative approaches to maintain essential business operations.

Workforce Absenteeism. Absenteeism during a severe pandemic wave could result in 30-40 percent of the workforce being absent. Management should identify those essential employees, essential functions and prepare alternative working options through telecommuting, if possible, to ensure business operations are not interrupted.

COP-E Plan Design. Each Department is responsible for developing plans for their service areas. The plan should include preparation by categorizing services and activities as essential, important or non-essential. Staffing plans to respond during the catastrophic event should be created as well as recovery plans. The plans should be forwarded to Emergency Management. A Continuity of Operations Essential (COP-E) Plan may be developed as follows:

Categorization of Services

- Identify individuals responsible for developing Continuity of Operations Plan at the department levels.
- Identify key contacts in the community as a resource for or to partner with the department in preparing a plan.
- Identify which services/functions are essential.
- Identify which services/functions are important, but not essential, that the department may continue during a pandemic if they are able.
- Categorize services based on whether or not face-to-face contact is necessary for that service.
- Group services/functions together for more efficiency.
- Identify technology or other resources needed to implement the COP plan and any challenges to plan implementation.

Communication

- Develop a communications plan for department employees.

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- Develop a communications plan for customers/clients/users including pandemic awareness activities, regular updates on pandemic planning and communicating during the pandemic.

Planning

- Determine which employees are essential.
- Develop a plan for supporting essential employees that includes identification of their needs for transportation and family support.
- Evaluate workplaces to determine functions that may be performed off-site via telecommuting.
- Evaluate department procedures to determine if they support or impede COP-E.

Protecting Employees

- Evaluate workplaces and develop a plan to protect employees using work practices, engineering and administrative controls and PPE.
- Identify technology and other resources needed for work place protections.
- Identify resource gaps and challenges as well as proposed solutions and procedure modifications.
- Prioritize implementation of the plan based on functions that are essential, important or non-essential.
- Educate staff how to protect themselves from exposure to influenza and other contagious diseases outside the workplace.
- Develop standards to support the need for isolation of the sick and quarantine of the exposed.

Maintaining Sufficient Staff for Essential Operations

- Cross-train employees for essential functions.
- Develop a plan to phase down operations if insufficient numbers of personnel are available.

Supplies

- Develop a communications plan for your suppliers.

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- Identify critical supplies and the amounts needed to maintain essential services at various levels; determine whether to stockpile or develop resupply procedures.
- Develop a plan for phasing down operations if insufficient supplies are available during a pandemic.

Equipment

- Develop a communications plan for your equipment contractors and identify critical equipment.
- Evaluate maintenance procedures for critical equipment and develop alternate maintenance procedures.
- Develop a plan for phasing down operations if equipment maintenance becomes an issue.

Security

- Evaluate workplaces to determine modifications to make it easier to ensure security during a pandemic.
- Determine services that may be grouped together for more efficiency and to provide security during a pandemic.
- Develop a plan for phasing down operations if security becomes an issue during a pandemic.

Training

- Train employees in your Pandemic Continuity of Operations Plan and update training annually.
- Regularly test the readiness of staff to implement the Plan through drills and exercises.

Recovery

- Identify essential employees responsible for developing and implementing a recovery plan after each wave of a pandemic.
- Develop a plan for reopening your department, in varying stages, as each wave of the pandemic passes.

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Special Needs Populations

- Ensure the department Continuity of Operations Plan addresses individuals with special needs.

Policies and Procedures

- Amend department policies and procedures as appropriate.
- Revise department plans based on additional resources development.

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APPROVED:	TOPIC: <i>Blood Borne Pathogens</i>
<i>Policy Number 503.1</i>	POLICY SECTION: <i>Health and Safety</i>

I. PURPOSE

To ensure the safety of employees who may be exposed to Blood Borne Pathogens (BBP) and Other Potentially Infectious Materials (OPIM).

II. POLICY

The County shall provide Employees, who are in positions that may be exposed to Blood Borne Pathogens (BBP) or Other Potentially Infectious Materials (OPIM), training in the methods of exposure avoidance. Personal protective equipment will be provided when necessary to minimize personal harm to self when coming in contact with BBP or OPIM, when rendering first aid or CPR, or during an accident clean up.

III. RESPONSIBILITIES

- **Supervisor** – Ensures that all employees who may come into contact with BBP or OPIM are familiar with and follow the policies.
- **Employee** – Understands and complies with all phases of the policies and procedures for situations involving BBP and OPIM.
- **Employee** – Employees without formal first aid training must be instructed to maintain a "hands off" practice in the event of an emergency. These employees should contact a first aid responder as quickly as possible.
- **Department Head** – Ensures that protective equipment as specified in this policy is made available when requested, employees are trained in its use and that the equipment is properly maintained.
- **Human Resources Coordinator** – Ensures that employees are provided medical care and appropriate vaccinations who may have increased risk in his/her position responsibilities to be exposed, or who have been exposed, to BBP or OPIM

All employees who have been trained in first aid may come into contact with BBP or OPIM while carrying out first aid or CPR. Any employee who cleans up after a spill of blood or body fluid or OPIM may be exposed during that work.

Unless specified as a job requirement, no employee, including trained responders, is required to provide first aid, CPR, clean up or any other activity involving a possible exposure should the

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employee choose not to become directly involved. At a minimum, the employer may provide available first aid supplies to the victim or other willing responder in minor situations. For emergencies, call 9-1-1 and report the situation so that appropriate responders can be activated.

IV. WORK PRACTICE CONTROLS

The following work practice controls are recommended to minimize exposure to human blood borne pathogens:

- Gloves must be worn whenever there is a possibility of contact with human blood or body fluid.
- Personnel must wash their hands immediately after removing gloves and as soon as possible upon any contact with blood or OPIM.
- Masks must be worn whenever there is a possibility of splattering of human blood or body fluids.
- Protective clothing must be worn if soiling of exposed skin or clothing is likely.
- To minimize the risks for exchange of body fluids during resuscitation procedures, gloves and masks should be available in first aid kits.
- Spills of blood or blood-containing body fluids shall be cleaned up by trained personnel using materials in an infection control kit. The contaminated item shall be put into a biohazard bag and disposed of properly. Cleanup of any substantial spill may require outsourcing to a specialized biohazard team. Human Resources Coordinator should be contacted for assistance.
- Individuals who have open lesions, dermatitis or other skin irritations should not participate in direct "patient" care activities and should not handle contaminated items. If an emergency requires participation, employees should double glove.
- Sharp objects represent the greatest risk for BBP exposure; therefore, gloves should be worn and tweezers should be used to remove glass or other sharps from the patient. Use a broom and dust pan to clean up contaminated glass or other sharp objects.
- Work flow shall be examined when an exposure incident has occurred to implement preventative measures against future incidents.

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- Gloves, resuscitation masks, infection control kits and first aid boxes are recommended to be kept in all vehicles and offices.
- Medical records are maintained by the Human Resources Coordinator.

Employees working in positions with increased risk to BBP or OPIM exposure may request and receive the Hepatitis B vaccine as a preventive measure at no cost to the employee. The request should be submitted to the immediate Supervisor, Department Head or the Human Resources Coordinator.

V. REPORTING PROCEDURES

Whenever an incident occurs involving the potential for exposure to BBP and OPIM, a report must be made to the Human Resources Coordinator and the Department Head.

- The report should be made immediately if possible, but no more than twenty-four hours after exposure.
- A workers' compensation first report of injury incident report shall be completed if an exposure incident has occurred. Exposure incident means a specific eye, mouth, other mucous membrane, non-intact skin or parenteral contact with blood or OPIM. Contact with healthy skin does not constitute an exposure incident.
- The Human Resources Coordinator will maintain a list of such incidents.
- All members of staff who render assistance in any situation involving the presence of blood or OPIM will have a Hepatitis B vaccine or other treatment necessary made available to them at no cost and as soon as possible after the exposure incident has occurred.

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APPROVED:	TOPIC: <i>Housekeeping / Safe Work Environment</i>
<i>Policy Number 504.1</i>	POLICY SECTION: <i>Health and Safety</i>

I. POLICY

It is the intent of the Brooks County Commission to provide for a safe work environment. While work sites shall be continuously monitored by supervisors to ensure potential hazards to employees and the public are reduced to the maximum extent possible, employees are responsible for maintaining the neatness of workspaces. Employees are required to keep their work areas clean and free of hazards.

II. HOUSEKEEPING

Good housekeeping is an important element of accident prevention. It should be of primary concern to all supervisors. Good housekeeping should be planned at the beginning of the job and carefully supervised and followed to the final clean up. Housekeeping should be the concern of each worker and not left for the “clean-up” crew. Confusion will be reduced and operations can be increased when the work area is neat and orderly at all times.

III. PROCEDURES

- 1) Plan Ahead: A predetermined and organized materials storage area is safer and cleaner than one that has been developed haphazardly.
- 2) Assign Responsibilities: If the size of the job and working force merits, a crew should be specifically detailed to clean up continuously. In any event, housekeeping should not be haphazard; duties should be assigned to one or more responsible persons.
- 3) Implement the Program: Housekeeping should be part of the daily routine with clean-up being a continuous procedure.

IV. RULES FOR HOUSEKEEPING

- 1) Storage Areas: All materials should be maintained in neat stockpiles for ease of access. Aisles and walkways should be kept clear of loose materials and tools.
- 2) Work Areas: Loose materials, waste, etc. should be cleaned up immediately. This is especially important in aisles and near ladders, ramps, stairs and machinery. Keep walking areas clear at all times, especially in high traffic areas.
- 3) Area Used by Personnel: Empty bottles, containers, and papers should not be allowed to accumulate on the job site. Trash disposal containers should be provided.
- 4) Oil and Grease: Spills of oil, grease, or other liquid should be removed immediately by putting sand or an oil-absorbing compound on them. Do not let combustible materials gather and collect

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- to the point where they could constitute a fire hazard. Place all combustible items in a metal fire resistant container with a lid. Make sure flammables are stored properly and promptly disposed when empty.
- 5) Disposal of Waste: An effective means of preventing litter is to provide suitable receptacles for waste, scrap, etc. These items should be stored in a safe place, such as a covered metal container, and disposed regularly.
 - 6) Protruding Nails: Protruding nails should either be removed or bent over. Cleaned lumber should be stacked in orderly piles. Workers dealing with protruding nails should wear heavy gloves and puncture-proof insoles.
 - 7) Lighting: Adequate lighting should be provided in or around all work areas, passageways, stairs, ladders, and other areas used by personnel.
 - 8) Defective Equipment: All equipment, especially electric cords and plugs, should be checked prior to use and defects repaired or taken out of service.
 - 9) Tripping Hazards: Loose floor covering, stair treads, etc., should be examined and repaired immediately.

Make housekeeping a daily affair. Be responsible enough to thoroughly “police” your work areas for housekeeping hazards. On a busy day, any workplace can become a dangerous obstacle course if we let it get that way.

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APPROVED:	TOPIC: <i>Personal Protective Equipment</i>
<i>Policy Number 505.1</i>	POLICY SECTION: <i>Health and Safety</i>

I. GENERAL

Protective equipment, including personal protective equipment (PPE) for eyes, face, head, extremities, protective clothing, respiratory devices and protective shields and barriers, shall be provided by the respective departments, used and maintained by the employee and kept in a sanitary and serviceable condition. PPE shall not be altered in any way. *Exhibit A* of this section establishes minimum PPE required of common tasks.

II. RESPONSIBILITIES

1) Department Heads:

- a) Ensure PPE is available to employees involved in work requirements that pose a potential hazard through absorption, inhalation or physical contact.
- b) Ensure supervisors are instructed in policies relating to the use of PPE by employees.
- c) Charge supervisors with the responsibility of enforcing policies relating to the use of PPE.

2) Supervisors:

- a) Analyze job tasks to determine essential PPE.
- b) Instruct employees on the tasks requiring PPE and the minimum PPE required for the task, to include the proper use of protective equipment.
- c) Enforce policies relating to the use of PPE by employees.

3) Employee:

- a) Use PPE as directed by the supervisor or job task.
- b) Identify any potential hazard of a job task for which required PPE has not been identified and report it to your supervisor.

III. GENERAL SAFETY EQUIPMENT

- 1) Eye and Face Protection: Protective eye and/or face equipment shall be required where there is reasonable probability of injury that can be prevented by such equipment. Eye protection will be provided and used where machines or operations present the hazard or potential for injury from flying objects, or splashing liquids.

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- 2) Respiratory Protection: Respiratory protection will be provided by the respective department to control occupational diseases caused by breathing air contaminated with harmful dusts, fogs, fumes, mists, gases, smokes, sprays or vapors. The primary objective will be to prevent atmospheric contamination. Respiratory protection will be provided to protect the health of the employee. Product warning labels or material safety data warning labels or material safety data sheets will prescribe the appropriate protection necessary for employee protection. Department heads are responsible for providing employee use and maintenance training as appropriate.
- 3) Occupational Head Protection: Helmets for the protection of heads from impact and penetration from falling and/or flying debris or objects and from limited electrical shock and burn shall meet the requirements and specifications of the American National Standard Safety Requirements for Industrial Head Protection; Z89.1-1969.
- 4) Foot Protection: Safety-Toe footwear shall meet the requirements and specifications established in the American National Standard Requirements for Men's Safety-Toe Footwear Z41.1 - 1967.
- 5) Visibility Vests: The **reflective orange vest** shall be used by all employees where enhanced visibility is required as determined by Human Resources Coordinator, Department Heads or supervisors. Each department is to identify these areas and establish a policy to direct their employees in vest use. Vests with a minimum Class II rating shall also be worn by employees working within the limits of road right of ways.

IV. MINIMUM ESSENTIAL REQUIREMENTS:

- 1) Departments are responsible for determining minimum essential requirements for PPE for tasks and activities not covered in *Exhibit A*. Each Department Head shall inform the Human Resources Coordinator Department of minimum essential requirements for PPE.
- 2) *Exhibit A* establishes minimum essential requirements for specific tasks which are either common to more than one department or specific requirements which have resulted in needless employee injury in the past. *Exhibit A* shall be modified from time to time to reflect current legal requirements, including those set forth in OSHA.
 - a) The Job Hazard Analysis is to be used for specific jobs. When completed, it may be used as a policy/procedure within the department. See *Exhibit B* of *Policy 406.1, Safety Training*.
 - b) Once the job or task to be analyzed is determined, the steps or procedures are listed individually in the Job Steps column.
 - c) Each step is then analyzed for potential hazards associated with that step. These are listed in the Potential Hazards column.

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- d) List the activities to be accomplished to complete the job step and include any activity or action to eliminate the hazard, in the "Prevention" column.

V. EMPLOYEE NON-COMPLIANCE/NON-USE OF PPE

Once the employee is trained in the use of personal protective equipment and clothing, if such items are not used, the employee's supervisor will take immediate corrective and/or disciplinary action. Supervisors should document corrective action and, if necessary, discipline the employee as appropriate. Failure to use proper clothing and equipment could result in suspension or termination, as appropriate. Supervisors should document any action taken against the employee. Should an employee become injured as a result of not wearing prescribed personal protective equipment, he/she may be denied compensation under Workers' Compensation.

VI. PPE FUNDING

When PPE has been determined a requirement of the job based on the POTENTIAL for injury, Brooks County will provide such PPE, as required, at no cost to the employee.

- 1) Employees who lose or negligently damage or destroy PPE will be responsible for the replacement of those items.
- 2) Items will be replaced when equipment is no longer serviceable.

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Exhibit A

APPROVED:	TOPIC: <i>Personal Protective Equipment</i>
<i>Policy Number 505.1</i>	POLICY SECTION: <i>Health and Safety</i>

Minimum Essential Personal Protective Equipment

X = Required Protection
O = Recommended Protection

H = Head
E = Eye
F = Face
R = Respiratory
V = Vest

Job/Activity	H	E	F	Hear	R	Hand	V	Foot	NOTES
General Construction	X			O			X	X	
Traffic Control Operations / Flagging	X						X	O	
Heavy Equip Operations				O			O	O	Based on the type of operation, Depts. Establish requirement
Tractor Mowing - Unprotected Cab	X	O		X	O		O	X	
Truck Driving-CDL	O							O	Vest are recommended to be available should the driver get out at a construction site
Pesticide Spraying		X			X				To be in compliance with the manufacturers' suggested safety equipment listed on the MSDS or product warning label.
Spray Painting		X			X				See above (Pesticide)
Power Tools		X		X				X	
Air Tools		X		X				O	
Winches	X	X				X		X	
Sewer Operations	X		O		O		X	X	As directed by Water and Sewerage
Push Mower with gas engine		X		X				X	

The basis for determining the need for protective equipment is, according to OSHA standards, that if the potential for injury exists then protective equipment should be used.

