

Camden County Public Service Authority  
Employee Handbook



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## **Introductory Statement**

This PSA Handbook is designed to acquaint you with PSA and provide you with information about working conditions, employee benefits, and some of the policies affecting your employment. You should read, understand, and comply with all provisions of the PSA Handbook. It describes many of your responsibilities as an employee and outlines the programs developed by PSA to benefit employees. One of our objectives is to provide a work environment that is conducive to both personal and professional growth.

No employee PSA Handbook can anticipate every circumstance or question about policy. As PSA continues to grow, the need may arise and PSA reserves the right to revise, supplement, or rescind any policies or portion of the PSA Handbook from time to time as it deems appropriate, in its sole and absolute discretion. The only exception to any changes is our employment-at-will policy permitting you or PSA to end our relationship for any reason at any time. Employees will, of course, be notified of such changes to the PSA Handbook as they occur.

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## **Employee Acknowledgement Form**

The employee PSA Handbook describes important information about PSA, and I understand that I should consult the Human Resources Department regarding any questions not answered in the PSA Handbook.

I have entered into my employment relationship with PSA voluntarily and acknowledge that there is no specified length of employment. Accordingly, either I or PSA can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the PSA Handbook may occur, except to PSA's policy of employment-at-will. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the Executive Director with the approval of the Board has the ability to adopt any revisions to the policies in this PSA Handbook.

Furthermore, I acknowledge that this PSA Handbook is neither a contract of employment nor a legal document. I have received the PSA Handbook, and I understand that it is my responsibility to read and comply with the policies contained in this PSA Handbook and any revisions made to it.

EMPLOYEE'S NAME (printed): \_\_\_\_\_

EMPLOYEE'S SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

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## **101 Nature of Employment**

Effective Date: 6/7/2018

Revision Date:

Employment with PSA is voluntarily entered into, and the employee is free to resign at will at any time, with or without cause. Similarly, PSA may terminate the employment relationship at will at any time, with or without notice or cause, so long as there is no violation of applicable federal or state law.

Policies set forth in this PSA Handbook are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment between PSA and any of its employees. The provisions of the PSA Handbook have been developed at the discretion of management and, except for its policy of employment-at-will, may be amended or canceled at any time, at PSA's sole discretion.

These provisions supersede all existing policies and practices and may not be amended or added to without the express written approval of the Executive Director/ PSA Board.

## **102 Employee Relations**

Effective Date: 6/7/2018

Revision Date:

PSA believes that the work conditions, wages, and benefits it offers to its employees are competitive with those offered by other employers in this area and in this industry. If employees have concerns about work conditions or compensation, they are strongly encouraged to voice these concerns openly and directly to their department heads and/or Human Resources.

Our experience has shown that when employees deal openly and directly with department heads, the work environment can be excellent, communications can be clear, and attitudes can be positive. We believe that PSA amply demonstrates its commitment to employees by responding effectively to employee concerns.

## **103 Equal Employment Opportunity**

Effective Date: 6/7/2018

Revision Date:

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at PSA will be based on merit, qualifications, and abilities. PSA does not discriminate in employment opportunities or practices on the basis of race, color, religion, gender/sexual orientation,



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national origin, age, disability, or any other characteristic protected by law.

PSA will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor or the Human Resources Department. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

### **104 Business Ethics and Conduct**

Effective Date: 6/7/2018

Revision Date:

The successful business operation and reputation of PSA is built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

The continued success of PSA is dependent upon our customers' trust and we are dedicated to preserving that trust. Employees owe a duty to PSA, its customers, and citizens to act in a way that will merit the continued trust and confidence of the public.

PSA will comply with all applicable laws and regulations and expects its directors, officers, and employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct.

In general, the use of good judgment, based on high ethical principles, will guide you with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed openly with your immediate supervisor and, if necessary, for advice and consultation.

Compliance with this policy of business ethics and conduct is the responsibility of every PSA employee. Disregarding or failing to comply with this standard of business ethics and conduct could lead to disciplinary action, up to and including possible termination of employment.