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APPROVED:	TOPIC: <i>Vehicle Safety</i>
<i>Policy Number 506.1</i>	POLICY SECTION: <i>Health and Safety</i>

I. GENERAL POLICY:

- 1) Brooks County vehicles are easily identified as such and thus constitute a traveling advertisement seen by many citizens. In their relationship with other motorists and pedestrians while operating vehicles, the employee controls an important influence on public relations. By applying courteous, considerate driving habits employees can build good public relations if they apply the principles of defensive driving to avoid accidents.
- 2) Only employees may drive Brooks County vehicles. Non-employee passengers are to be approved by the Department Head. Out of area trips with non-employees are to be approved by the Department Head and Human Resources Coordinator Office. A rights waiver form must be signed by all non-employee passengers prior to being allowed to ride in a county vehicle.
- 3) All drivers of Brooks County vehicles will abide by the laws, regulations and directives of Georgia traffic laws, signs, signals and markings.
- 4) All drivers of Brooks County vehicles will exercise "due care" in the operation of their vehicle; specifically, the driver must operate his or her vehicle as a prudent person would in a given situation, seeking to avoid unreasonable risk of harm to themselves and others. This provision applies to emergency vehicles and non-emergency vehicles.

II. RESPONSIBILITIES:

- 1) Department Heads:
 - a) Establish policies that support safe operation of motor vehicles. Policies should include driving on improved (hard surface) roadways, unimproved (dirt/gravel) roadways and construction areas. Policies will be in written form with copies to the Human Resources Coordinator Department.
 - b) Establish a training program that ensures all employees driving Brooks County vehicles are familiar with policies of Brooks County Commission, as well as the department policies.
 - c) Ensure all employees driving Brooks County vehicles attend defensive driving within 6 months of employment. Departments will maintain records of attendance.
 - d) Ensure all employees driving Brooks County vehicles have a valid state driver's license by performing a driver's license check at least once per year.
 - e) Assist in the enforcement of policies established by the Commission.

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- f) Establish a system of safety checks for motor vehicles. Safety checks are to be performed by the driver at the beginning of each driving day. (See Appendix 1 and 2 for sample daily checks).
 - g) Provide written operating procedures for emergency or specialized equipment. Procedures will be submitted to the Safety Review Board chairperson and to the Sheriff's Department for review. Such equipment includes, but is not limited to:
 - i. Sheriff's Department vehicles;
 - ii. Emergency service vehicles;
 - iii. Dump trucks;
 - iv. General Motor Pool Vehicles;
 - v. Any vehicle weighing in excess of 10,000 pounds (Gross Vehicle Weight).
- 2) Supervisors:
- a) Ensure drivers conduct daily vehicle inspections.
 - b) Ensure drivers are trained in the details of paragraph A, provisions 1 through 4, above.
 - c) Perform checks for valid driver's licenses of employees driving Brooks County vehicles at least once each quarter.
 - d) Assist in accident investigations as required.
 - e) Ensure scheduled maintenance is conducted.
- 3) Drivers:
- a) Adhere to the provisions of this section, in particular the provisions of paragraph A, above.
 - b) Ensure he/she has a valid driver's license in their possession while operating a Brooks County vehicle.
 - c) Inspect the vehicle at the beginning of each driving day. Items to inspect can be found at Appendix 1 for vehicles requiring a Class C license and Appendix 2 for CDL. Inspection check sheets provided in this manual are not intended to replace the provisions of law.

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- d) Are responsible for ensuring any and all legal requirements for safety inspections are met.
- 4) Department Safety Officers:
 - a) Ensure "pre-operation" daily checks are made.
 - b) May declare a vehicle "out of service" or "deadline" a vehicle for safety hazards.
- 5) County Administrator:
 - a) Makes periodic inspections of any Brooks County owned vehicle to ensure safety and driver compliance with policy.
 - b) May declare a vehicle "out of service" or "deadline" as a result of a safety problem.
 - c) May temporarily suspend the driving privileges of an employee operating a Brooks County vehicle in a reckless manner. A written report of the action/conduct and description of the observation will be provided to the department head within one working day.
 - d) Conduct at a minimum, annual Motor Vehicle Report (MVR) checks for every employee authorized to operate a county vehicle or who receives a vehicle allowance.

III. DRIVER INSPECTIONS

Pre-Operations checks

- 1) Non-commercial vehicles: Safety checks will include as a minimum:
 - a) Lights
 - b) Horn
 - c) Directional Signals
 - d) Brakes, brake lights and brake fluid
 - e) Motor oil
 - f) Power steering fluid
 - g) Windshield washers and wipers

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- h) Tires (tread and inflation)
 - i) Clutch travel
 - j) Hydraulic systems
 - k) Proper latching of seat belts.
- 2) Commercial type vehicles (CDL): The minimum requirements are established by law and all drivers applying for a Commercial Driver's License (CDL) must demonstrate their knowledge of pre-trip inspections prior to being approved for a license. **Drivers are responsible for conducting all safety inspections prescribed by law**, including pre-trip inspection, during- operations inspection and end-of-the-driving-day inspection.

IV. GENERAL VEHICLE SAFETY:

- 1) Position all adjustments for safe driving before putting the vehicle into gear, including adjustment of the seat, seat belts, inside and outside mirrors, and seating positions.
- 2) Drivers of Brooks County vehicles must possess a valid state driver's license and they must be thoroughly familiar with the state and local regulations governing motor vehicle operation. The fact that an employee is operating an emergency vehicle does not absolve them from civil or criminal liability for the consequences of wanton reckless driving. The driver must be in the position to satisfy a jury that they used reasonable care and prudence in operating emergency vehicles. Even though emergency equipment has warning devices, the drivers are expected to **PROCEED WITH DUE CAUTION**.
- 3) All slow-moving equipment operated in public right-of-ways shall be equipped with proper flashing lights and other devices required by the Georgia Vehicle Code.
- 4) Load Security
 - a) Supplies transported in motor vehicles shall be secured in such a manner that they will not be dislodged or fall out or forward during transit or sudden stops.
 - b) Drawers in moveable trucks shall always be secured before the truck is driven.
 - c) Ensure load capacity is not exceeded.
- 5) Drugs or any medication, which might affect the ability to drive, are not to be taken before operating vehicles. Drugs, illness, or extreme fatigue may affect ability to judge distances, speed and driving conditions.

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- 6) All persons who drive or ride in Brooks County vehicles will, in all cases, wear the installed seat belts. The number of seat belts available will establish the maximum passengers of the vehicle. Failure to wear seat belts can result in forfeiture of an assigned vehicle. Unless work duties require otherwise, **passengers will not be authorized to ride in the "bed" of pick-up trucks, dump trucks or other utility type vehicles.**
- 7) Not more than three (3) persons, including the driver, shall be permitted to ride in the front seat of any vehicle. Persons shall not be transported in any vehicle unless safe and secure seating is provided for each such person and a seat belt is available for **all** passengers.
- 8) Parking vehicle:
 - a) Unless working conditions require otherwise, parked vehicles must have motor stopped, emergency brake set, put gear in park and keys removed.
 - b) If parked on a downgrade the front wheels should be turned toward the curb. If parked on an upgrade the front wheels should be turned away from the curb. Brakes should be set and transmission left in "park" before driver's seat is vacated.
 - c) Vehicles will not be parked on the wrong side of the street facing traffic except in case of emergency.
 - d) Before leaving the curb, it is essential to see that no cars are approaching from either direction, and signals are to be used.
- 9) When backing up a vehicle, it is necessary to see that the way is clear. The driver should get out of the vehicle when necessary and inspect the area to be backed into slowly. Sound the horn while backing when necessary. If there is another employee along, he will get out and direct the backing. **Drivers of dump trucks or heavy construction equipment are required to go to the rear of their vehicle to ensure the area is clear prior to backing the vehicle. Assistance from another employee standing near the rear observing for safe clearance is the recommended procedure.**
- 10) The vehicle is never to be left unattended with the motor running (excluding emergency type vehicle). Drivers will not go further than 20 feet from any point of the vehicle while it is running. When parked and unattended, the vehicle will be locked.
- 11) Drivers must be particularly alert while driving near children. Children must be kept from playing in or around Brooks County owned vehicles. While working areas such as schools, parks, playgrounds, swimming pools, or community centers, drivers will be especially watchful for children and will drive carefully and slowly at all times.

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12) **Driver must stay within posted speed limits** and slow down when conditions warrant.

a) Drivers of vehicles pulling trailers and those requiring a CDL license shall (1) exercise great caution, (2) allow for increased following distance and (3) shall not exceed the posted speed limit.

13) The right-of-way is not to be assumed. The driver who has the last chance to avoid an accident may be the driver in the legal right. **YIELD OR STOP.**

14) A safe distance behind other vehicles is to be maintained so as to avoid tailgating and every effort made not to allow others to tailgate. If necessary, slow down, pull over to the side and let the driver pass.

15) Intentions will be signaled at least 100 feet in advance, including a change in lane and a change in direction. Avoid sudden braking.

16) Low beam headlights will be turned on during any low light period of the day such as during rainstorms and fog. Headlights should be "on" 1/2 hour before sunset until 1/2 hour after sunrise when driving. Parking lights designate a vehicle is parked. **Vehicles are never to be driven with only parking lights on.**

17) Filling tanks:

- a) Motor of the equipment to be shut off.
- b) No smoking near gasoline pumps.
- c) Hose nozzle to be kept against the edge of filler pipe.
- d) Tank not to be filled too fast or too full to avoid spilling gasoline.

V. SEAT BELTS

1. Brooks County has declared that any and all passengers, including the driver, riding in a vehicle owned by Brooks County are required to properly wear installed seat belts when operating a Brooks County vehicle. Rare exceptions may be granted by the Department Head or elected official with prior approval from Human Resources Coordinator and the County Administrator.
2. A failure to use your seat belt is a serious safety violation and is not to be taken lightly. It is a known fact that seat belts can and do help reduce the severity of injuries when they are properly

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used. Proper use constitutes proper adjustments as well as proper latching of the unit. Employees who receive an auto allowance for operating their personal vehicle on BROOKS COUNTY business are required to wear their seat belts in their personal vehicles as well as those in county owned vehicles.

3. To bring employees into compliance with this policy:
 - (a) First Offense: Will result in a written warning;
 - (b) Second Offense: Suspension as per Personnel Policy and Procedure
 - (c) Third Offense: Will result in the loss of driving privileges for those who drive Brooks County vehicles;
 - (d) Third Offense for those who receive auto allowance: Will be the forfeiture of that allowance.

VI. ITEMS PROHIBITED FROM BEING CARRIED IN BROOKS COUNTY VEHICLES: The following items are not authorized for transport in vehicles belonging to Brooks County, unless job duties require otherwise.

1. Any item classified as contraband or illegal substance
2. Firearms or weapons of any type, except by Public Safety Officers who are certified and hold a position of employment by Brooks County as a certified Public Safety Officer, proper authorization/permission obtained by the County Sheriff, and or as provided by State of Georgia law.
3. Alcoholic beverages

VII. REPORTING DRIVING CITATIONS/VIOLATIONS: All employees whose job requires they drive Brooks County vehicles or receive a vehicle allowance are required to report any and all traffic/moving vehicle violations to their supervisor, regardless of whether the citation was issued in the course of employment or not. Employees whose licenses are suspended will not be allowed to drive Brooks County vehicles and/or will forfeit the vehicle allowance while their licenses are suspended. A restricted permit, sometimes available during a license suspension for limited driving is not acceptable and does not alter this policy. **Employees hired as drivers (primary job duty) and whose license has been suspended may be subject to termination for loss of job qualifications. (See Personnel Policy)**

VIII. MOTOR VEHICLE RECORDS:

1. Potential Employees: Persons applying for driving positions (any position which requires the applicant to drive a Brooks County vehicle as a major function of his or her job) will be

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required to provide a 3-year driving history at the applicant's expense. Failure to provide the required motor vehicle record will disqualify the applicant from employment. Applicants holding a Georgia Driver's License may complete the appropriate authorization form and Human Resources Coordinator will obtain their MVR at no cost.

Human Resources Coordinator will review all MVRs. Any record that indicates violations or vehicle accidents will be forwarded to the applicable Department Head with a recommendation based on acceptable driving standards. The Department Head must review the record and recommendations and sign approval prior to hiring.

2. Employees whose license is suspended for traffic violations or Driving Under the Influence (DUI), and whose job requires they drive a Brooks County vehicle may be terminated for failure to perform job responsibilities.
3. Any employee whose job requires they drive a Brooks County vehicle or receives a vehicle allowance may have motor vehicle records requested as a condition of employment. Only Department Heads, Safety Review Board, Department Heads, Human Resources Coordinator, Human Resources or Brooks County Administrator can request motor vehicle records.
4. Employees do not meet acceptable driving standards may have their Brooks County vehicle driving privileges revoked or forfeit their vehicle allowance.

(a) The Human Resources Coordinator Department will identify employees in this category and forward the information to the appropriate Department Head. The employee will be notified in writing that his or her driving record is being reviewed and they should attend the meeting to present reasons why their driving privileges for Brooks County vehicles should not be revoked.

(b) The Department Head has the authority to:

- i. Direct a Letter of Intent to terminate the employee's employment for continued unacceptable driving practices.
 - ii. Direct the employee be placed on probationary status for unacceptable driving practices (6 months to 1 year).
 - iii. Direct that the employee be terminated from employment.
- (c) Following receipt and review of the information from the Human Resources Coordinator Department, the Department Head will notify the Human Resources Coordinator Department in writing of his/her decision to take action or not to take action against the employee and his/her reasons therefore. Copies of the Department Head's report will be forwarded to Human Resources for inclusion in the employee's personnel record.

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DATE: _____ OPERATOR: _____ VEHICLE #: _____ SHOP #: _____ MILEAGE: _____		
ITEM CHECKED	✓ OK	NEEDS MAINTENANCE
1. Horn		
2. Brakes (including Park)		
3. Lights: a. Head Lights b. Tail Lights c. Turn Signals d. Brake Lights e. Back up Lights f. 4 way flasher/hazard		
4. Tires: (tread/pressure)		
5. Seat Belts:		
6. Fluid Levels: a. Coolant b. Oil c. Brake d. Power Steering e. Transmission		
7. Battery		
8. Windshield Wipers and fluid		
9. Clutch		
10. Damage to interior/exterior Beginning and end of day		
11. Note any unusual noise/problem		
12. Damage :		

OPERATOR'S DAILY CHECKLIST

DATE TIME IN

SIGNATURE

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**DAILY VEHICLE INSPECTION
UNASSIGNED VEHICLE**

Department: _____ Vehicle #: _____

SHOP #: _____ **TAG #:** _____

	DATE	DRIVER	SUPERVISOR REVIEW
1			
2			
3			
4			
5			
6			
7			

INSPECTION ITEMS

ITEM	SU	M	T	W	TH	F	S
1. ENGINE COMPARTMENT: a. Belts b. Oil level c. Brake fluid d. Water/coolant e. Transmission fluid f. Hoses g. Battery h. Power steering							
2. TIRES (air/tread)							
3. LIGHTS: a. Head (Hi/Low) b. Park c. 4-Way flasher d. Turn signals e. Brake							
4. DRIVER COMPARTMENT: a. Horn b. Windshield wipers c. Mirrors d. Seat belts							
5. EXHAUST LEAKS							

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DAILY VEHICLE INSPECTION

AIR BRAKES

DEPARTMENT: _____ DRIVER: _____	
DATE: _____ VEHICLE #: _____ SHOP #: _____	
ENGINE COMPARTMENT	
BELTS : Alternator <input type="checkbox"/> Compressor <input type="checkbox"/> Water Pump <input type="checkbox"/> Other <input type="checkbox"/> HOSES: <input type="checkbox"/> FLUIDS: Water <input type="checkbox"/> Oil <input type="checkbox"/>	FLUIDS: Steering <input type="checkbox"/> Transmission <input type="checkbox"/> Other <input type="checkbox"/> Steering Linkage <input type="checkbox"/> Slack Adjusters <input type="checkbox"/> Leaf Springs <input type="checkbox"/> Rim Seals <input type="checkbox"/>
COMMENTS	
TIRES	
<input type="checkbox"/> TREAD: Check all tires for tread; front tires 4/32 inch minimum with matching tread; rear 2/32 inches - minimum. SIDEWALL: check for visible punctures, separation, bulges or cuts; PRESSURE: follow manufacture's recommended pressure.	

ELECTRICAL & BRAKES					
LIGHTS:	Left	Right	BRAKES:	COMMENTS	
HI Beam			1. Low Pressure Signal		
Low Beam			2. Spring Brakes:		
Park : Front		-	3. Air Pressure Buildup rate:		
Rear			4. Air Leakage Rate:		
Turn : Front		-	5. Air Compressor cut in/out Pressure:		
Rear			(See Reverse of form)		
Hazard	_____	_____			
Clearance		-			
Brake		_____			
		-			
CAB					
Doors/locks _____	Windows _____	COMMENTS			
Windshield _____	Wipers _____				
Mirrors _____	Steering play (less than 2") _____				
Fire Extinguisher _____	Warning Triangle _____				
Gauges _____	Horn _____				
UNDERCARRIAGE					
Frame _____	Cross-members _____	COMMENTS			
Drive Shaft _____	Exhaust _____				
Leaf Springs _____	Slack Adjusters _____(1 in.)				
Mounting hardware ____	Fuel Tank _____				
Damage _____					
Drain air tanks to eliminate water/condensation					

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TEST LOW PRESSURE WARNING SIGNAL:

Shut the engine off when you have enough air pressure that the low-pressure warning signal is not on. Turn the electrical power on and step on and off the brake pedal to reduce air tank pressure. The low air pressure-warning signal must come on before the pressure drops to less than 60 psi in the air tank (or tank with the lowest air pressure, in dual air systems).