## **Standards of Behavior**

### **Citizen Relations**

- I will treat our citizens in a kind and professional manner.
- I will maintain eye contact with the client.
- I will be courteous and friendly in speaking and in body language.
- I will introduce myself to the client and explain my job title and experience.
- I will ask an open-ended question, such as, “How may I be of help to you?”
- I will use the person’s name as soon as I have heard it or as soon as it is written.
- I will keep the client’s account confidential. I won’t discuss the account in public places, such as lobbies or elevators.

### **Customer Service**

- I will commit to excellent service and ask customers to tell me if I am not meeting their expectations.
- I will treat everyone in a courteous manner; rudeness is never acceptable.
- I will take action when I recognize that the customer’s expectations have not been met.
- I will remember customers are not an interruption of my work; they are the reason I am here.
- I will find someone else to meet a request if I am unable to do so.
- I will introduce other staff to customers when a hand-off occurs and explain that the person will provide excellent service.
- I will always strive to meet a customer’s needs by using HEAL:
  - Hear them out
  - Empathize
  - Apologize (“I’m sorry we did not meet your expectations.”)
  - Leap into action to solve the problem

### **General Etiquette**

- I will notice if someone appears in need of assistance and I will offer help immediately.
- I will not discuss staffing or internal issues with, or in the presence of, clients or visitors.
- I will speak in an appropriate voice level.

### **Commitment to Coworkers**

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- In verbal and nonverbal communication, I will treat co-workers respectfully and professionally by listening and avoiding defensiveness.
- I will respond promptly to any form of communication.
- I will report to work as scheduled. I will communicate delays as appropriate.
- I will offer to assist coworkers and other departments when needed.
- I will respectfully approach fellow employees and refrain from discipline or constructive criticism in public.
- I will discuss issues directly with coworkers and not go to other people unless the issue cannot be resolved.
- I will take responsibility for solving problems regardless of origin.
- I will provide coworkers with a mini report for continuity of workflow when I am planning to be out of the office.
- I will be mindful and respectful of others' time and schedules. Meetings will start and end on time.
- I will be accountable when completing assignments.
- I will respect deadlines.

### Telephone Etiquette

- I will be courteous on the telephone.
- I will make every effort to answer calls within three rings.
- I will introduce myself and my role.
- I will screen calls with the phrase, "May I say who's calling?"
- I will use the caller's name if I know it.
- I will use a tone of voice that is alert, pleasant, distinct, and expressive.
- I will not eat, drink, chew gum, or smoke while talking on the telephone.
- I will avoid phrases like "OK," "Yeah," "Hold."

### Email Etiquette

- I will use my email for business only.
- I will use my email tool options appropriately when I am going to be away for a period of time.
- I will be aware of potential computer viruses. I will open email from outside the facility only if I know the sender.

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## **105 Hiring of Relatives**

Effective Date: 6/7/2018

Revision Date:

The employment of relatives in the same area of an organization may cause serious conflicts and problems with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried over into day-to-day working relationships.

For purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

Relatives of current employees may not occupy a position that will be working directly for or supervising their relative. PSA also reserves the right to take prompt action if an actual or potential conflict of interest arises involving relatives or individuals involved in a dating relationship who occupy positions at any level (higher or lower) in the same line of authority that may affect the review of employment decisions.

If a relative relationship is established after employment between employees who are in a reporting situation described above, it is the responsibility and obligation of the supervisor involved in the relationship to disclose the existence of the relationship to management. The individuals concerned will be given the opportunity to decide who is to be transferred to another available position. If that decision is not made within 30 calendar days, management will decide who is to be transferred or, if necessary, terminated from employment.

In other cases where a conflict or the potential for conflict arises because of the relationship between employees, even if there is no line of authority or reporting involved, the employees may be separated by reassignment or terminated from employment.

## **106 Employee Medical Examinations**

Effective Date: 6/7/2018

Revision Date:

To help ensure that employees are able to perform their duties safely, medical examinations may be required.

After an offer has been made to an applicant entering a designated job category, a pre-employment medical examination will be performed at the MainPoint Health and Wellness Center. Depending on the

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position, further fit for duty examinations may be necessary at PSA's expense by a health professional of PSA's choice. The offer of employment and assignment to duties is contingent upon satisfactory completion of the exam.

Information on an employee's medical condition or history will be kept separate from other employee information and maintained confidentially. Access to this information will be limited to those who have a legitimate need to know.

### **107 Immigration Law Compliance**

Effective Date: 6/7/2018

Revision Date:

PSA is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with PSA within the past three years, or if their previous I-9 is no longer retained or valid. All new hires and rehires will also be processed through Homeland Security's E-Verify system in accordance with both Georgia state and federal law.

Employees with questions or seeking more information on immigration law issues are encouraged to contact the Human Resources Department. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

### **108 Conflicts of Interest**

Effective Date: 6/7/2018

Revision Date:

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which PSA wishes the business to operate. The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation. Contact the Human Resources Department for more information or questions about conflicts of interest.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of PSA's business dealings.

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For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if employees have any influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose to an officer of PSA as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which PSA does business, but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving PSA.

### **109 Outside Employment**

Effective Date: 6/7/2018

Revision Date: 7/18/2017

**Definition:** Outside employment means self-employment, or paid or unpaid part-time or full-time affiliation with a private firm, corporation, institution, volunteer organization or group, or State or local government agency.

#### **Regular Full Time Employees:**

Employees may hold outside jobs as long as they meet the performance standards of their job with PSA. All employees will be held to the same performance standards and will be subject to PSA's scheduling demands, regardless of any existing outside work requirements.

If an employee has secondary employment, an employee must ensure their supervisor is aware. The supervisor should document the acknowledgement of other employment in the departmental employee file.

If PSA determines that an employee's outside work interferes with performance or the ability to meet the requirements of PSA as they are modified from time to time, the employee may be asked to terminate the outside employment if he or she wishes to remain with PSA.

An employee's refusal to end his/her secondary employment as directed by this policy is considered a matter of personal misconduct and may be subject to disciplinary action up to and including termination.

#### **Regular Full Time Employees – Supervisory and Above:**

Supervisory and Leadership employees may hold outside jobs as long as they meet the

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performance standards of their job with PSA. All employees will be held to the same performance standards and will be subject to PSA's scheduling demands, regardless of any existing outside work requirements.

Before accepting an offer of secondary employment, a supervisory/leadership employee must submit a letter of request for secondary employment to the PSA Executive Director. The Executive Director must assess the impact of the secondary employment to the department and/or the organization overall. If no reason for denial exists, the Executive Director will approve the formal request and then file the documentation in the employment file.

If PSA determines that an employee's outside work interferes with performance or the ability to meet the requirements of PSA as they are modified from time to time, the employee may be asked to terminate the outside employment if he or she wishes to remain with PSA.

An employee's refusal to end his/her secondary employment as directed by this policy is considered a matter of personal misconduct and may be subject to disciplinary action up to and including termination.

## **110 Disability Accommodation**

Effective Date: 6/7/2018

Revision Date:

PSA is committed to complying fully with the Americans with Disabilities Act (ADA) and ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis.

Hiring procedures have been reviewed and provide persons with disabilities meaningful employment opportunities. Pre-employment inquiries are made only regarding an applicant's ability to perform the duties of the position.

Post-offer medical examinations are required only for those positions in which there is a bona fide job-related physical requirement. They are given to all persons entering the position only after conditional job offers. Medical records will be kept separate and confidential.

Reasonable accommodation may be available to disabled employees, where their disability affects the performance of job functions unless the accommodation causes an undue hardship. All employment decisions are based on the merits of the situation in accordance with defined criteria, not the disability of the individual.

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Qualified individuals with disabilities are entitled to equal pay and other forms of compensation (or changes in compensation) as well as in job assignments, classifications, organizational structures, position descriptions, lines of progression, and seniority lists.

This policy is neither exhaustive nor exclusive. PSA is committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and all other applicable federal, state, and local laws.

### **111 Job Posting**

Effective Date: 6/7/2018

Revision Date:

PSA provides employees an opportunity to indicate their interest in open positions and advance within the PSA according to their skills and experience. In general, notices of all regular, full-time job openings are posted, although PSA reserves its discretionary right to not post a particular opening.

Job openings will be posted internally in various locations using various formats and normally remain open for 7 days. Each job posting notice will include the dates of the posting period, job title, department, job summary, essential duties, and qualifications (required skills and abilities).

For current staff to be eligible to transfer into a posted position, the employee must have performed competently for at least one year in their current position. Employees who are actively in the discipline process within the prior year are ineligible for transfer. Eligible employees can only apply for those posted jobs for which they possess the required skills, competencies, and qualifications. To apply for an open position, candidates should submit an application and complete it in its entirety.