If the warning signal doesn't work, you could lose air pressure and you would not know it. This could cause sudden emergency braking in a single circuit air system. In dual systems the stopping distance will be increased. Only limited braking can be done before the spring brakes come on.

CHECK THAT THE SPRING BRAKES COME ON AUTOMATICALLY:

Chock the wheels, release the parking brakes when you have enough air pressure to do it, and shut the engine off. Step on and off the brake pedal to reduce the air tank pressure. The "parking brake" knob should pop out when the air pressure falls to the manufacturer's specification (usually in a range between 20 -40 psi). This causes the spring brakes to come on.

CHECK RATE OF AIR PRESSURE BUILDUP:

With the engine at operating RPM, the pressure should build from 85 to 100 psi within 45 seconds in dual air systems. (If the vehicle has larger than minimum air tanks, the buildup time can be longer and still be safe. Check the manufacturer's specifications.) In single air systems (pre 1975), typical requirements are pressure buildup from 50 to 90 psi within 3 minutes with the engine at an idle speed of 600 - 900 RPM.

If air pressure does not build up fast enough, your pressure may drop too low during driving, requiring an emergency stop. Don't drive until you get the problem fixed.

TEST AIR LEAKAGE RATE:

With a fully charged air system (typically 125 psi), turn off the engine, release the service brake, and time the air pressure drop. The loss rate should be less than 2 psi in one minute for single vehicles, less than 3 psi in one minute for combination vehicles. Then apply 90 psi or more with the brake pedal. After the initial pressure drop, if the air pressure falls more than 3 psi in one minute for single vehicles (more than 4 psi for combination vehicles) the air loss rate is too much. Check for air leaks and fix before driving the vehicle. Otherwise, you could lose your brakes while driving.

CHECK AIR COMPRESSOR GOVERNOR CUT - IN AND CUT - OUT PRESSURES:

Pumping by the air compressor should start at about 100 psi and stop at about 125 psi. (Check manufacturer's specifications.) Run the engine at a fast idle. The air governor should cut -out the air compressor at about the manufacturer's specified pressure. The air compressor at about the manufacturer's specified pressure. The air pressure shown by your gauge(s) will stop rising. With the engine idling, step on and off the brake to reduce the air tank pressure. The compressor should cut-in at about the manufacturer's specified cut-in pressure. The pressure should begin to rise.

Signature:

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APPROVED:	TOPIC: <i>Vehicle Accidents</i>
<i>Policy Number 507.1</i>	POLICY SECTION: <i>Health and Safety</i>

I. GENERAL:

In the event of a vehicle accident involving Brooks County owned vehicles, the following procedures will be followed:

1. Notify the appropriate law enforcement agency (Call 9-1-1) and follow their instructions.
2. If there is no apparent serious injury or death, the vehicle can be operated normally and it is safe to do so, remove vehicles from the roadway as required by O.C.G.A. 40-6-275. Do not leave the scene until released by the investigating officer(s).
3. The driver involved may exchange names, driver's license numbers, vehicle tag number and insurance data with the other persons involved. Also, request name, address and phone number for any witnesses. **DO NOT ADMIT FAULT. OFFER NO INFORMATION REGARDING THE RESPONSIBILITY FOR THE ACCIDENT OR WHAT SHOULD HAVE BEEN DONE TO AVOID THE ACCIDENT.**
4. Report the accident to manager/supervisor as soon as possible. The driver needs to write a statement as to what happened in the accident as soon as time permits. The manager/supervisor will collect the statement(s) from the employee involved and any employee that was a witness as well as the police report number and any other related information.
5. Manager/Supervisor will immediately notify Department Head or his/her designee.
6. All accidents will be reported to the Human Resources Coordinator IMMEDIATELY, by the Department Head or his/her designee.
7. Once released by the investigating officer, if the vehicle is safe to operate, it will be driven to the respective department or Fleet immediately. If the vehicle is not drivable, the Sheriff's office will call the next List Wrecker from their call list. The vehicle will be taken to Fleet Services.

II. RESPONSIBILITIES:

1. Department Heads:
 - (a) Ensure all employees are familiar with I: General, 1-7 above.
 - (b) Develop a system of notification within their respective department.
 - (c) Promote driver safety and vehicle accident safety including attending defensive driving classes offered by Brooks County.
 - (d) Ensure a prompt department investigation is conducted into the circumstances leading to the accident.

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- (e) Should Department Head determine that immediate disciplinary action is warranted, notification will be sent to Human Resources Coordinator for inclusion in the Safety Review Board information.
 - (f) If action is not already taken, review accidents involving department employees; consider recommendation of Safety Review Board and other relevant data to determine appropriate action and notify employee of same.
- 2. Manager/Supervisors:
 - (a) Ensure drivers of Brooks County vehicles are trained on procedures of paragraph I: **General**, 1-7 of this section.
 - (b) Periodically inspect Brooks County vehicles driven by employees under their supervision to ensure driver compliance with policy to conduct daily inspections and ensure no damage goes unreported.
 - (c) Ensure any damages or accidents are reported immediately and that the Claims Reporting Form is prepared and forwarded, to include witness statements, whenever a police report is not completed.
 - (d) Ensure any common use vehicle is inspected by the driver for safety and condition prior to operation.
 - (e) Ensure any employee involved in an accident or as a witness to an accident involving a Brooks County vehicle is available to the Safety Review Board when requested.
 - (f) No manager/supervisor should deny an employee the time to attend a meeting of the safety review board.
- 3. Human Resources Coordinator Department:
 - (a) Maintains files on each driver involved in an accident and vehicle that has been damaged.
 - (b) Processes reports of the accident or incident and reports the damage.
 - (c) Depending on the scope of accident: Human Resources Coordinator staff may respond to accident scene to obtain critical information, pictures and other relevant data for claim.
 - (d) Coordinates the repair of all vehicles and other county property damage.
 - (e) Coordinates claims handling functions.
 - (f) Provides administrative functions for Safety Review Board, including but not limited to notifications, agenda and minutes and County Administrator serves as Chair.

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APPROVED:	TOPIC: <i>Vehicle Accident Investigation</i>
<i>Policy Number 508.1</i>	POLICY SECTION: <i>Health and Safety</i>

- I. PURPOSE:** The purpose of this section is to establish a policy, guidelines and assign responsibility for the investigation of accidents or damage to vehicles owned by Brooks County.
- II. REQUIRED INVESTIGATIONS:** A Georgia Motor Vehicle Accident Report or Incident Report will be completed for the following:
1. Any traffic accident or non-traffic incident involving a Brooks County owned vehicle.
 2. Any traffic or non-traffic accident involving a non-motorized secondary vehicle (i.e.: trailer) that receives damage or causes damage to public or private property.
 3. Any county vehicle which receives damage as a result of vandalism, an unreported previous accident or is otherwise damaged without the immediate knowledge of the primary driver or department (for common use vehicles).
- III. RESPONSIBILITIES:**
1. Department Heads:
 - (a) Establish procedures to appoint an investigating employee for any accident identified in Section II above.
 - (b) Ensure employees designated as drivers are informed of their reporting responsibilities for vehicle accidents.
 - (c) Ensure an accident investigation is initiated as soon as practical and results are forwarded to the Human Resources Coordinator Department within 24 hours of the accident. Notify Human Resources Coordinator and explain delay if report cannot be completed within the specified time frame.
 2. Driver:
 - (a) Reports any accident or damage to Brooks County owned vehicles to Manager/Supervisor immediately. The Manager/Supervisor will immediately notify the Department Head or his/her designee.
 - (b) Assists in the investigation by writing a full description of the accident or circumstance of damage.
 - (c) Inspects Brooks County vehicle before work each day.
- IV. ACCIDENT REPORT:** Any person having an accident in a Brooks County vehicle will have a Georgia Motor Vehicle Accident report filled out by the Police or Sheriff's Office in the jurisdiction where the accident occurred.

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<i>Policy Number 508.1</i>	POLICY SECTION: <i>Health and Safety</i>

V. WITNESS STATEMENTS:

1. Written statements will be obtained from the employee driver and any Brooks County employee involved in the accident.
2. Prior to submitting the witness statement with the report, it will be reviewed to ensure the statement is complete and contains all details of the accident. Critical elements which should be answered in the statement are: Who, What, When, Where and How.

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APPROVED:	TOPIC: <i>Employee Emergency Medical Procedures</i>
<i>Policy Number 509.1</i>	POLICY SECTION: <i>Health and Safety</i>

I. POLICY

For any life threatening or serious medical emergency, call 911 or a designated Emergency Medical Services EMS number. Employees attending an individual with a medical emergency should direct another employee to call 911 or Emergency Medical Services. An employee shall be stationed at the emergency location or building entrance to keep the area clear of other vehicles and to direct Fire Department first responders and/or the EMS crews to the individual with the medical emergency until all emergency units leave the site.

Employees attending an injured/ill employee or another designated employee must advise the injured/ill employee's immediate Supervisor, Department Head, Human Resources or the County Administrator during or immediately after the medical emergency. In addition, the attending employee should advise his/her own Supervisor or Department Head immediately during or after the medical emergency. The injured/ill employee's immediate Supervisor or Department Head will notify Human Resources of the medical emergency; Human Resources will contact the employee's designated emergency contact person.

Employees with non-life-threatening minor injuries or illnesses should be treated at an urgent care center if necessary.

II. PROCEDURES

Medical emergencies in the workplace are very rarely properly planned for and are seldom expected. An individual's level of preparedness could mean the difference between life and death if there were a medical emergency at work. Learning the basics will help employees respond quickly and calmly in the face of chaos and could save a life.

Life threatening emergencies will require ambulance transport. If an injured or ill employee is transported by ambulance to a medical facility, the employee's immediate Supervisor or Department Head will contact Human Resources immediately and request a staff member to notify the employee emergency contact person of the situation. If the employee refuses ambulance transport based on the recommendation of the EMS, have him or her sign a form indicating he/she has refused to be transported by the ambulance service to a medical facility for treatment. Send the signed refusal for transport form to Human Resources to be maintained in the employee confidential medical file.

Employees with training can perform CPR, first aid and/or use an AED, if needed, until emergency medical transport arrives for them. Employees will not transport the seriously ill or injured employee in a county or personal owned vehicle under any circumstances. Following is a list of emergencies that require ambulance transport:

**BROOKS COUNTY
BOARD OF COMMISSIONERS**

APPROVED:	TOPIC: <i>Employee Emergency Medical Procedures</i>
<i>Policy Number 509.1</i>	POLICY SECTION: <i>Health and Safety</i>

- Seizure
- Chest Pain
- Cardiac Arrest
- Stroke
- Choking
- Moderate/severe respiratory distress
- Respiratory arrest
- Altered mental state
- Severe allergic reaction
- Diabetic emergency
- Severe abdominal pain (especially for females of child bearing age)
- Serious heat related injury
- Any severe injury such as hemorrhage that cannot be quickly controlled with direct pressure, amputations, head injuries, penetrating injury to the chest or abdomen, snake bites

Stay calm. In any emergency medical situation, do not panic. Remain calm, cool and collected.

Assess the Situation. Quickly assess the scope of the injuries and collect information. If an injured person is conscious, ask him/her to tell you if anything hurts and observe where on the body he/she may be physically injured. Do not move an injured person, especially if reporting pain, unless there is imminent danger.

Call 911. If a person is severely injured, immediately call 911. If there is any doubt as to whether Emergency Medical Services (EMS) is needed, it is better to err on the side of caution. Stay calm and provide your address, location in the building, phone number, name and any information you have gathered about the injuries.

Report the Situation to the Appropriate Authority. Notify management immediately about the situation.

Administer First Aid and CPR. CPR or first aid should be performed by a trained person skilled in the use of personal protective equipment (PPE). If there is no skilled person, wait for emergency professionals. Do not administer medical treatment or medications. Use PPE and be careful not to come in contact with blood, vomit or other bodily fluids.

**BROOKS COUNTY
BOARD OF COMMISSIONERS**

APPROVED:	TOPIC: <i>Budget Preparation</i>
<i>Policy Number 601.1</i>	POLICY SECTION: <i>Finance / Procurement</i>

I. PURPOSE

The budget serves as an important management tool providing information essential to improving the efficiency of program operations and as an accountability document providing information that Citizens can use in assessing County activities and operations.

II. RESPONSIBILITY

The Department Head prepares the budget under the direction of the County Administrator. The Department Head is responsible for coordinating the work of his or her staff.

- 1) By January 1st, the Department Head will prepare a budget calendar and distribute budget preparation information to all departments. Included will be actual or estimated budget information for the current and prior years. Guidelines showing the limits with which the budget requests should be prepared shall be included.
- 2) The Department Head will be responsible for seeing that the calendar is met at each stage of approval. He or she may adjust the calendar as necessary to the extent it does not violate statutory requirements.

III. POLICY

- 1) The fiscal year for the County shall begin July 1st and end June 30th of each year.
- 2) The operating budgets originally adopted may be amended throughout the year by the Board subject to provisions of Georgia State law and as herein contained.
- 3) The County shall finance current expenditures with current revenues. The County shall avoid budgetary procedures that balance current expenditures through the obligation of future resources.
- 4) All revenues which are reasonably expected to be unexpended and unencumbered at the end of the fiscal year shall be anticipated as “fund balance” in the budget of the following year.

**BROOKS COUNTY
BOARD OF COMMISSIONERS**

APPROVED:	TOPIC: <i>Budget Preparation</i>
<i>Policy Number 601.1</i>	POLICY SECTION: <i>Finance / Procurement</i>

- 5) The budget shall provide for adequate maintenance of capital equipment and facilities and for its orderly replacement.
- 6) All funds except Trust and Agency funds and the Sheriff's Federal and State Condemnation Funds are subject to the annual budget process.
- 7) The budget must be balanced for all budgeted funds. Total anticipated revenues plus that portion of beginning fund balance in excess of the required reserve (see item 10 below) must equal total estimated expenditures for the General, Special Revenue, and Capital Project Funds.
- 8) All budgets will be adopted on a basis of accounting consistent with Generally Accepted Accounting Principles. Revenues are budgeted when they become measurable and available. Expenditures are charged against the budget when they become measurable, a liability has been incurred, and the liability shall be liquidated with current resources.
- 9) The budget will be adopted at the legal level of budgetary control which is the fund/department level. Expenditures may not exceed the total for any department within a fund without the approval of the Board.
- 10) The County will establish a fund balance reserve for the General Fund to pay expenditures caused by unforeseen emergencies, for shortfalls caused by revenue declines, and to eliminate any short-term borrowing. This reserve shall be maintained at an amount which is noted in the fund reserve policy statements under "Operating Reserve."
- 11) The County will include a line item in the General Fund for unforeseen, emergency operating expenditures. The amount of this contingency is detailed in the fund reserve policies.
- 12) The County will maintain a budgetary control system to ensure adherence to the budget and will have available timely monthly financial reports comparing actual revenues, expenditures, and encumbrances with budgeted amounts.
- 13) Actual cost of support services (indirect costs) shall be allocated to the appropriate end-user fund/department so that all funds and departments will reflect their full costs of operation.

**BROOKS COUNTY
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APPROVED:	TOPIC: <i>Budget Preparation</i>
<i>Policy Number 601.1</i>	POLICY SECTION: <i>Finance / Procurement</i>

14) The budget will reflect both fixed and variable costs whenever practical.

IV. BUDGET AMENDMENTS

- 1) Transfers within departments, except salary line items, less than \$2,000 may be authorized by the County Administrator.
- 2) Transfers within departments except salary line items, \$2,000 or greater may be authorized by the County Administrator.
- 3) Transfers between departments or funds shall be by authority of the Board.
- 4) Increase or decrease in the total fund appropriation shall be by authority of the Board.
- 5) Increase or decrease in salary appropriation within any department shall be by authority of the Board.
- 6) Appropriation of fund balances in excess of established reserve requirements shall be by authority of the Board.
- 7) Items 3-6 must be reviewed by the Management and Financial Services Committee.

V. BUDGET INCREASES

Funds must limit expenditures to current year revenues except in the following instances:

- 1) Prior Year Encumbrances – Prior year open purchase orders act as a reserve against fund balance and will reduce fund balance when paid.
- 2) Unanticipated Revenue – Unanticipated revenue shall first be committed to satisfy revenue reserve requirements and then may be appropriated for current year non-recurring expenditures. Except in emergency situations, no recurring expenditures will be funded by current unanticipated revenue.
- 3) Prior Year Reserves – In cases where funds reserve requirements are in excess of amounts required by reserve policies those excess amounts may be appropriated for

**BROOKS COUNTY
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APPROVED:	TOPIC: <i>Budget Preparation</i>
<i>Policy Number 601.1</i>	POLICY SECTION: <i>Finance / Procurement</i>

current year non-recurring expenditures. In no event shall the appropriation be made before March 1st of each fiscal year.

VI. BUDGET DECREASES

Where economic conditions dictate, budgets may be decreased to levels below adopted appropriations. The Administrator shall notify departments of the anticipated level of reductions detailing the order of preference in reductions. Amounts decreased from specific line items in each fund shall be entered as a line item entitled “Frozen Appropriations”. This does not automatically decrease appropriations, but prevents expenditures until such time as budget amounts are available for appropriation.

VII. LAPSING OF APPROPRIATIONS

Unexpended appropriations at the end of the fiscal year shall lapse into the fund balance. Those amounts cannot be spent unless re-appropriated in the succeeding fiscal year with certain exceptions:

- 1) Capital Projects, excluding equipment – Appropriations for capital projects do not automatically lapse at the end of the fiscal year. However, carryover must be budgeted by the department for the following fiscal year and re-appropriated by the Board.
- 2) Grant Funds – Appropriations funded by State or Federal grants lapse only at the expiration of a grant or completion of the project.
- 3) Bids Under Budgeted Amounts – When Capital items or other items identified as “New Appropriations” cost less than the amount budgeted, any difference shall be transferred to the fund’s contingency reserve.

VIII. FINANCIAL AND MANAGEMENT REVIEW OF NEW PROGRAMS

- 1) Before a new program or service is initiated by a County Department, the County Administrator will review the program to determine compliance with County policies, evaluate liability, and determine if the program could be better performed by outsourcing to a private sector vendor.

**BROOKS COUNTY
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APPROVED:	TOPIC: <i>Budget Preparation</i>
<i>Policy Number 601.1</i>	POLICY SECTION: <i>Finance / Procurement</i>

- 2) A recommendation by the County Administrator shall be made to the appropriate Department Head for review before any further action is taken. These recommendations would be included in information or any item carried forth to Committee before new programs or services are initiated. The purpose of this review is to eliminate waste, reduce costs, manage risk, determine workload requirements, evaluate outsourcing possibilities, and restrict government competition with services provided by the private sector.
- 3) The County Administrator will prepare guidelines for use by County departments concerning this matter a part of the budget approval process.

**BROOKS COUNTY
BOARD OF COMMISSIONERS**

APPROVED:	TOPIC: <i>Purchasing Card</i>
<i>Policy Number 602.1</i>	POLICY SECTION: <i>Finance / Procurement</i>

I. PURPOSE

To establish the responsibilities, controls and authorizations for the application, issuance and processing of the Brooks County Government Purchasing Card Program for the employees of Brooks County Government.

II. RESPONSIBILITY

- 1) All Elected Officials or Department Heads authorizing the use of procurement cards must:
 - a) insure that all expenditures incurred by his/her department comply fully with the requirements of this and other policies adopted and approved by the Board of Commissioners.
 - b) approve all Purchasing Card transactions of his/her assigned department.
 - c) accept responsibility for the actions of designated person(s) for his/her department.
- 2) All employees allowed access to a purchasing card:
 - a) are responsible for record keeping of transactions including obtaining and submitting receipts for the purchases with each online statement.
 - b) must sign the Purchasing Card Agreement in order to be issued the card. This agreement must be on file with the County Administrator's office.
 - c) is responsible for timely submission of the original detailed receipts to the Accounts Payable Clerk aka Department Purchasing Card Administrator no less than weekly.
- 3) The Program Administrator:
 - a) is responsible for issuing the Purchasing Card Agreements and Georgia Sales Tax Exemption form to authorized personnel. All Purchasing Card Agreements must

**BROOKS COUNTY
BOARD OF COMMISSIONERS**

APPROVED:	TOPIC: <i>Purchasing Card</i>
<i>Policy Number 602.1</i>	POLICY SECTION: <i>Finance / Procurement</i>

be forwarded to the Program Administrator prior to the issuance of the purchasing card.

- b) maintains the purchasing card computer system which tracks the cardholder name, date issued, card number and limits.
 - c) will only grant system access to authorized users who are accountable for keeping track of the purchasing cards issued.
 - d) is responsible for training all users and holding annual purchasing card meetings to update current cardholders.
- 4) The Department Purchasing Card Administrator:
- a) must review the charges, credits and returns for all the purchasing cards assigned to the responsible Department.
 - b) must review the supporting documentation submitted by the cardholder to assess the validity and completeness of the transaction as well as compliance with this policy and other applicable policies. Any lack of documentation or support must be communicated immediately to the cardholder and resolved in a timely manner.
 - c) must approve the periodic transactions posted in the purchasing card computer system.
 - d) is responsible for instruction and guidance for all cardholders under their direction.

III. GENERAL

- 1) This policy applies to all employees of Brooks County Government who are authorized users of a purchasing card.
- 2) All expenditures authorized under this Policy shall be subject to the availability of funds within the applicable approved departmental budget.
- 3) All purchases must be in compliance with the *Brooks County Finance/Procurement Policy*, the *Brooks County Travel/Training Policy*, and other applicable Financial Management Policies. This Policy establishes minimum standards which must be adhered to; however, more stringent or additional guidelines may be imposed by Elected Officials or Department Heads for use in their departments. These guidelines

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<i>Policy Number 602.1</i>	POLICY SECTION: <i>Finance / Procurement</i>

and controls should be rigorously monitored within each department.

- 4) Should the purchasing card be inadvertently used for a personal purchase, the employee is to immediately notify his supervisor and reimburse the County for the purchase. The reimbursement should be attached to the report submitted as in VIII, a. below. Repeated violations can result in the deactivation of cardholder accounts and penalties including possible termination of employment.
- 5) The issuance of a purchasing card to an employee provides the cardholder with the ability to commit County funds to buy certain goods or services. All purchases must be eligible charges to the purchasing card and require the appropriate documentation to adequately safeguard County assets and support authorized purchases.

IV. SAFEKEEPING

Access to the program's computerized data base is restricted to only authorized personnel and any misuse is strictly prohibited and will subject the employee to immediate termination and possible prosecution.

The purchasing card(s) is the property of Brooks County Government and as such should be retained in a secure location.

V. AUTHORIZATION

The cardholder is solely responsible for all transactions. Delegating the use of the purchasing card is **not permissible**. Each authorized user must read and sign a Brooks County Purchasing Card Acknowledgement form, prior to usage of the Purchasing Card.

VI. CARD CANCELLATION

- 1) All cards must be immediately cancelled when a cardholder terminates employment with Brooks County Government or assumes another position that does not require the use of the purchasing card in that department.
- 2) The Department of Human Resources must notify the County Administrator weekly upon employee termination(s) or transfer(s).

**BROOKS COUNTY
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APPROVED:	TOPIC: <i>Purchasing Card</i>
<i>Policy Number 602.1</i>	POLICY SECTION: <i>Finance / Procurement</i>

- 3) The Department Purchasing Card Administrator must obtain the purchasing card from the cardholder, cut the purchasing card, and return the purchasing card to the County Administrator.
- 4) If any employee is taking a leave of absence, then the purchasing card should be placed on an “inactive” status during the leave; via notification to the County Administrator.
- 5) The purchasing card may be reactivated upon the cardholder’s return only upon written request from the cardholder’s Department Head or appropriate Elected Official.

VII. DOCUMENTATION

- 1) All charges on the purchasing card require an original detailed receipt from the vendor as support for the transaction. If the charge is invoiced to the cardholder, then the invoice should be sent directly to the cardholder’s responsible department.
- 2) Receipts must include at a minimum: 1) vendor name, 2) amount, 3) date of transaction, and 4) description of the items purchased. Receipts that do not include this minimum documentation are **not** acceptable.

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APPROVED:	TOPIC: <i>Purchasing Card</i>
<i>Policy Number 602.1</i>	POLICY SECTION: <i>Finance / Procurement</i>

- 3) Receipts for authorized meals must include a listing of attendees and the purpose for the meal.
- 4) All purchasing card transactions must be coded and explained in detail. A report should be printed, receipts attached, and submitted to the Program Administrator.
- 5) All travel and training purchases charged on the cardholder's account must adhere to the terms outlined in the County's Travel and Training Policy.
- 6) All transaction forms and supporting documentation must adhere to the Georgia Record Retention Policy. This documentation must be available for audit and review for 5 years after date of purchase.

VIII. DATES AND DEADLINES

The cardholder's supporting documentation should be submitted to the Department's Purchasing Card Administrator as soon as possible, preferably daily, but no later than the 14th of the month to ensure that the monthly purchasing card statement is processed in a timely manner. If the information received is incomplete, the Department Purchasing Card Administrator must send a notice to the cardholder via email or appropriate departmental communication tool as a reminder, with a copy to the Elected Official or Department Head. If there is still no response after the notice to the cardholder's appropriate Elected Official or Department Head within 5 business days of the notification, then the Department Purchasing Card Administrator must send a request to the County Administrator for the cardholder's account to be deactivated. Undocumented charges must be immediately refunded to the County by the cardholder and no further transactions will be allowed. In order for the cardholder to be reinstated, the Department Head/Elected Official, in coordination with the County Administrator, will assess the cardholder's history, and determine if reinstatement is warranted.

IX. LOST CARDS

If a card is lost or stolen, immediately notify the following:

- Card Issuer
- The Department Purchasing Card Administrator
- County Administrator

**BROOKS COUNTY
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APPROVED:	TOPIC: <i>Purchasing Card</i>
<i>Policy Number 602.1</i>	POLICY SECTION: <i>Finance / Procurement</i>

X. VIOLATIONS

The following is a list of violations of the Purchasing Card Policy. Repeated violations can result in the deactivation of cardholder accounts and penalties including possible termination of employment.

- Unacceptable purchases
- Unacceptable documentation
- Missed deadlines for submitting the purchasing card supporting documentation
- Unresolved credits or disputes
- Intentional circumvention of the Purchasing Policy, Travel and Training Policy or authorized limits such as splitting transactions to avoid the single transaction limit
- Misuse of the Purchasing Card
- Failure to follow the Purchasing Card Policy

Cardholders or supervisors/approving officials who knowingly, or through willful neglect, fail to comply with the following may be subject to suspension or termination of card privileges or other disciplinary actions, up to and including termination of employment and criminal prosecution.

- Applicable requirements of the Brooks County Policy Manual.
- Brooks County Financial Management Policies.
- Internal policies and procedures governing procurement and the Purchasing Card Program.

**BROOKS COUNTY
BOARD OF COMMISSIONERS**

ADDED AND APPROVED:	TOPIC: <i>Cell Phone Usage and Reimbursement</i>
<i>Policy Number 603.1</i>	POLICY SECTION: <i>Finance / Procurement</i>

I. PURPOSE

The purpose of this policy is to provide a set of guidelines governing the use of cellular telephones by Brooks County employees and to provide guidelines, criteria, and conditions for reimbursement of business use of personal cellular telephones.

As a general rule, Brooks County shall endeavor to use the reimbursement procedure set forth in this policy as opposed to owning and managing cell phones for employees. Notwithstanding, some Departments may utilize a County owned cell phone when the Department Head deems it to be the most efficient and cost-effective method of providing communication.

Personal Use of County Provided Cell Phones

In instances where the County is providing cellular telephones for use by County employees, employee use of County-owned cell phones is limited to official County business only. There shall be no personal use of County cell phones except in response to family emergencies or unforeseen work schedule changes, and even under these circumstances, only when it is impossible or unreasonable to use a County landline telephone or personal phone.

The County may also own and retain a certain number of cell phones for emergency or disaster recovery purposes as well as cell phones that are required to conduct work outside of Brooks County to any employee who does not have a personal phone. In these instances, the appropriate portions of this policy still apply.

If in these circumstances the employee has a personal phone and uses it for County business, the employee shall be reimbursed upon submittal of the bill outlining the appropriate charges.

**BROOKS COUNTY
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ADDED AND APPROVED:	TOPIC: <i>Vehicle Allowance and Mileage Reimbursement Policy</i>
<i>Policy Number 604.1</i>	POLICY SECTION: <i>Finance</i>

I. PURPOSE

The purpose of this policy is to provide guidelines, criteria and conditions for reimbursement of business use of personal automobiles. As a general rule, Brooks County shall endeavor to use the reimbursement procedure set forth in this policy as opposed to owning and managing vehicles for employee transportation. Notwithstanding, some Departments may utilize a County owned vehicle when the Department Head deems it to be the most efficient and cost-effective method of providing transportation.

II. OVERSIGHT RESPONSIBILITY

- 1) Departments shall be responsible for oversight of employee vehicle usage and shall monitor and review such usage, periodically, to ensure that use is appropriate and that prudent fiscal management guidelines are followed. This periodic review shall include an assessment of each authorized employee's need to travel for business purposes. Additional oversight and review should be conducted by the Department Head as necessary.
- 2) Human Resources will process new allowances or changes in allowances that have been approved by the County Commission.
- 3) Fleet Services will manage the county owned vehicles.
- 4) The list of vehicle allowances will be compared to the list of employees assigned county owned vehicles periodically to insure no duplication of benefits.

III. ELIGIBILITY

- 1) Vehicle allowances or mileage reimbursement may be made available to those employees who are determined by the County to have a valid transportation need in order to fulfill their employment duties. For some positions, allowances may be considered part of a normal employment benefits package offered in order to attract and retain qualified employees in the County.
- 2) An employee receiving a vehicle allowance or mileage reimbursement is responsible for maintaining a current, valid US driver's license. Any criminal convictions from any motor vehicle offenses, including speeding, must be reported to the manager immediately providing

**BROOKS COUNTY
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ADDED AND APPROVED:	TOPIC: <i>Vehicle Allowance and Mileage Reimbursement Policy</i>
<i>Policy Number 604.1</i>	POLICY SECTION: <i>Finance</i>

the date and the details surrounding the offense. If the license is suspended or revoked for any reason, the employee must inform the manager immediately.

- 3) Employees covered under this policy must maintain automobile insurance covering the vehicle designated for business use with the limits of at least \$100,000 per person, \$300,000 each occurrence and \$500,000 aggregate. The limits set forth cover bodily injury liability and property damage per accident/incident. Employees are required to send a copy of the Insurance Declaration Page of their policy showing the amount of coverage to Human Resources. The employee must be named as an insured driver on the policy.
- 4) A Motor Vehicle Background Check will be performed annually to confirm each employee's driver's license is valid. Additional verifications may be obtained when warranted. The employee must comply at all times with the County's Drug Free Workplace policy. The employee must also notify Human Resources and his/her immediate supervisor of any medical condition or medications that may affect driving abilities.
- 5) Eligibility for a vehicle allowance will discontinue if an employee no longer meets the above criteria, assumes a position within the County where a vehicle allowance is not part of the overall compensation package, or is no longer employed by the County.
- 6) Employees receiving vehicle allowances or mileage reimbursement must also comply with Policy, *Employee Travel and Training Expenses*.
- 7) Lack of compliance with this policy, or other related policies, may result in disciplinary action, up to and including termination, depending upon the severity of the non-compliance.

IV. STANDARDS

- 1) Employees receiving a vehicle allowance must have and maintain a reliable vehicle that is appropriate for the performance of his/her job duties.
- 2) The County prohibits the operation of any vehicle while the driver is consuming or is under the influence of alcohol or illegal drugs. No employee should operate his/her vehicle if taking prescription medication that clearly states not to operate a vehicle.
- 3) **Parking Violations** All parking violations must be paid ahead of the stipulated deadline. Parking violations and any resulting fees, fines and penalties are the employee's responsibility and must be paid personally by the employee.

**BROOKS COUNTY
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ADDED AND APPROVED:	TOPIC: <i>Vehicle Allowance and Mileage Reimbursement Policy</i>
<i>Policy Number 604.1</i>	POLICY SECTION: <i>Finance</i>

- 4) **Moving Violations** The driver is responsible for compliance with all state motor vehicle requirements for resolution of all moving violations. Any driver who commits serious or multiple moving violations may be classified as a high-risk driver and could face disciplinary action that may result in suspension or termination of employment. To avoid possible disciplinary action, it is most important that every effort be made to maintain a good driving record and to report all moving violations to the Department Head.
- 5) A reportable motor vehicle accident is any occurrence while driving on County business resulting in bodily injury and/or property damage to any other vehicle/property or to any person. All occurrences with the employee's vehicle must be reported immediately to his/her Department Head and Human Resources.

V. REIMBURSEMENT PLAN

- 1) The Department must first authorize the employee to use his/her personal vehicle for County business. An authorization form shall be signed by the employee's supervisor with a copy sent to Human Resources and a copy retained by both the employee and the department. A copy of the form is attached, as *Exhibit A*.
- 2) The Department Head shall determine, based on usage, whether a vehicle allowance should be recommended to the Board or if mileage reimbursement based on actual miles driven should be utilized.
- 3) All new allowances and changes to allowance amounts must be approved by the Board and forwarded to Human Resources for processing. Human Resources is responsible for notifying Finance of all allowance amounts and changes in allowance amounts or eligibility.
- 4) The vehicle allowance is classified by the IRS as taxable income and will be added to the employee's pay and processed through payroll. This amount will be included on the employee's W2 as taxable income at the end of the calendar year.
- 5) Mileage reimbursement based on actual miles driven is not classified by the IRS as taxable income and will be processed as an expense reimbursement through accounts payable. This amount will not be included on the employee's W2 at the end of the calendar year.
- 6) Mileage reimbursements and vehicle allowances for personal vehicles used while conducting official County business will be at a rate of 0.575 cents per mile, which is based on the average cost of depreciation, maintenance and repairs, gasoline, oil, insurance and vehicle registration

**BROOKS COUNTY
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fees. If an employee is reimbursed using mileage reimbursement or a vehicle allowance, then no reimbursement will be given for actual operating expenses. Staff will annually review the approved reimbursement rate in accordance with the Internal Revenue Service published mileage reimbursement allowance and make recommendations to the Board as needed.