Job posting is a way to inform employees of openings and to identify qualified and interested applicants who might not otherwise be known to the hiring manager. Other recruiting sources may also be used to fill open positions in the best interest of the PSA.

### **112 Employment Categories**

Effective Date: 6/7/2018

Revision Date:

It is the intent of PSA to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee



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employment for any specified period of time. Accordingly, the right to terminate the employment relationship at will at any time is retained by both the employee and PSA.

Each employee is designated as either NONEXEMPT or EXEMPT from federal and state wage and hour laws. NONEXEMPT employees are entitled to overtime pay under the specific provisions of federal and state laws. EXEMPT employees are excluded from specific provisions of federal and state wage and hour laws. In addition to the above categories, each employee will belong to one other employment category:

**REGULAR FULL-TIME** employees are those who are regularly scheduled to work PSA's full-time schedule. They are eligible for PSA's benefit package, subject to the terms, conditions, and limitations of each benefit program.

**PART-TIME** employees are those who are not assigned to a temporary or introductory status and who are regularly scheduled to work less than 30 hours per week. While they do receive all legally mandated benefits (such as Social Security and workers' compensation insurance), they are ineligible for all of PSA's other benefit programs.

**TEMPORARY** employees are those who are hired as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status unless and until notified of a change. While temporary employees receive all legally mandated benefits (such as workers' compensation insurance and Social Security), they are ineligible for all of PSA's other benefit programs.

### **113 Access to Personnel Files**

Effective Date: 6/7/2018

Revision Date:

PSA maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals and salary increases, and other employment records.

Personnel files are the property of PSA, and access to the information they contain is restricted. Generally, only supervisors and management personnel of PSA who have a legitimate reason to review information in a file are allowed to do so.

Employees who wish to review their own file should contact the Human Resources Department. With reasonable advance notice, employees may review their own personnel files in PSA's offices and in the presence of an individual appointed by PSA to maintain the files.

Personnel files shall be available for public inspections at reasonable times and in accordance with Official Code of Georgia Annotated as allowed by the State of Georgia Sunshine Laws.

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Employment files shall be kept in accordance with state and federal regulations after termination of employment.

### **114 Employment Reference Checks**

Effective Date: 6/7/2018

Revision Date:

The Human Resources Department will respond to all reference check inquiries from other employers. Responses to such inquiries will confirm only dates of employment, position(s) held and wage rates.

### **115 Personnel Data Changes**

Effective Date: 6/7/2018

Revision Date:

It is the responsibility of each employee to promptly notify PSA of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency, educational accomplishments, and other such status reports should be accurate and current at all times. If any personnel data has changed, notify the Human Resources Department.

All promotions, demotions, transfers, title changes, separations, and any other personnel transactions shall be recorded and maintained by the Human Resources Department.

### **116 Introductory Period**

Effective Date: 6/7/2018

Revision Date:

The introductory period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. PSA uses this period to evaluate employee capabilities, work habits, and overall performance. Either the employee or PSA may end the employment relationship at will at any time during or after the introductory period, with or without cause or advance notice.

All new and rehired employees work on an introductory basis for the first six (6) months after their date of hire. Employees who are promoted or transferred within PSA must complete a secondary introductory

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period for six months (6) with each reassignment to a new position. Any significant absence will automatically extend an introductory period by the length of the absence. If PSA determines that the designated introductory period does not allow sufficient time to thoroughly evaluate the employee's performance, the introductory period may be extended for a specified period.

In cases of promotions or transfers within PSA, an employee who, in the sole judgment of management, is not successful in the new position can be removed from that position at any time during the secondary introductory period. If this occurs, the employee may be allowed to return to his or her former job or to a comparable job for which the employee is qualified, depending on the availability of such positions and PSA's needs.

Upon satisfactory completion of the initial introductory period, employees enter the "regular" employment classification.

During the initial introductory period, new employees are eligible for those benefits that are required by law, such as workers' compensation insurance and Social Security. After becoming regular employees, they may also be eligible for other PSA-provided benefits, subject to the terms and conditions of each benefits program. Employees should read the information for each specific benefits program for the details on eligibility requirements.

Benefits eligibility and employment status are not changed during the secondary introductory period that results from a promotion or transfer within PSA.