- 7) Employees with auto allowances may be reimbursed for actual miles driven only if travel is on official business in excess of a 25 mile radius of the County.
- 8) When two or more employees share a vehicle, the reimbursable travel mileage may only be claimed by the employee who operated his or her personal vehicle.
- 9) The employee and/or department are responsible for notifying the Finance office and Human Resources if the employee is no longer eligible for a vehicle allowance, terminates their employment with the County, or either party chooses to revoke the authorization.

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BROOKS COUNTY

**DEPARTMENT AUTHORIZATION
FOR
BUSINESS USE OF EMPLOYEE'S PERSONAL VEHICLE**

Employee Name:

Employee ID#:

Base Monthly Plan Amount:

County Department:

Department Contact: _____ **Phone No.:**

Email:

As Department Head, I verify that the employee listed above is required, due to legitimate business need, to travel to conduct official COUNTY business. I hereby authorize the employee listed above to use his/her personal vehicle for conducting official COUNTY business. The Department will pay the employee a vehicle allowance or reimbursement for actual miles driven in accordance with the County's "Vehicle Allowance & Mileage Reimbursement Policy."

Approval:

Department Head Signature

Employee Signature

Title

Date

Department Head/Constitutional Official Signature

Date

Committee Approval: ☐ Yes ☐ No

*****Please attach a copy of the Insurance Declaration Page of your insurance policy showing the amount of coverage to this form, both the employee and the Department should retain a copy.**

**BROOKS COUNTY
BOARD OF COMMISSIONERS**

ADDED AND APPROVED:	TOPIC: <i>Donation of Funds/Items</i>
<i>Policy Number 605.1</i>	POLICY SECTION: <i>Finance / Procurement</i>

I. PURPOSE

To provide guidelines for the acceptance and use of donated funds, materials, equipment, or capital assets; to ensure that donations do not cause unbudgeted expenditures or significant ongoing maintenance responsibility for the County; to ensure that donations are consistent with established goals and objectives for County programs and the County as a whole; and to ensure that donations are used for specified purposes.

II. POLICY

- 1) The County does not allow the active solicitation of donations by County employees in a manner which could be construed as being coercive or a conflict of interest. However, donations to be used for purposes consistent with County policy, goals, and objectives will be accepted with appreciation.
- 2) Any individual or organization may donate funds, materials, equipment, or capital assets to the County for a specific purpose or to help defray general operating costs.
- 3) Donations of nonmonetary items with a value of \$500 or greater must be approved by the Board before being accepted.
- 4) Cash donations received in the amount of \$100 or greater must be approved by the Board before being accepted.
- 5) Any donation of funds, materials, equipment, or capital assets will become the property of the County once received and are governed by applicable laws, rules, regulations, policies, and procedures of the County.
- 6) The administration and expenditure of all donated funds must follow established County procurement procedures and all laws, rules, regulations, policies, and procedures which apply to County funds. Donated funds may not be used for any public purpose which is not permissible by law.
- 7) Donors generally specify the use of their donation for the improvement of the quality of life by recipients of the services or enhancement of the operations. When possible, the County will adhere to the wishes of the donor. If the donation cannot be used for the purpose identified by the donor, the receiving County Department will identify other unfunded budgetary needs and notify the donor with the intent to substitute use of the donated funds.
- 8) The County reserves the right to use its discretion in the assignment of donated items or the use of donated funds.

**BROOKS COUNTY
BOARD OF COMMISSIONERS**

ADDED AND APPROVED:	TOPIC: <i>Donation of Funds/Items</i>
<i>Policy Number 605.1</i>	POLICY SECTION: <i>Finance / Procurement</i>

- 9) The County reserves the right to deny any donation.
- 10) The County Administrator shall be notified of all donations.
- 11) Monetary donations may require a budget amendment to the receiving department's budget that must be approved by the Board.
- 12) Where this policy and the Purchasing Policy of Brooks County conflict, the terms of the Purchasing Policy shall control.

III. CATEGORIES

- 1) Unrestricted Donations – A donation for which a specified purpose is not designated or whose purpose is to defray the operating costs of the department to which it is given. These donated funds shall be considered to be the first funds spent for the operation of the department to which they are donated.
- 2) Restricted Donations
 - (a) Funds donated for a specific purpose must be accompanied by a written statement of the purpose for which the funds are to be used.
 - (b) All funds donated for a specific purpose must be approved by the Board before being received. The written statement of the specific purpose and any other terms of the donation must be presented to the Board for its approval.
 - (c) The Department Head of the department to which the funds are donated, with approval of the Department Head, shall have the authority to expend the donated funds, unless otherwise specified.
 - (d) Every effort will be made by the responsible department to expend the donated funds for the purpose identified prior to the end of the specified period or the end of the fiscal year, whichever comes first.
 - (e) Donations received for a specified purpose will be tracked by the Receiving Department. Documentation of the expenditure of the donated funds shall be maintained by the Department as proof of the proper expenditure of the donated funds.
 - (f) Invoices sent to Finance for payment shall be marked “paid by donated funds”.

**BROOKS COUNTY
BOARD OF COMMISSIONERS**

ADDED AND APPROVED:	TOPIC: <i>Donation of Funds/Items</i>
<i>Policy Number 605.1</i>	POLICY SECTION: <i>Finance / Procurement</i>

3) Cash Donations

- (a) Donations will be recorded in the appropriate Fund/Department receiving the funds when received.
- (b) All donations of money will be in the form of a check payable to the Brooks County Board of Commissioners.
- (c) All checks are to be surrendered to the Payroll Clerk for proper coding and deposit.
- (d) Donated funds will be deposited into the primary operating account of the Department, or the County General Fund, or appropriate enterprise fund, unless otherwise specified.
- (e) The Receiving Department will be responsible for maintaining a summary of donated funds received during the fiscal year and how those funds were spent. This summary is to be submitted to the Payroll Clerk by the end of the fiscal year.
- (f) All donated funds are to be used during the fiscal year in which they were received. If for some reason this is not possible, the remaining funds must be re- appropriated in the next year's budget.

4) Gift/Prepaid Cards

- (a) The receipt of gift or prepaid cards must be in accordance with this policy.
- (b) Once the card is utilized, a report must be sent to Finance with receipts documenting the expenditure of the funds.

5) Other Nonmonetary Items

- (a) Incidental nonmonetary items (dog food, blankets, etc.) with a value less than \$500 can be accepted without approval of the Board.
- (b) Nonmonetary items with an estimated useful life in excess of one year should be added to the receiving department's inventory listing at estimated fair market value at the time received.

**BROOKS COUNTY
BOARD OF COMMISSIONERS**

ADDED AND APPROVED:	TOPIC: <i>Donation of Funds/Items</i>
<i>Policy Number 605.1</i>	POLICY SECTION: <i>Finance / Procurement</i>

- (c) Capital assets accepted by the Board refer to property, land, equipment, or infrastructure with a value of at least \$5,000. Contributed assets are recorded at estimated fair market value at the time received and will be accounted for in accordance with *Policy, Capital Expenditures*.
- (d) All donated capital assets will receive standard levels of maintenance during their normal life expectancy.
- (e) Donations of material and equipment must be consistent with adopted standards and specifications or policies and plans, including, but not limited to, national and local health and safety standards, County maintenance practices, and adopted comprehensive master plans.
- (f) Items that are damaged will be repaired or replaced as feasible, but the County does not guarantee replacement of any items damaged beyond repair or where the cost to do so is not considered cost effective.

IV. POLICY APPLICATION

- (a) Donations received by County departments under the control of the Board must be in accordance with this policy.
- (b) Donations received by County volunteer groups (i.e., Friends of the Library, Brooks County Dive Team, etc.) which obtain administrative oversight from a County department must be in accordance with this policy.
- (c) Donations received by other groups appointed by or established by resolution of the Board must be in accordance with this policy.

**BROOKS COUNTY
BOARD OF COMMISSIONERS**

APPROVED:	TOPIC: <i>Grant Administration</i>
<i>Policy Number 606.1</i>	POLICY SECTION: <i>Finance / Procurement</i>

I. PURPOSE

To provide accurate, current and complete disclosure of the program and financial results of each federal and state grant within the existing budgetary accounting and reporting framework.

II. POLICY

- 1) This policy provides guidelines to ensure the following:
 - a) Federal and state grants are properly authorized by the Board.
 - b) Grants have been properly budgeted in order to maintain budgetary controls.
 - c) Grant transactions are properly identified in the accounting records in order to maintain accounting and reporting controls.
 - d) Grant financial reporting requirements are monitored for compliance.
 - e) Official accounting records required by grant agreements are maintained to the extent possible in a centralized location.
 - f) Availability of matching funds or in-kind contributions.
 - g) The coordination of all grants by all departments.
- 2) Administrative Authority
 - a) Responsibility for programmatic administration of the grants rests with the department that applied for the grant, although the official recipient under the grant is the County. All grants awarded to departments, including constitutional officers, must be included in combined countywide reports under federal and state reporting guidelines.
 - b) The Chairman of the Board shall sign all grant applications, amendments, modifications and agreements, unless the Board has otherwise expressly delegated such authority to the County Administrator, constitutional officers or project managers.
 - c) All grant awards must be approved by the Board.
- 3) Accounting, Monitoring and Financial Reporting Authority
 - a) The Accounts Payable Clerk is responsible for the official financial records of the Board

**BROOKS COUNTY
BOARD OF COMMISSIONERS**

APPROVED:	TOPIC: <i>Grant Administration</i>
<i>Policy Number 606.1</i>	POLICY SECTION: <i>Finance / Procurement</i>

and in that capacity is responsible for maintaining adequate records to ensure compliance with federal and state accounting and reporting requirements for all grants administered by departments under the Board and constitutional officers.

4) Grant Application Procedures

- a) Locating grant sources, determining the appropriateness of the grant to the County, and preparation of the agenda package rests with the originating department.
- b) The originating county department will coordinate with the County Administrator to determine the necessity of the application for any specific grant.
- c) The originating county department will prepare the initial draft of the grant application, which includes at a minimum the following:
 - i. The federal or state agency from which funds originate.
 - ii. Any requirements relating to the grant that would require additional scrutiny by the Board, such as matching funds required and source of funds, certificates of insurance, in-kind contributions, special retention or reporting requirements and any other special consideration that has to be met to obtain the grant.
- d) The county department or departments who will contribute programmatic information and any other appropriate personnel as deemed necessary will review the draft.
- e) The originating department shall submit the grant application to the Chairman of the Board for his signature in accordance with Resolution 16-1198 of the Board of Commissioners of Brooks County, GA, and then submit to the grantor agency for review and consideration.

5) Grant Award Procedures

- a) Upon receiving notification of award, the originating department will prepare an Agenda Package for the grant award to be presented to the appropriate Oversight Committee. The Agenda Package consists of, but is not limited to:
 - i. The grant application
 - ii. Any supporting documentation relative to the grant application
 - iii. Any requirements relating to the grant that would require additional scrutiny by the Board, such as matching funds required and source of funds, certificate of

**BROOKS COUNTY
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APPROVED:	TOPIC: <i>Grant Administration</i>
<i>Policy Number 606.1</i>	POLICY SECTION: <i>Finance / Procurement</i>

insurance, special retention or reporting requirements and any other special consideration that has to be met to obtain the grant.

- b) Once approved, the grant award is to be submitted to the Board for its approval.
- c) The original copy of the fully executed grant award document will be maintained by the County Clerk with file copies going to the Accounts Payable Clerk and the initiating department.
- d) Upon receipt of the fully executed grant agreement, the Accounts Payable Clerk shall do the following:
 - i. Ensure that the grant is established in the financial system. This will include the creation of a grant fund, account numbers for revenues and expenditures and the processing of a budget adjustment. Separate accounts will be created for all budgeted income and expense accounts for each grant. Unallowable costs and cost overruns, upon identification, will be reclassified to regular expense departments of the County.
 - ii. Prepare and maintain a file for each grant that will be available for inspection by the internal, independent, and any state and federal auditors.
- 6) Grant Accounting and Reporting Procedures
 - a) The initiating department is responsible for authorizing purchases, preparing reimbursement requests, and submitting all state and federal reports or other reports as may be required.
 - b) The initiating department is responsible for assembling a project completion package. This package will contain the final federal or state grant report and any information required to close out the grant.
- 7) Where this policy and the Purchasing Policy of Brooks County conflict, the terms of the Purchasing Policy shall control.

**BROOKS COUNTY
BOARD OF COMMISSIONERS**

APPROVED:	TOPIC: <i>Password Policy</i>
<i>Policy Number 701.1</i>	POLICY SECTION: <i>Information Technology</i>

I. PURPOSE

Passwords are a critical part of information and network security. Passwords serve to protect user accounts, but a poorly chosen password, if compromised, could put the entire network at risk. As a result, all employees of Brooks County are required to take appropriate steps to ensure that they create strong, secure passwords and keep them safeguarded at all times.

The purpose of this policy is to set a standard for creating, protecting and changing passwords such that they are strong, secure and protected.

II. SCOPE

This policy applies to all employees of Brooks County who have or are responsible for a computer account, or any form of access that supports or requires a password, on any system that resides at any Brooks County facility, has access to the Brooks County network or stores any non-public Brooks County information.

III. GENERAL POLICY

- 1) Passwords must be changed every sixty (60) days.
- 2) Old passwords cannot be re-used for a period of twelve (12) months.
- 3) Minimum password age: 1 day
- 4) Account lockout duration: 30 minutes
- 5) Account lockout threshold: 5 attempts
- 6) Reset account lockout after: 30 minutes
- 7) Users will be notified two (2) weeks in advance of password expiration date. At this time, users will be prompted to select a new password.
- 8) All passwords must conform to the guidelines outlined below.

**BROOKS COUNTY
BOARD OF COMMISSIONERS**

APPROVED:	TOPIC: <i>Password Policy</i>
<i>Policy Number 701.1</i>	POLICY SECTION: <i>Information Technology</i>

IV. PASSWORD CONSTRUCTION GUIDELINES

Passwords are used to access any number of county systems, including the network, e-mail, the internet/intranet, and voicemail. Poor, weak passwords are easily cracked and put the entire system at risk. Therefore, strong passwords are required. Try to create a password that is also easy to remember.

1) Passwords must be at least 8 characters in length, cannot be based on dictionary words/common names, and must contain at least 3 of the following 4 types of characters:

- Lower case letters (i.e. a-z)
- Upper case letters (i.e. A-Z)
- Numbers (i.e. 0-9)
- Special characters (-=[]\;,./~!@#\$%^&*()_+{}|:;<>?, etc.)

2) In addition, passwords must:

- Not be a single word found in the dictionary (i.e. “secret”), whether spelled forwards or backwards, or a single word preceded or followed by a digit (i.e. “secret1”, “1secret”)
 - Note: It is OK to use real words in passwords as long as you use more than one and still include the different required character types. Modified dictionary words are even better.
- Not include user name or login name
- Not be a common keyboard sequence, such as “qwerty89” or “abc123”

3) Additional tips for creating good, cryptic, hard-to-guess passwords:

- Longer passwords are better.
- Avoid including personal information, names of family, places, pets, birthdays, hobbies, etc.

**BROOKS COUNTY
BOARD OF COMMISSIONERS**

APPROVED:	TOPIC: <i>Password Policy</i>
<i>Policy Number 701.1</i>	POLICY SECTION: <i>Information Technology</i>

- Avoid words that are slang, jargon, etc.
- Avoid passwords based on the organization's name or geographical location.
- A password consisting of several words separated by spaces can actually be more secure and easier to remember than a more complicated, obscure one.

V. PASS PHRASES FOR PASSWORDS

It is easier to create and remember a phrase than a single word. If you must adhere to complexity requirements (which Brooks County requires) then a pass phrase is even easier to use than a word. In order to create a complex phrase begin by thinking of the phrase you would like to use like "Mary Had A Little Lamb". Now we already have two of our requirements for complexity namely upper and lower case letters. Since most systems do not allow spaces in the pass phrase we can use a third component of complex passwords, punctuation or special characters. Our pass phrase becomes "Mary_Had_A_Little_Lamb" or "(Mary)(Had)(A)(Little)(Lamb)" or any number of combinations of special characters as long as they are not prohibited by the system for use in pass phrases. Now we add a number to complete the complexity requirements. Pick a number (say 3) and any letter in our pass phrase (say a) and substitute the number for the letter (both upper and lower case instances). We now have "M3ry_H3d_3_Little_L3mb". This is a very strong pass phrase which is, believe it or not, much easier to remember than a word you may pick and then add characters to create the complexity.

A pass phrase is a longer version of a password and is, therefore, more secure. A pass phrase is typically composed of multiple words. Because of this, a passphrase is more secure against "dictionary attacks." A good pass phrase is relatively long and contains a combination of upper and lower case letters and numeric and punctuation characters. An example of a good pass phrase: "M3ry_H3d_3_Little_L3mb".

All of the rules above that apply to passwords apply to pass phrase.