### **117 Employment Applications**

Effective Date: 6/7/2018

Revision Date:

PSA relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

### **118 Performance Evaluation**

Effective Date: 6/7/2018

Revision Date:

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal,

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day-to-day basis. Additional formal performance evaluations are conducted to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

Evaluations shall be prepared by the immediate supervisor of each employee and reviewed by the Department Head and Human Resources Director. The evaluator shall discuss each performance evaluation with the employee being evaluated and obtain the employee's signature.

Merit-based pay adjustments may be awarded by PSA in an effort to recognize truly superior employee performance. The decision to award such an adjustment is dependent upon numerous factors, including the information documented by this formal performance evaluation process and funding availability.

### **119 Job Descriptions**

Effective Date: 6/7/2018

Revision Date:

PSA makes every effort to create and maintain accurate job descriptions for all positions within the PSA. Each description includes a job information section, a job summary section (giving a general overview of the job's purpose), an essential duties and responsibilities section, a qualifications section (knowledge, skills and abilities), education, experience and certification section, and a physical demands section.

PSA maintains job descriptions to aid in orienting new employees to their jobs, identifying the requirements of each position, establishing hiring criteria, setting standards for employee performance evaluations, and establishing a basis for making reasonable accommodations for individuals with disabilities.

The Human Resources Department prepares job descriptions when new positions are created. Existing job descriptions are also reviewed and revised in order to ensure that they are up to date. Job descriptions may also be rewritten periodically to reflect any changes in the position's duties and responsibilities. All employees will be expected to help ensure that their job descriptions are accurate and current, reflecting the work being done.

Employees should remember that job descriptions do not necessarily cover every task or duty that might be assigned, and that additional responsibilities may be assigned as necessary. Contact the Human Resources Department if you have any questions or concerns about your job description.

### **120 Salary Administration**

Effective Date: 6/7/2018

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The salary administration program at PSA was created to achieve consistent pay practices, comply with federal and state laws, mirror our commitment to Equal Employment Opportunity, and offer competitive salaries within our labor market. Because recruiting and retaining talented employees is critical to our success, PSA is committed to paying its employees equitable wages that reflect the requirements and responsibilities of their positions and are comparable to the pay received by similarly situated employees in other organizations in the area.

Compensation for every position is determined by several factors, including job analysis and evaluation, the essential duties and responsibilities of the job, and salary survey data on pay practices of other employers. PSA periodically reviews its salary administration program and restructures it as necessary.

Employees should bring their pay-related questions or concerns to the attention of their immediate supervisors, who are responsible for the fair administration of departmental pay practices. The Human Resources Department is also available to answer specific questions about the salary administration program.

### **121 Medical Information Privacy**

Effective Date: 6/7/2018

Revision Date:

This Medical Information Privacy policy describes how health information about employees may be used and disclosed by PSA and how employees can get access to this information. PSA is committed to maintaining and protecting the confidentiality of our employees' personal information in compliance with the Health Insurance Portability and Accountability Act (HIPAA). The Human Resources Department is the designated Privacy Officer for all employee medical information.

This policy of privacy practices applies to the health plans of PSA that are covered by privacy regulations, for example health benefit plans, dental plans, employee assistance plans, and pharmacy benefit programs (collectively referred to as the Benefit Plans). The Benefit Plans are required by federal and state law to protect the privacy of employees' individually identifiable health information and other personal information and to provide employees with notice about their policies, safeguards, and practices. When the Benefit Plans use or disclose employees' protected health information, the Benefit Plans are bound by the terms of this policy, or a revised policy, if applicable.

The Benefit Plans will not use employees' protected health information or disclose it to others without the employees' authorization, except for the following purposes:

Treatment - The Benefit Plans may disclose employees' protected health information, or employees' covered dependents' protected health information, to a health care provider or administrator for its provision, coordination, or management of the employees' health care and related services. For example,

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prior to providing a health service to an employee, the employee's doctor may ask for information concerning whether and when the service was previously provided to the employee. The Benefit Plans may use and disclose employees' protected health information for treatment activities of a health care provider.

**Payment** - The Benefit Plans may use and disclose employees' protected health information to facilitate payment of premiums for employees' coverage, and to determine and fulfill their responsibility to provide employees' medical, dental, and EAP benefits. For example, employees' protected health information may be used to make coverage determinations, administer claims, and coordinate benefits with other coverage employees may have. The Benefit Plans may also disclose employees' protected health information to a health plan or administrator to determine employees' eligibility for coverage, or for the health care provider to obtain payment for health care services provided to the employee.

**Health Care Operations** - The Benefit Plans may use and disclose employees' protected health information for their health care operations, or the health care operations of a third party administrator of the Benefit Plans. For example, the Benefit Plans may use protected health information to conduct quality assessment and improvement activities. Other health care operations may include providing appointment reminders, or sending employees information about treatment alternatives or other health-related benefits and services. The Benefit Plans also may disclose employees' protected health information to another health plan or provider that has a relationship with an employee, so that it can conduct quality assessment and improvement activities (for example, to perform case management).

**Disclosure to Employer or Operating Company** - The Benefit Plans may disclose employees' protected health information to PSA, or to a company acting on the behalf of PSA, so that it can monitor, audit, and otherwise administer the employee health benefit plan in which employees participate. PSA and its operating companies are not permitted to use protected health information for any purpose other than administration of employees' health, dental, and EAP benefits. The Benefit Plans will not disclose protected health information to PSA for the purposes of employment-related actions or decisions, or in connection with any other benefit or employee benefit plan. The Benefit Plans will identify employees who are authorized to receive and use protected health information.

**Disclosure to Health Care Vendors and Accreditation Organizations** - The Benefit Plans may disclose employees' protected health information to companies with whom they contract, if they need it to perform requested services. For example, the Benefit Plans may provide protected health information to vendors who provide important information and guidance to plan members with chronic conditions such as diabetes and asthma. Protected health information may be disclosed to accreditation organizations such as the National Committee for Quality Assurance (NCQA) for quality measurement purposes. When the Benefit Plans enter into these arrangements, they will obtain a written agreement to protect employees' protected health information.

**Public Health Activities** - The Benefit Plans may disclose employees' protected health information for the following public health activities and purposes: 1) to report health information to public health authorities that are authorized by law to receive such information for the purpose of controlling disease, injury, or disability; 2) to report child abuse or neglect to a government authority that is authorized by law to receive

## PSA

such reports; 3) to report information about a product or activity that is regulated by the U. S. Food and Drug Administration (FDA) to a person responsible for the quality, safety, or effectiveness of the product or activity; and, 4) to alert a person who may have been exposed to a communicable disease, if the Benefit Plans are authorized by law to give this notice.

**Health Oversight Activities** - The Benefit Plans may disclose employees' protected health information to a government agency that is legally responsible for oversight of the health care system or for ensuring compliance with the rules of government benefit programs, such as Medicare or Medicaid, or other regulatory programs that need health information to determine compliance.

**For Research** - The Benefit Plans may disclose employees' protected health information for medical research purposes, subject to strict legal restrictions.

**To Comply with the Law** - The Benefit Plans may use and disclose employees' protected health information to comply with the law.

**Judicial and Administrative Proceedings** - The Benefit Plans may disclose employees' protected health information in a judicial or administrative proceeding or in response to a legal order.

**Law Enforcement Officials** - The Benefit Plans may disclose employees' protected health information to the police or other law enforcement officials, as required by law or in compliance with a court order or other process authorized by law.

**Health or Safety** - The Benefit Plans may disclose employees' protected health information to prevent or lessen a serious and imminent threat to employees' health or safety or the health and safety of the general public.

**Government Functions** - The Benefit Plans may disclose employees' protected health information to various departments of the government such as the U. S. military or the U. S. Department of State.

**Workers' Compensation** - The Benefit Plans may disclose employees' protected health information when necessary to comply with workers' compensation laws.

**Other** - The Benefit Plans may disclose employees' protected health information when necessary to file claims with re-insurers or stop-loss carriers, or to obtain coverage with re-insurers or stop-loss carriers. The Benefit Plans may also disclose employees' protected health information to subrogation vendors to recoup payments made by the Benefit Plans that were reimbursed by other insurance arrangements.