VI. PASSWORD PROTECTION GUIDELINES

- 1) Passwords must be treated as confidential information. No employee is to give, tell or hint at their password to another person, including Information Technology (IT) staff, administrators, superiors, other co-workers, friends and family members, under any circumstances.

**BROOKS COUNTY
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APPROVED:	TOPIC: <i>Password Policy</i>
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- 2) If someone demands your password, refer them to this policy or have them contact Information Technology.
- 3) Passwords are not to be transmitted electronically over the unprotected Internet, such as via e-mail. However, passwords may be used to gain remote access to county resources via the county's IPsec-secured Virtual Private Network or SSL-protected Web site.
- 4) No employee is to keep an unsecured written record of his or her passwords, either on paper or in an electronic file. If it proves necessary to keep a record of a password, then it must be kept in a controlled access safe in a hardcopy form, in an encrypted file or in electronic form.
- 5) Do not use the "Remember Password" feature of applications.
- 6) Passwords used to gain access to county systems must not be used as passwords to access non-county accounts or information.
- 7) If possible, don't use the same password to access multiple county systems.
- 8) If an employee either knows or suspects that his/her password has been compromised, change your password immediately and notify Information Technology.
- 9) The Information Technology department may attempt to crack or guess users' passwords as part of its ongoing security vulnerability auditing process. If a password is cracked or guessed during one of these audits, the user will be required to change his or her password immediately.

VII. ENFORCEMENT

Any employee who is found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

**BROOKS COUNTY
BOARD OF COMMISSIONERS**

APPROVED:	TOPIC: <i>Anti-Virus Policy</i>
<i>Policy Number 702.1</i>	POLICY SECTION: <i>Information Technology</i>

I. PURPOSE

A virus is a piece of potentially malicious programming code that will cause some unexpected or undesirable event. Viruses can be transmitted via e-mail or instant messaging attachments, downloadable Internet files, or any media used to transmit and store electronic files. Viruses are usually disguised as something else; therefore, their presence is not always obvious to the computer user. A virus infection can be very costly to Brooks County in terms of loss of data, loss of staff productivity and/or loss of reputation. As a result, one of the goals of Brooks County is to provide a computing network that is virus-free. The purpose of this policy is to provide instructions on measures that must be taken by Brooks County staff to help achieve effective virus detection and prevention.

II. SCOPE

This policy applies to all computers that are connected to the Brooks County network via a standard network connection, wireless connection, modem connection or virtual private network connection. The definition of computers includes desktop workstations, laptop computers, handheld computing devices and servers.

III. GENERAL POLICY

- 1) Licensed copies of anti-virus software will be installed on all supported equipment. The most current available version of the anti-virus software package will be taken as the default standard.
- 2) All computers attached to the Brooks County network must have standard, supported anti-virus software installed. This software must be active, be scheduled to perform virus checks at regular intervals and have its virus definition files kept up to date.
- 3) Any activities with the intention to create and/or distribute malicious programs onto the Brooks County network (e.g. viruses, worms, Trojan horses, e-mail bombs, etc.) are strictly prohibited.
- 4) If an employee receives what he/she believes to be a virus, or suspects that a computer is infected with a virus, it must be reported to the IT Support Team immediately. Report the following information (if known): virus name, extent of infection, source of virus, and potential recipients of infected material.

**BROOKS COUNTY
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APPROVED:	TOPIC: <i>Anti-Virus Policy</i>
<i>Policy Number 702.1</i>	POLICY SECTION: <i>Information Technology</i>

- 5) No employee should attempt to destroy or remove a virus, or any evidence of that virus, without direction from the IT group.
- 6) Any virus-infected computer will be removed from the network until it is verified as virus-free.

IV. RULES FOR VIRUS PREVENTION

- 1) Always run the standard anti-virus software provided by Brooks County.
- 2) Never open any files or macros attached to an e-mail from an unknown, suspicious or untrustworthy source.
- 3) Never open any files or macros attached to an e-mail from a known source (even a coworker) if you were not expecting a specific attachment from that source.
- 4) Be suspicious of e-mail messages containing links to unknown Web sites. It is possible that the link is a malicious executable (.exe) file disguised as a link. Do not click on a link sent to you if you were not expecting a specific link.
- 5) Never copy, download or install files from unknown, suspicious or untrustworthy sources or removable media.
- 6) Avoid direct disk sharing with read/write access of electronic data. Always scan removable media for viruses before using it.
- 7) If instructed to delete e-mail messages believed to contain a virus, be sure to also delete the message from your Deleted Items or Trash folder.
- 8) Back up critical data and system configurations on a regular basis and store backups in a safe place.
- 9) Regularly update virus protection on personally-owned home computers that are used for business purposes. This includes installing recommended security patches for the operating system and other applications that are in use.

**BROOKS COUNTY
BOARD OF COMMISSIONERS**

APPROVED:	TOPIC: <i>Anti-Virus Policy</i>
<i>Policy Number 702.1</i>	POLICY SECTION: <i>Information Technology</i>

V. IT SUPPORT GROUP RESPONSIBILITIES

The following activities are the responsibility of the Brooks County IT Support group department:

- 1) The IT Support group is responsible for maintaining and updating this Anti-Virus Policy.
- 2) The IT Support group will keep the anti-virus products it provides up-to-date in terms of both virus definitions and software version in use. Virus definitions are updated regularly. All servers are backed up and scanned nightly and personal computers are scanned daily.
- 3) The IT Support group will apply any updates to the services it provides that are required to defend against threats from viruses.
- 4) The IT Support group will install anti-virus software on all Brooks County owned desktop workstations, laptops and servers.
- 5) The IT Support group will take appropriate action to contain, remove and assist in recovery from virus infections. In order to do so, the IT Support group may be required to disconnect a suspect computer from the network or disconnect an entire segment of the network.
- 6) The IT Support group will attempt to notify users of Brooks County systems of any credible virus threats via e-mail or telephone messages. Virus reports will not be acted upon until validated. Employees should not forward these or any virus warning messages in order to keep network traffic to a minimum.

VI. DEPARTMENT AND INDIVIDUAL RESPONSIBILITIES

The following activities are the responsibility of Brooks County departments and employees:

- 1) Departments must ensure that all departmentally-managed computers have virus protection that is in keeping with the standards set out in this policy.
- 2) All employees are responsible for taking reasonable measures to protect against virus infection.
- 3) Employees must not attempt to either alter or disable anti-virus software installed on any computer attached to the Brooks County network without the express consent of the IT Support group.

VII. ENFORCEMENT

Any employee who is found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

**BROOKS COUNTY
BOARD OF COMMISSIONERS**

APPROVED:	TOPIC: <i>Data Security</i>
<i>Policy Number 703.1</i>	POLICY SECTION: <i>Information Technology</i>

I. PURPOSE

This document defines the data security policy of Brooks County. Brooks County takes the privacy of our employees and citizens very seriously. To ensure that we are protecting our sensitive data from security breaches, this policy must be followed and will be enforced to the fullest extent.

II. INTENT

The goal of this policy is to inform employees at Brooks County of the rules and procedures relating to data security compliance. The data covered by this policy includes, but is not limited to, all electronic information found in e-mail, databases, applications and other media; paper information, such as hard copies of electronic data, employee files, internal memos and so on.

III. AUDIENCE

This policy applies to all employees, management, contractors, vendors, business partners and any other parties who have access to County data.

IV. DATA CLASSIFICATION

Brooks County's data is comprised of three (3) classifications of information:

- 1) Public/Unclassified. This data is defined as information that is generally available to anyone within or outside of the County. Access to this data is unrestricted, may already be available and can be distributed as needed. Public/unclassified data includes, but is not limited to, marketing materials, annual reports, County financials, etc.

Employees may send or communicate a public/unclassified piece of data with anyone inside or outside of the County.

- 2) Private. This data is defined as County information that is to be kept within the County. Access to this data may be limited to specific departments and cannot be distributed outside of the workplace. Private data includes, but is not limited to, work phone directories, organizational charts, County policies, etc.

All information not otherwise classified will be assumed to be Private.

Employees may not disclose private data to anyone who is not a current employee of Brooks County.

**BROOKS COUNTY
BOARD OF COMMISSIONERS**

APPROVED:	TOPIC: <i>Data Security</i>
<i>Policy Number 703.1</i>	POLICY SECTION: <i>Information Technology</i>

- 3) Confidential. This data is defined as personal or County information that may be considered potentially damaging if released and is only accessible to specific groups [e.g. payroll, HR, etc]. Confidential data includes, but is not limited to, social security numbers, contact information, tax forms, accounting data, security procedures, etc.

Brooks County considers it a top priority to protect the privacy of our citizens and employees.

Employees may only share confidential data within the department or named distribution list.

V. RESPONSIBILITIES

It is the responsibility of every employee who works at Brooks County to protect our data. Even unintentional abuse of classified data will be considered punishable in accordance with the extent and frequency of the abuse. All employees are responsible for adhering to the policy and reporting any activities that do not comply with this policy.

VI. MANAGEMENT

Management is responsible for ensuring that their direct reports understand the scope and implications of this policy. HR must also ensure that all employees have a signed copy of this policy in their file.

Ownership of this policy falls to the County Administrator's Office. For any questions about this policy, or to report misuse of County or personal data, please contact the County Administrator's Office. The IT Support group will work in conjunction with the County Administrator to maintain data access privileges, which will be updated as required when an employee joins or leaves the County.

VII. ENFORCEMENT

Employees found to be in violation of this policy by either unintentionally or maliciously stealing, using or otherwise compromising County or personal data may be subject to disciplinary action up to and including termination and appropriate legal action.

**BROOKS COUNTY
BOARD OF COMMISSIONERS**

APPROVED:	TOPIC: <i>Video Surveillance and Recording Policy</i>
<i>Policy Number 704.1</i>	POLICY SECTION: <i>Information Technology</i>

I. PURPOSE

Brooks County is utilizing a video management system to monitor public areas to help provide security and safety for individuals and property. Video monitoring for surveillance purposes is limited to uses that do not violate the reasonable expectation of privacy. Video monitoring will be conducted in a professional, ethical, and legal manner.

The objective of this policy is to provide guidelines regarding the use of the video management system owned and operated by Brooks County, and the video recorded thereby. The existence of this policy does not imply or guarantee that any camera will be monitored in real-time 24 hours a day, nor at any specific time.

II. SCOPE

This policy applies to all Brooks County personnel in the use of camera surveillance, video recording, and distribution.

III. ACCESS

Only authorized personnel will have access to the video management system. Personnel needing access must receive authorization from their Department Head or elected official. Use of the video management system will be restricted to the use for which access is approved.

Once the request has been approved and a level of access has been determined, the access will be set up by the IT Support group as designated and approved.

IV. APPROPRIATE USE

All information obtained from the video management system shall only be used for official purposes. Legitimate safety and security purposes for surveillance camera monitoring and video recording review include but are not limited to:

- Protection of individuals, property and buildings including building perimeter, entrances and exits, customer service locations, elevators, parking areas, etc.
- Investigation of criminal activity and specific complaints.
- Support of law enforcement investigations.
- Monitoring of traffic and pedestrian activity.

**BROOKS COUNTY
BOARD OF COMMISSIONERS**

APPROVED:	TOPIC: <i>Video Surveillance and Recording Policy</i>
<i>Policy Number 704.1</i>	POLICY SECTION: <i>Information Technology</i>

- Monitoring of special event activity.
- Monitoring of access control systems including the monitoring and recording of access transactions at entrances to buildings and other areas.
- Patrol of public areas.
- Enforcement of parking policy.
- Protection of pedestrians.

Anyone who violates the intended use of this system is subject to disciplinary action.

V. OPERATION

The video management system is intended to remain operational 24 hours a day and seven days per week unless interrupted by power, network, or other mechanical failure.

Certain cameras have the ability to be controlled remotely by users with certain levels of access. The ability to control the movement of the cameras will be determined by the level of access the user is granted. The cameras have preset movements that will be programmed to fulfill the primary purpose of the cameras.

In the event of an emergency situation, all staff not involved in management of the system or responding to such emergencies shall immediately cease activities involving the control of camera equipment. This will allow emergency response staff to access the cameras to best respond to the situation.

VI. MAINTENANCE

The IT Support group shall be notified immediately in the event any part of the system malfunctions or becomes inoperative.

Should it be determined that a system component has been intentionally damaged, a Human Resources Coordinator report will be completed or the Brooks County Sheriff's Office will be contacted to investigate, whichever is appropriate.

VII. VIDEO EXPORTING

Personnel with access to video will be required to indicate the need to export video upon their request for access. If the request is approved, such exports will only be done for the purpose for which specific access was granted.

**BROOKS COUNTY
BOARD OF COMMISSIONERS**

APPROVED:	TOPIC: <i>Video Surveillance and Recording Policy</i>
<i>Policy Number 704.1</i>	POLICY SECTION: <i>Information Technology</i>

VIII. RETENTION AND SECURITY OF RECORDS

- The designated retention period for video surveillance records is 72 hours (3 days), at which time the system will begin to overwrite older records.
- Any exported video will be subject to retention schedules for which the video was created. For example, if a video is exported and submitted as evidence, the video would be subject to evidentiary retention requirements.
- The video surveillance transmission and storage equipment will be maintained in a secure area that is only accessible by authorized personnel.
- Any exported video will be maintained in a secure fashion.

IX. DISTRIBUTION AND OPEN RECORDS REQUESTS

- Distribution of video beyond authorized users shall be strictly regulated.
- Law enforcement personnel are authorized to export and utilize for evidentiary and administrative purposes as delineated by department policy. Any other distribution shall be required to follow open records requirements.
- Any entity wishing to submit an open records request will be directed to the appropriate office maintaining the video data or to the County Clerk's Office. Staff will only distribute video within their department and within the County as such distribution conforms to policy as well as the use for which access was granted.

**BROOKS COUNTY
BOARD OF COMMISSIONERS**

APPROVED:	TOPIC: <i>Acceptable Use Policy</i>
<i>Policy Number 705.1</i>	POLICY SECTION: <i>Information Technology</i>

I. PURPOSE

Brooks County has devoted a significant amount of fiscal and human resources to the acquisition, installation, configuration, and maintenance of various types of technology. The purpose of this policy is to ensure that employees understand the acceptable uses of the technology resources that have been provided in order to maintain a productive and secure working environment.

II. SCOPE

This policy applies to all departments, offices and other units of Brooks County Government including any and all other government employees, contractors or other persons authorized to access Brooks County technology hardware, software, and network resources.

III. REFERENCES

This policy shall work in conjunction with all other technology policies as approved and distributed as part of Brooks County's Comprehensive Policy Manual (CPM).

IV. RESPONSIBILITY

The **Human Resources Coordinator**, working in partnership with the County Administrator's Office, and Department Heads, will develop policies that direct the appropriate use of Brooks County technology resources.

Certain departments such as **Fire Rescue and EMA** may require certain personnel to maintain the capability to perform various IT-related functions within the scope of their employment. This capability is only authorized with the knowledge and permission of the County Administrator's Office.

County Department Heads are responsible for ensuring their employees use technology tools in a manner that is productive and protects the equipment and system security and integrity.

Employees are responsible for using equipment issued to them in the manner for which it is intended and as it is described in this policy.

V. POLICY

Brooks County shall establish policies, standards, and procedures that address the acceptable uses of County-supplied technology in order to ensure that the County's investment is properly applied and used for business purposes. These policies shall address, but are not limited to:

- Identifying the proper and improper uses of technological tools, including the County network, County-supplied hardware and software, email, social media, mobile devices, and physical facilities.
- Identifying means of reporting and responding to unauthorized use.

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VI. GENERAL PROVISIONS

The following provisions apply to all uses of technology described within this policy.

All usage of Brooks County technology resources may be monitored and employees should neither expect nor demand any right to privacy.

Computer transactions resulting from the use of technology supplied by the County are the property of the County and are thus subject to open records laws.

Employees will be provided with certain technology tools that they will use in the execution of their job functions. It is the responsibility of the employee to secure these tools and take reasonable care of them. Exercising a lack of care or attention to technology tools that results in the damage or destruction of a piece of equipment will involve the Human Resources Coordinator Department and shall be subject to the provisions of the *Enforcement* section of this policy.

Any questions regarding the appropriate use of technology resources can be directed to the Human Resources Coordinator.

Access to all systems and platforms should adhere to the County's *Password Policy* as found in the Comprehensive Policy Manual.

General Unauthorized Use

Employees may not engage in the following or similar activities. These prohibitions apply to all aspects of technology as described in this policy:

Using Brooks County technology resources for personal business.

Using resources in support of unlawful activities as defined by federal, state, and local law, including the sending or sharing with unauthorized persons any information that is confidential by law, rule or regulation.

Utilizing resources for activities that violate conduct policies established by the County.

Using technology to access, copy, add, alter, damage, delete or destroy any data or computer software unless specifically authorized.

Any other activity addressed in "Unauthorized Use" sections of this policy that address specific types of technology.

Enforcement and Violations

Any employee who violates this policy or improperly uses Brooks County technology resources shall be subject to the provisions of the *Enforcement* section of this policy.

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VII. GENERAL NETWORK, HARDWARE AND SOFTWARE SYSTEM USE

Authorized Use

Hardware and software is purchased, owned, and maintained by Brooks County. It is provided to assist in conducting business, and employees who are authorized to access County network resources must do so to perform business functions with or on behalf of the County.

Any employee that needs to use the network in the course of performing their job duties must fill out and sign a *Technology Resource Access Form*.

Access to technology resources will be granted to the network in accordance with *Network and System Access Policy*.

Unauthorized Use

Installing software that has not been authorized by the IT Support group.

Using hardware, software, or other tools in order to circumvent protective security measures that have been put in place by the County.

Attaching devices that have not been authorized by the IT Support group. (Examples: devices such as USB drives, printers and hard drives).

Accessing network resources via a personal, privately-owned device (computers, laptops, tablets, phones) unless authorized by the IT Support group.

Using network resources to play or download games, music or videos that are not in support of business functions.

Leaving workstations or devices unattended without engaging password protection.

Permitting another person to perform work under your County network login unless that person is a member of IT or GIS working on a known issue in their respective area of responsibility.

Utilizing unauthorized peer-to-peer networking or peer-to-peer file sharing. Use of cloud-based sharing platforms is governed under the County's *Internet-Based Services Policy*.

Performing or attempting to perform any activities, without authorization from IT, which may compromise or attempt to discover weaknesses in the security of the network.

VIII. INTERNET

Internet Access

The County provides Internet access to employees so that it may be used for activities that support County business, including (but not limited to) access to Software-as-a-Service (SaaS) systems, compiling research/information, taking job-related training, and similar activities.

Employees that need Internet access *to fulfill their job duties* must fill out and sign a *Technology Resource Access Form* as maintained by the IT Support group. IT will set up internet access for the employee subject to the conditions in this policy.

Internet access for personal use during normal business hours is permitted, but must not interfere

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with the employee's work, subject to the interpretation of the employee's supervisor.

Sites that are deemed as security risks or are otherwise objectionable (per the *Unauthorized Use* section below) will be restricted.

Unauthorized Use

Using the Internet in a manner that impairs performance or otherwise damages any system, including but not limited to computer gaming and streaming of non-work-related audio or video.

Stealing, damaging and/or deleting any electronic data which the employee is not authorized to access, modify, or delete.

Transmission of any material that is in violation of United States or Georgia Law is prohibited. This includes, but is not limited to:

- Threatening or obscene material
- Copyrighted material or data considered confidential under local, state or federal laws.
- Offensive or disruptive messages which contain real or implied sexual content, innuendoes, racial slurs, gender specific comments or any other comments that offensively address age, sexual orientation, religious or political beliefs, disability or national origin.

Searching for jobs outside of the Brooks County organization.

Advertising or conducting personal business.

IX. SOCIAL MEDIA

This policy addresses the use of social media as 1) a platform for County news and information, and 2) a personal tool used by employees for non-work-related purposes.

Social Media Access (Official County Platforms)

An Official County Social Media Platform is an account with a social media provider such as Facebook, Instagram, Twitter, etc., intended for the sharing of information. The creation of an official Brooks County presence on social media, as well as the use, standards, and procedures for posting and editing are the purview of the County Administrator's Office.

Editing official social media platforms is permitted only for authorized personnel. The authorizing authority is the County Administrator's Office. Requests should be directed from Department Heads to Department Heads through the Public Information Officer (PIO)/County Administrator.

It is the responsibility of the authorized user to monitor official county social networking sites to ensure they show current and accurate information.

Personnel who administer official County social media accounts will use a valid county email

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address for sign-up and other administrative purposes. Additionally, there should be *at least* two persons with access and administrative capabilities on each media platform, of which shall include the Department Head and County Administrator.

Personnel may not create a personal account that they represent as an official County account.

County social media platforms shall use the official county logo for branding.

County social networking sites will be controlled by a secure user name and password, if possible in accordance with the County's official *Password Policy* (depending on platform).

No County employee will create or operate an "alternative" site purporting to be the official County social media platform.

No confidential information may be released through social media platforms.

Social Media Access (Business or Personal Use)

In general, use of social media in a County office environment is discouraged because it is not typically part of business software solutions. Social media access through the Internet is available until it is determined by the County Administrator's Office that it is not beneficial to the County, at which time it may be curtailed or removed.

If permitted by the County Administrator's Office, the necessity of employees to have social media access for *business use* (to conduct research, monitor media, etc.) is subject to the discretion of their department head and/or Department Head.

If employees opt to use social media platforms *using their personal resources*, the following provisions shall apply:

- Employees should only use personal email addresses and associated credentials in order to access personal social media accounts. It is inappropriate to use a County-issued email address for a personal social media account.
- Employees shall not engage in social media activity that may harm or tarnish the image, reputation and/or goodwill of Brooks County and/or any of its employees. Employees are prohibited from making discriminatory, disparaging, defamatory or harassing comments when blogging or otherwise engaging in online activities.
- Employees may not attribute personal statements, opinions or beliefs to Brooks County when engaged in social media activity. If an employee is expressing his or her personal beliefs and/or opinions online, the employee may not, expressly or implicitly, represent themselves as an employee or representative of Brooks County.
- Employees assume any and all risk associated with their online activities.

Excessive use of social media on personal devices during business hours may be detrimental to productivity and Department Heads and/or Department Heads must proactively establish expectations for social media use with their employees.

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X. EMAIL USE POLICY

Email General Provisions

The County shall provide software tools for retrieving and distributing email to all employees to whom an account is assigned.

Email messages composed, sent or received on the email system are and will remain the property of Brooks County, not the employee. Email is considered as a public record and is subject to public information requests and public record laws.

Confidentiality of email messages should not be assumed. Messages can be retrieved and read even though they have been erased from the employee's email account.

Email is a privilege, not a right, and inappropriate use will result in the cancellation of the privilege.

Email Access

In order to gain access to the Internet and/or County computer systems, an employee's supervisor must submit a request to the IT Support group by completing a *Technology Resource Access Form* as maintained by the IT Support group.

Employees shall only be granted email privileges following completion of new hire orientation or, at minimum, must receive orientation within three business days of reporting to work.

Employee and Management Responsibilities

Department heads must ensure that employees under their supervision use email in a manner that is productive and protects the security and integrity of Brooks County data and systems.

Employees should check email regularly, take actions as needed, and delete unwanted messages.

Employees are responsible for their own use of email.

Employees are not authorized to retrieve or read email messages not sent to them.

Personal email use by an employee during business hours must not interfere with the employee's work, subject to interpretation by the employee's supervisor.

Unauthorized Uses of Email

Transmitting material that is in violation of United States or Georgia Law is prohibited. This material includes, but is not limited to:

- Abusive, threatening or obscene material.
- Copyrighted material or data considered confidential under local, state or federal laws.
- Offensive or disruptive messages which contain real or implied sexual content, innuendoes, racial slurs, gender specific comments or any other comments that offensively address age, sexual orientation, religious or political beliefs, disability or national origin.
- Job searches outside of the Brooks County organization.
- Sending email related to personal business.

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- Sending chain letters.
- Broadcasting email of commercial, personal, social or political messages or other non-job related solicitations.
- Misusing email by sending to large groups or recipient lists of large numbers of people for any of the reasons described in this section.
- Knowingly forwarding or clicking on links within email that contain malware, worms, Trojan horses, or any other variety of malicious software as described in the *Information Security Awareness Policy*.

XI. MOBILE DEVICES

Brooks County provides employees with various mobile devices that are used to support job functions. These devices are typically tablets and cell phones that enable staff to work in the field. The acceptable use of Mobile Devices is described in the County's *Mobile Device Usage Policy*.

XII. PAYMENT CARD INDUSTRY / CREDIT CARDS

Certain job functions within Brooks County government require employees to accept payments from customers. Specialized equipment is often required for these jobs, so procedures, security measures, and training are advised for any personnel filling these roles.

XIII. ACCESS TO FACILITIES

Employees may have access to County facilities in which technological assets are stored and operated. Employees are only authorized access to technology facilities and assets as required by their job function. Employees are responsible for acting in the following manner in regard to

Physical security:

- Be alert and aware of suspicious persons in or near organizational premises. Report or challenge suspicious characters or activities as is appropriate and safe.
- Keep computer equipment in your possession secure at all times whether on organizational premises or away from the organization.
- Report loss or theft of any sensitive documents, memory storage devices, or computer equipment to management and document it with appropriate forms.
- Be sure information assets (including paper) are disposed of properly in accordance with County policies and procedures.
- Suspected violations of physical security must immediately be reported to the employee's department head and the IT Support group.

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XIV. ENFORCEMENT

Monitoring

Monitoring of compliance with this acceptable use policy shall take place through supervisory monitoring as well as electronic monitoring. “Monitoring” in this context does not mean that the electronic communications of individual employees will be monitored on an ongoing, active, continuous basis without due cause.

If, in the course of monitoring activity, the Information Technology Department becomes aware of usage that endangers the integrity of Brooks County technology resources, the department may take one of the following steps:

- Depending on the severity of the issue, IT shall act proactively to stop the dangerous activity, which may include involuntary removal of use of technology rights for employees.
- IT shall inform the department head of the offending parties of the activity and its consequences. Notice may also be provided at the County Administrator level depending on severity.
- IT will capture and store information in order to provide to management, law enforcement, or other parties as needed.

Violations

Any employee who, after receiving training related to the acceptable use of County technology resources, is found to have participated in behavior that has violated policy will be subject to disciplinary action, up to and including termination of employment. Violations of this policy may also result in a requirement for employees to take additional training related to the acceptable use of the equipment entrusted to them.

Third-Party entities who do not conform to the policies that are described herein may be forbidden entry (physical and/or electronic) and their organization may be in danger of losing existing and future contracts with Brooks County.

Reporting Unauthorized Internet Usage

Any suspected unauthorized use of the Brooks County technology resources should be reported immediately to the department head of the business unit and then to the Information Technology Department through the Service Group or Human Resources.

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APPROVED:	TOPIC: <i>Mobile Device Usage Policy</i>
<i>Policy Number 706.1</i>	POLICY SECTION: <i>Information Technology</i>

I. PURPOSE

The purpose of this policy is to define standards, procedures, and restrictions for end users who have legitimate business requirements to access County data from a mobile device connected to an unmanaged network outside of Brooks County's direct control. This mobile device policy applies to, but is not limited to, all devices and accompanying media that fit the following device classifications:

- Laptop/notebook/tablet computers
- Mobile/cellular phones
- Smartphones
- PDAs
- Home or personal computers used to access County resources
- Any mobile device capable of storing County data and connecting to an unmanaged network.

The policy applies to any hardware and related software that could be used to access County resources, even if the equipment is not County sanctioned, owned, or supplied.

This policy intends to prevent this data from being deliberately or inadvertently stored insecurely on a mobile device or carried over an insecure network where it can potentially be accessed by unsanctioned resources. A breach of this type could result in loss of information, damage to critical applications, loss of revenue, and damage to the County's public image. Therefore, all users employing a mobile device connected to an unmanaged network outside of Brooks County's direct control to backup, store, and otherwise access County data of any type must adhere to this policy.

II. SCOPE

This policy applies to all Brooks County employees, contractors, freelancers, and other agents who utilize either County owned or personally owned mobile device to access, store, back up, relocate or access any County data. Such access to this confidential data is a privilege, not a right. Consequently, employment at Brooks County does not automatically guarantee the initial and ongoing ability to use these devices to gain access to County information.

Addition of new hardware, software, and/or related components to provide additional mobile device connectivity will be managed at the sole discretion of IT. Non-sanctioned use of mobile devices to back up, store, and otherwise access any enterprise-related data is strictly forbidden.

This policy is complementary to any previously implemented policies dealing specifically with data access, data storage, data movement, and connectivity of mobile devices to any element of the enterprise network.

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III. AFFECTED TECHNOLOGY

Connectivity of all mobile devices will be centrally managed by Brooks County's IT Support group and will utilize authentication and strong encryption measures. Although IT is not able to directly manage external devices – such as home PCs – which may require connectivity to the County network, end users are expected to adhere to the same security protocols when connected to non-County equipment. Failure to do so will result in immediate suspension of all network access privileges so as to protect the company's infrastructure.

IV. APPROPRIATE USE

It is the responsibility of any employee of Brooks County who uses a mobile device to access corporate resources to ensure that all security protocols normally used in the management of data on conventional storage infrastructure are also applied here. It is imperative that any mobile device that is used to conduct County business be utilized appropriately, responsibly, and ethically. Failure to do so will result in immediate suspension of that user's account. Based on this, the following rules must be observed:

Access Control

1. IT reserves the right to refuse, by physical and non-physical means, the ability to connect mobile devices to County infrastructure. IT will engage in such action if it feels such equipment is being used in such a way that puts the County's systems, data, users, and citizens at risk.
2. Prior to initial use on the County network or related infrastructure, all mobile devices must be registered with IT. Brooks County IT Support group will maintain a list of approved mobile devices and related software applications and utilities. Devices that are not on this list may not be connected to the County infrastructure.
3. End users who wish to connect such devices to non-County network infrastructure to gain access to enterprise data must employ, for their devices and related infrastructure, County-approved security measures deemed necessary by the IT Support group. Enterprise data is not to be accessed on any hardware that fails to meet Brooks County's established enterprise IT security standards.
4. All mobile devices attempting to connect to the County network through an unmanaged network (i.e. the Internet) will be inspected using technology centrally managed by Brooks County's IT Support group. Devices that have not been previously approved by IT, are not in compliance with IT's security policies, or represent any threat to the County network or data will not be allowed to connect. Laptop computers or personal PCs may only access the County network and data using a Virtual Private Network (VPN) connection. VPN client

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access will be provided to users as required. Smart mobile devices such as smartphones, and PDAs will access the County network and data using Mobile VPN software installed on the device by IT.

Security

1. Employees using mobile devices and related software for network and data access will, without exception, use secure data management procedures. All mobile devices must be protected by a strong password, and all data stored on the device must be encrypted using strong encryption. See the Brooks County's password policy for additional information. Employees agree to never disclose their passwords to anyone, particularly to family members if business work is conducted from home.
2. All users of mobile devices must employ reasonable physical security measures. End users are expected to secure all such devices used for this activity whether or not they are actually in use and/or being carried. This includes, but is not limited to, passwords, encryption, and physical control of such devices whenever they contain enterprise data. Any non-County computers used to synchronize with these devices will have installed anti-virus and anti-malware software deemed necessary by Brooks County's IT Support group. Anti-virus signature files on any additional client machines – such as a home PC – on which this media will be accessed, must be up to date.
3. Passwords and other confidential data as defined by Brooks County's IT Support group are not to be stored unencrypted on mobile devices.
4. Any mobile device that is being used to store County data must adhere to the authentication requirements of Brooks County's IT Support group. In addition, all hardware security configurations (personal or company-owned) must be pre-approved by Brooks County's IT Support group before any enterprise data-carrying device can be connected to it.
5. IT will manage security policies, network, application, and data access centrally using whatever technology solutions it deems suitable. Any attempt to contravene or bypass these security measures will be deemed an intrusion attempt and will be dealt with in accordance with Brooks County's security policy.
6. Employees, contractors, and temporary staff will follow all enterprise-sanctioned data removal procedures to permanently erase County-specific data from such devices once their use is no longer required.
7. In the event of a lost or stolen mobile device it is incumbent on the user to report this to IT immediately. The device will be remotely wiped of all data and locked to prevent access by anyone other than IT. If the device is recovered, it can be submitted to IT for re-provisioning.

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Help & Support

1. Brooks County's IT Support group will support its sanctioned hardware and software, but is not accountable for conflicts or problems caused by the use of unsanctioned media, hardware, or software. This applies even to devices already known to the IT Support group.
2. Employees, contractors, and temporary staff will make no modifications of any kind to County-owned and installed hardware or software without the express approval of Brooks County's IT Support group. This includes, but is not limited to, any reconfiguration of the mobile device.
3. IT reserves the right, through policy enforcement and any other means it deems necessary, to limit the ability of end users to transfer data to and from specific resources on the enterprise network.

Organizational Protocol

1. IT can and will establish audit trails and these will be accessed, published and used without notice. The end user agrees to and accepts that his or her access and/or connection to Brooks County's networks may be monitored to record dates, times, duration of access, etc., in order to identify unusual usage patterns or other suspicious activity. This is done in order to identify accounts/computers that may have been compromised by external parties. In all cases, data protection remains Brooks County's highest priority.
2. The end user agrees to immediately report to his/her manager and Brooks County's IT Support group any incident or suspected incidents of unauthorized data access, data loss, and/or disclosure of County resources, databases, networks, etc.

V. POLICY NON-COMPLIANCE

Any employee who is found to have violated this policy may be subject to disciplinary action up to and including termination.

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APPROVED:	TOPIC: <i>Third-Party Access Policy</i>
<i>Policy Number 707.1</i>	POLICY SECTION: <i>Information Technology</i>

I. PURPOSE

The Purpose of Brooks County's Third-Party Access Policy is to establish the rules for third-party access to Brooks County information systems and the data center, third-party responsibilities, and protection of Brooks County information.