**Uses and Disclosures with Employees' Written Authorization** - The Benefit Plans will not use or disclose employees' protected health information for any purpose other than the purposes described in this policy without the employees' written authorization. For example, the Benefit Plans will not supply protected health information to another company for its marketing purposes or to a potential employer with whom an employee is seeking employment without the employee's signed authorization. Employees may revoke an authorization that has previously been given by sending a written request to the Human Resources Department, but not with respect to any actions the Benefit Plans have already taken.

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Disclosure to Others Involved in an Employee's Care - The Benefit Plans may disclose protected health information about employees to a relative, a friend, the subscriber of employees' benefits, or any other person employees identify, provided the information is directly relevant to that person's involvement with employees' health care or payment for that care. For example, if a family member or a caregiver calls PSA with knowledge of an employee's protected health information, PSA may confirm protected health information or answer questions. Employees have the right to stop or limit this type of disclosure by contacting the Human Resources Department. If an employee is a minor, the employee also may have the right to block parental access to the employee's protected health information in certain circumstances, if permitted by state law.

Employees may request restrictions on the use and disclosure of the employee's protected health information for the treatment, payment, and health care operations purposes explained in this policy. While the Benefit Plans will consider all requests for restrictions carefully, the Benefit Plans are not required to agree to a requested restriction.

Employees may ask to receive communications of their protected health information from the Benefit Plans by alternative means of communication or at alternative locations. While the Benefit Plans will consider reasonable requests carefully, they are not required to agree to all requests.

Employees may ask to inspect or to obtain a copy of their protected health information that is included in certain records the Benefit Plans maintain. Under limited circumstances, the Benefit Plans may deny employees access to a portion of their records. If employees request copies, the Benefit Plans may charge employees copying and mailing costs.

Employees have the right to ask the Benefit Plans to amend protected health information that is contained in the Benefit Plans records. If the Benefit Plans determine that the record is inaccurate, and the law permits the Benefit Plans to amend it, the Benefit Plans will correct it. If the employee's doctor or another person created the information that the employee wants to change, the employees should ask that person to amend the information.

Upon request, employees may obtain an accounting of disclosures the Benefit Plans have made of their protected health information. The accounting that the Benefit Plans provide will not include disclosures made before April 14, 2003, disclosures made for treatment, payment or health care operations, disclosures made earlier than six years before the date of the request, and certain other disclosures that are exempted by law. If employees request an accounting more than once during any 12-month period, the Benefit Plans will charge those employees a reasonable fee for each accounting statement after the first one.

Employees may contact the Human Resources Department to obtain a paper copy of this policy, even if the employees previously agreed to receive notices electronically. Employees must also contact the Human Resources Department if they wish to make any of the requests listed above.

If employees want more information about privacy rights, do not understand their privacy rights, are concerned that the Benefit Plans have violated their privacy rights, or disagree with a decision that the Benefit Plans made about access to protected health information, they may contact the Human Resources



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Department. Employees may also file written complaints with the Secretary of the U. S. Department of Health and Human Services. PSA will not take any action against employees if they file a complaint.

PSA may change the terms of this policy at any time. If PSA changes this policy, PSA may make the new policy terms effective for all protected health information that the Benefit Plans maintain, including any information the Benefit Plans created or received before PSA issued the new policy. If PSA makes any changes to the Medical Information Privacy policy, notice of the changes will be provided to employees.

### **122 Social Security Number Privacy**

Effective Date: 6/7/2018

Revision Date:

To protect employees' personal information, Camden County prohibits the use of employees' Social Security numbers for identification purposes, except as allowed by law. Camden County will not:

- \* Publicly post or publicly display in any manner an employee's Social Security number. "Publicly post" or "publicly display" means to intentionally communicate or otherwise make available to the general public.

- \* Print an employee's Social Security number on any card required for the employee to access products or services provided by Camden County.

- \* Require an employee to transmit his or her Social Security number over the Internet, unless the connection is secure or the Social Security number is encrypted.

- \* Require an employee to use his or her Social Security number to access an Internet web site, unless a password or unique personal identification number or other authentication device is also required to access the Internet web site.

- \* Print an employee's Social Security number on any materials that are mailed to the employee, unless state or federal law requires the Social Security number to be on the document to be mailed.

However, Social Security numbers may be included in applications and forms sent by mail, including documents sent as part of an application or enrollment process; or to establish, amend, or terminate an account, contract, or policy; or to confirm the accuracy of the Social Security number.