II. SCOPE

Brooks County's Third-Party Access Policy outlines responsibilities and expectations of any individual from an outside source (contracted or otherwise) who requires access to our information systems for the purpose of performing work. This policy also outlines the responsibilities and expectations of Brooks County employees responsible for the contracting and/or supervising of a third party. A third party could consist of, but is not limited to: software vendors, contractors, consultants, business partners, and security companies.

III. POLICY

Data Center Third Party Policy Guidelines

1. All third-party access to the data center should be scheduled to occur during regular business hours. If this is not possible, a staff member from the IT Support group will be scheduled after hours to accompany the third party.
2. When third parties are scheduled to have access to the data center, Brooks County IT Support group department must be notified in advance of the date, time, and type of work to be performed.
3. When the third party arrives, he/she will report to the staff contact that scheduled the visit. The staff contact will escort the third party to the data center. At this point, the third party is to be informed that he/she will take further direction from the IT staff point person in relation to their activity in the data center.
4. Prior to the onset of any work, the third party will describe the activities that are planned.
5. The IT staff point person is responsible for explaining what measures need to be taken to protect the computer hardware and software, explain protective measures to the third party, and ensure that the measures are adhered to. In an attempt to offset delays in the work of the third-party individual(s), the IT staff will attempt to minimize the delays within the constraint of safeguarding the systems. The third party will need to clearly understand that they are to allow time for the IT staff to do what needs to be done to protect the computer systems before starting their work.
6. The third party will report to and receive instructions from the IT staff point person regarding their work in the data center. The IT staff point person will also be kept informed of the status of the work, as well as the notification that the work is completed before leaving the area.

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Information Systems Third-Party Policy Guidelines

1. Any third-party agreements and contracts must specify:
 - a. The work that is to be accomplished and work hours. Also, any configuration information of any installed software as well as virus checking of that software.
 - b. Brooks County information that the third party should have access to.
 - c. The minimum-security requirements that the third party must meet (i.e., method for remote access).
 - d. How Brooks County information is to be guarded by the third party. Signing of the County's non-disclosure agreement is required.
 - e. Strict use of County information and information resources for the purpose of the business agreement by the third party. Any other County information acquired by the third party in the course of the contract cannot be used for the third-party's own purposes or divulged to others.
 - f. Feasible methods for the destruction, disposal, or return of Brooks County information at the end of the contract.
2. The third party must comply with all applicable Brooks County standards, agreements, practices and policies, including, but not limited to:
 - a. Acceptable use policies.
 - b. Software licensing policies.
 - c. Safety policies.
 - d. Auditing policies.
 - e. Security policies.
 - f. Non-disclosure policies.
 - g. Privacy policies.
3. Brooks County will provide an IT point of contact for the third party whether it is one person from the IT Support group or an interdepartmental team. This point of contact will liaise with the third party to ensure they are in compliance with these policies.
4. The third party will provide Brooks County with a list of all additional third parties working on the contract. The list must be updated and provided to Brooks County within eight business hours of any staff changes.
5. Third party access to systems must be uniquely identifiable and authenticated, and password management must comply with the Brooks County Password Policy.
6. Any third-party computer/laptop/PDA/tablet PC that is connected to Brooks County systems must have up-to-date virus protection and patches. The third party will be held accountable for any damage occurred to Brooks County in the event that an incident occurs.
7. If applicable, each third-party on-site employee must acquire a Brooks County ID badge from the IT Support group that must be displayed at all times while on the premises. The badge must be returned to Brooks County upon termination or completion of a contract.

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8. Each third-party employee that has access to Brooks County sensitive information should be cleared to handle that information.
9. If applicable, an explanation of how Brooks County's information will be handled and protected at the third party's facility/site must be addressed.
10. Third-party employees must report all security incidences to the appropriate Brooks County personnel.
11. The third party must follow all applicable change control procedures and processes.
12. All software used by the third party in providing service to Brooks County must be properly inventoried and licensed.
13. All third-party employees are required to comply with all applicable auditing regulations and Brooks County auditing requirements, including the auditing of the third-party's work.
14. Regular work hours and duties will be defined in the contract. Work outside of defined parameters must be approved in writing by appropriate Brooks County management.
15. All third-party maintenance equipment on Brooks County's network that connects to the outside world via telephone lines, leased line, or the network will remain disabled except when in use for authorized maintenance.
16. Upon departure of the third party from the contract for any reason, the third party will ensure that all sensitive information is collected and returned to the company or destroyed. The third party will also provide written certification of that destruction. All equipment and supplies must also be returned, as well as any access cards and identification badges. All equipment and supplies retained by the third party must be documented by authorized Brooks County management.
17. Brooks County will eliminate third-party physical access to facilities after the contract has been completed or terminated. The following steps must be performed:
 - a. Remove third party authentication and all means of access to systems.
 - b. If needed, make sure that incoming e-mail is re-routed to an appropriate person.
 - c. Archive any third-party software configuration, and transfer ownership to designated internal staff.
 - d. Get a written statement from the third party that any software created and/or installed by the third-party is free of viruses and any other malicious code.

IV. ENFORCEMENT

Any employee who is found to have violated this policy may be subject to disciplinary action up to and including termination.

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APPROVED:	TOPIC: <i>Wireless Network Access and Usage Policy</i>
<i>Policy Number 708.1</i>	POLICY SECTION: <i>Information Technology</i>

I. PURPOSE

Brooks County wireless network is intended for use by County personnel to access Brooks County's network and for use by the citizens to access the Internet while at County maintained locations. Use of the wireless network will be conducted in a professional, ethical, and legal manner.

The objective of this policy is to provide guidelines regarding access and use of Brooks County Board of Commissioners' wireless network.

II. SCOPE

This policy applies to all Brooks County personnel who use the wireless network and to all citizens that access Brooks County's the public wireless network.

III. ACCESS

Only authorized personnel will have access to Brooks County's internal network via wireless access. Personnel needing access must receive authorization from their Department Head or elected official for approval. Use of the wireless network will be restricted to the use for which access is approved.

Patrons of Brooks County maintained locations will have access to the Internet only via the wireless network. Use of the wireless network is not guaranteed.

IV. APPROPRIATE USE

- Only approved wireless devices will be permitted to access Brooks County's wireless network.
- Devices will be issued by Brooks County's IT Support only at the request of the Department Head by submitting a signed work order request with the IT Support group.
- Departments will be responsible for all costs incurred by the purchase of wireless devices for permanent assignment to that department.
- Wireless adapter software will be configured by Brooks County IT Support group with appropriate security settings.
- Vendors and patrons may use Brooks County's wireless network to access the Internet only.

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- All wireless access to the Internet will be filtered for appropriate content. Inappropriate content will be blocked.
- No right to privacy is granted for data transmitted across Brooks County's wireless network.
- Employee security settings may be changed as needed. All users with permanent wireless devices will be contacted by Brooks County IT Support group in order schedule a time to make necessary changes on the wireless adaptor software.
- All computers connected to Brooks County's network via wireless must comply with the Brooks County wireless policy and all applicable Brooks County Security policies.
- Employees, vendors, and patrons will be limited to the resources to which they need access.
- It is the responsibility of users with wireless privileges to ensure that unauthorized persons are not allowed access to Brooks County's internal network.
- It is unacceptable to use the County's wireless network for making, distributing and/or using unauthorized duplicates of copyrighted material, including software applications, proprietary data, and information technology resources. This includes sharing of entertainment (e.g., music, movies, video games) files in violation of copyright law.
- Only Brooks County IT Support group staff has the authority to install wireless access points. Any unauthorized access points will be immediately disconnected and Brooks County IT Support group staff will take possession of the unit. All information of unauthorized access point(s) will be routed to the proper authorities to investigate.

V. OPERATION

Brooks County's wireless network is intended to remain operational 24 hours a day and seven days per week unless interrupted by power, network, or other mechanical failure. Brooks County can disable the public wireless network at its discretion upon the approval of the IT Manager, the Deputy County Administrator or the County Administrator. Public access for patrons is provided at best effort levels with no guarantee of service, signal strength, or bandwidth. Public access will not be provided to the detriment of the county network.

VI. Enforcement

Any employee who is found to have violated this policy may be subject to disciplinary action up to and including termination.

**BROOKS COUNTY
BOARD OF COMMISSIONERS**

APPROVED:	TOPIC: <i>Voicemail Policy</i>
<i>Policy Number 709.1</i>	POLICY SECTION: <i>Information Technology</i>

I. PURPOSE

Brooks County provides voicemail to County employees for business purposes. Employees should monitor their use to these purposes in mind. The use of voicemail at Brooks County should comply with the other County policies regarding IT equipment usage and disclosure of information.

Personal use of voicemail is allowable but should not interfere with or conflict with business use. Employees should exercise good judgment regarding the reasonableness of personal use.

II. SCOPE

This policy applies to all Brooks County personnel in the use of voicemail services.

III. CONFIDENTIALITY

Brooks County does not guarantee the confidentiality or privacy of voicemail messages and makes no promises regarding their security. Decisions as to what information to include in such messages should be made with this in mind.

Brooks County reserves the right to conduct routine maintenance, track problems, and maintain the integrity of its systems. As is the case with all data, voicemail messages may be revealed by such activities.

Brooks County does not monitor the contents of voicemail messages as a routine matter. However, such monitoring may be conducted when required to protect the integrity of the systems or to comply with legal obligations.

Brooks County reserves the right to inspect the contents of voicemail messages in the course of an investigation. Brooks County will comply with all legal requirements for access of such information.

IV. APPROPRIATE USE

- Do not use the County's Voicemail system to defame, harass, intimidate or threaten any other person(s), or to send unnecessarily repetitive messages (for example, chain mail).
- Do not give your password to anyone or allow anyone else to access your mailbox.
- Do not use anyone else's password or voicemail box.
- Do not use a County voicemail box for outside personal business use.

**BROOKS COUNTY
BOARD OF COMMISSIONERS**

APPROVED:	TOPIC: <i>Voicemail Policy</i>
<i>Policy Number 709.1</i>	POLICY SECTION: <i>Information Technology</i>

V. OPERATION

The County's voicemail system is intended to remain operational 24 hours a day and seven days per week unless interrupted by power, network, or other mechanical failure.

VI. Enforcement

Any personnel found in violation of this policy will be subject to, but not limited to, loss of voicemail privileges.

**BROOKS COUNTY
BOARD OF COMMISSIONERS**

APPROVED:	TOPIC: <i>Definitions</i>
<i>Policy Number</i>	POLICY SECTION: <i>General Information</i>

Allocated Position

A Full-Time or Part-Time Regular Employment Position that has a written job specification, has been approved by the Board of Commissioners, has funds appropriated for the position and is classified in the Classification Plan.

Board of Commissioners

Brooks County Board of Commissioners, a governing body of Brooks County, Georgia.

Break in Service

Defined as periods of employment that are broken and not bridged when the employee leaves employment for reasons other than lay off, suspension, lost time or approved leave of absence.

Career Service

Includes all Regular Employment Positions except those excluded in Article VI, 2-339 Code of Ordinances of Brooks County, Georgia.

Catastrophic Leave

Sick Leave accrued under old policy and excess accrued Personal Time Off at the end of each calendar year that has been placed in eligible employee accounts to be used for medical illness that exceeds forty working consecutive hours.

Catastrophic Leave Incentive

Eligible full-time or part-time employees with fifteen or more continuous years of service to the County will be eligible for the incentive.

Class Specification

Class Specification includes description of duties, responsibilities and qualifications of positions in a certain class.

Classification Plan

A plan which sets forth all Job Titles, all Job Classes, all Position Classifications and specifications for each Job Class and procedures for maintaining the plan.

Compensation Plan

A plan which sets forth a salary grade for each job title, minimum and maximum ranges for each Job Class and procedures for maintaining the plan.

Compensatory Time

Time off granted an Employee as compensation for Overtime.

Comp ratio

This is defined as the ratio of actual salary to the midpoint of the salary range.

**BROOKS COUNTY
BOARD OF COMMISSIONERS**

APPROVED:	TOPIC: <i>Definitions</i>
<i>Policy Number</i>	POLICY SECTION: <i>General Information</i>

Continuous County Service

Employment with no Break in Service for the purpose of compensating eligible Employees in accordance with the Catastrophic Leave Incentive provisions upon completion of fifteen or more years of continuous employment to the County.

County

Brooks County is a political subdivision of the State of Georgia.

Department Head

Reports to the County Administrator and manages a department(s).

Employee

An employee is any person who renders service to the County for pay, excluding persons who work under a professional service contract. Employee includes a Probationary Employee or a Regular Employee.

Employer

The employer is Brooks County Government.

Exempt Employee

Executive, administrative or professional, computer and outside sales employees are exempt from overtime compensation.

FLSA

Fair Labor Standards Act, as codified at 29 U.S.C. § 201, et. seq., as amended.

Floater Employee

An Employee qualified to work in one or more job assignments and who is on call to work at irregular intervals in one or more County departments.

Immediate Family or Extended Family shall be deemed to include spouses, parents, children, grandparents, grandchildren, brothers, sisters and the immediate or extended family of spouses, or as approved by the Department Head.

Job Class

A job class is a group of positions that are similar in functions, duties and responsibilities, and can be assigned the same job title and salary range.

**BROOKS COUNTY
BOARD OF COMMISSIONERS**

APPROVED:	TOPIC: <i>Definitions</i>
<i>Policy Number</i>	POLICY SECTION: <i>General Information</i>

Medical Leave Sharing

Employee sharing of personal Catastrophic Leave or Personal Time Off hours with other Employees who suffer illness, injury, impairment, or physical or mental conditions that are severe in nature or extraordinary and may cause the Employee to go on leave without pay status or may have to terminate employment due to the medical problems.

Mission Critical Employee

An Employee who has been identified by a Department Head to be available during emergency or adverse situations.

Modified Duty

Modifications of work duties or tasks determined and recommended by a County approved worker's compensation physician or practitioner who has been rendering treatment to the Employee or who is qualified to render an opinion on the employee's physical abilities.

New Position

A full time or part time Allocated Position that has been approved by the Board of Commissioners and funding has been established for the position.

Non-exempt Employee

Employees who are subject to overtime standards of the FLSA as amended.

Non-Work-Related Disability

A physical injury or illness not caused by the Employees occupation.

Overtime

Work performed in excess of the hours permitted in a work week under the FLSA and that shall be paid at a rate of one and one-half times the Employee's straight time hourly rate.

Part-Time Employee

A part-time employee is an Employee working in an allocated position which is budgeted for less than 40 hours during the standard work week.

Personal Holiday

A personal holiday is a personal day of leave available to Regular Employees for purposes such as time off for birthday, anniversary or other special occasion.

Personal Time Off

Eligible employees accrue hours each month based on the length of service and months worked during the calendar year that is placed in the employee Personal Time Off account.

Position Classification

A system in which similar positions are grouped under common job titles based on the kind of work performed, its level of difficulty and responsibility involved and qualifications required.

**BROOKS COUNTY
BOARD OF COMMISSIONERS**

APPROVED:	TOPIC: <i>Definitions</i>
<i>Policy Number</i>	POLICY SECTION: <i>General Information</i>

Probationary Employee

New hire Employee appointed to an Allocated Position who must complete a probationary period satisfactorily to be eligible for continued employment in the Allocated Position.

Pro Rata

Benefits that a Part-time Employee receives compared to what a Full-time Employee receives and shall mean that percentage equal to the number of hours budgeted to the Allocated Position during the standard work year divided by 2,080.

Provisional Employee

A provisional appointment may be made only in the absence of a qualified applicant. Provisional appointments shall not be eligible for Regular Employee status, and shall not be continued for more than six (6) months from the date of the appointment, unless an extension is approved.

Quartile

Range sectors of each pay grade divided into fourths.

Reclassified Position

A reclassified position is when an established position is reassigned from one Job Class to a different Job Class due to changes in duties, level of responsibility or qualifications of the position.

Regular Employee

An Employee who has completed the new hire probationary period in a satisfactory manner is considered a Regular Employee.

Regular Employment Position

A job or position of employment intended for an unspecified period of time and the requirements of the new hire probationary period have been satisfactorily completed.

Regular Full-Time Employee

An Employee who has successfully completed the probationary period is assigned to a position which is expected to continue for an indefinite duration, and who works a shift schedule of 40 hours or more which will total no less than 2,080 hours per year.

Regular Part-Time Employee

An Employee who has successfully completed the probationary period is assigned to a position which is expected to continue for an indefinite duration, and who works a shift schedule of 20 hours or more, but less than 40 hours per week.

Salary Range

The difference between the minimum and maximum salaries for each pay grade.

Special Probationary Period

A period established for an Employee to improve job performance or work behavior as a condition of continued employment.

Standard Work Week

Forty hours per week beginning Sunday at 12:00 am midnight through Saturday at 11:59 pm.

**BROOKS COUNTY
BOARD OF COMMISSIONERS**

APPROVED:	TOPIC: <i>Definitions</i>
<i>Policy Number</i>	POLICY SECTION: <i>General Information</i>

Standard Work Year

2080 hours per calendar year.

Supervisor

A supervisor reports to the Department Head of his/her respective department.

Temporary Employee

A temporary employee is an employee of a third party, working under a contract with the County and the third-party contractor, on an as needed or emergency basis.

Work-Related Injury or Illness

A physical injury or illness deemed to have been caused by the Employee occupation.