In instances where Camden County previously used an employee's Social Security number in a manner inconsistent with this policy, it will continue using that employee's Social Security number in that manner, if all of the following conditions are met:

- \* The use of the Social Security number is continuous. If the use is stopped for any reason, the conditions listed above will apply.

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\* The employee is provided an annual disclosure that informs the employee that he or she has the right to stop the use of his or her Social Security number in a manner prohibited by those conditions listed above.

A written request by an employee to stop the use of his or her Social Security number in a prohibited manner will be implemented within 30 days of the receipt of the request. There will be no fee or charge for implementing the request.

Camden County will not deny services to an employee because the employee makes a written request to stop the use of his or her Social Security number.

Camden County will continue to collect, use, or release Social Security numbers as required by state or federal law, and may use Social Security numbers for internal verification or administrative purposes.

Employees who have questions about this policy or who feel that their Social Security number has been used inappropriately by Camden County should contact the Human Resources Department.

### **123 Employee Benefits**

Effective Date: 6/7/2018

Revision Date:

Eligible employees at PSA are provided a wide range of benefits. A number of the programs (such as Social Security, workers' compensation, state disability, and unemployment insurance) cover all employees in the manner prescribed by law.

Benefits eligibility is dependent upon a variety of factors, including employee classification. Human Resources can identify the programs for which you are eligible. Details of many of these programs can be found elsewhere in the employee PSA Handbook.

The following benefit programs are available to eligible employees:

- Health Insurance
- Dental Insurance
- Vision Care Insurance
- Health Saving Account
- Flexible Spending Account
- County Clinic

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- Wellness Program
- Life Insurance
- Supplemental Life Insurance
- Long Term Disability
- Short Term Disability
- Ancillary Products
- 401(a)/457(b) Retirement
  - PSA makes 3% contribution for full time employees after completion of one year of service.
  - PSA will match up to an additional 6% for full time employees after one year of employment.
- 14 Paid Holidays
- Annual Leave
- Sick Leave
- Bereavement Leave
- FMLA
- Jury Duty Leave
- Military Leave
- Financial Counseling
- Employee Assistance Program
- Discounts

Some benefit programs require contributions from the employee, but most are fully paid by PSA.

### **124 Vacation Benefits**

Effective Date: 6/7/2018

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### Revision Date:

Annual leave is available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits. Employees in the following employment classification(s) are eligible to earn and use vacation time as described in this policy:

#### \* Regular full-time employees

Covered full-time employees begin to accrue personal leave upon employment pursuant to the following: If employed on or after the 1<sup>st</sup> day of the month but prior to the 16<sup>th</sup> day of the month the new employee leave accrual shall begin on the 1<sup>st</sup> day of the month employed; If employed on or after the 16<sup>th</sup> day of the employed month the new employee leave accrual shall begin on the 1<sup>st</sup> day of the following month. Employees may begin using personal leave after the six (6) month probationary period. All personal leave shall be posted after the last day of the month in which the personal leave was accrued.

Number of Normal Hours per Work Day	Number of Leave Hours Accrued per Month	Number of Years of Continuous Employment
8 hours	6.67 hours	6 mth. - 4 yrs.
8 hours	12 hours	5 yrs. - 9 yrs.
8 hours	16 hours	10 yrs. – 14 yrs
8 hours	20 hours	15 yrs & over

For non-exempt employees, annual leave time can be used in minimum increments of one hour. Exempt employees can only use time to cover their entire shift. To take vacation, employees should request advance approval from their supervisors. Requests will be reviewed based on a number of factors, including business needs and staffing requirements.

Annual leave is paid at the employee's base pay rate at the time of vacation. It does not include overtime or any special forms of compensation.

#### \* Regular part-time employees

Covered part-time employees begin to accrue personal leave upon 3 consecutive years of employment at the rate of (1) hour per month.

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As stated above, employees are encouraged to use available annual leave time for rest, relaxation, and personal pursuits. In the event that available vacation is not used by the end of the benefit year, employees may carry unused time forward to the next benefit year.

Upon termination of employment, employees will be paid for unused vacation time that has been earned through the last day of work up to 360 hours. Any amount of accrued leave over 360 hours will be forfeited.

## **125 Holidays**

Effective Date: 6/7/2018

Revision Date:

PSA will grant holiday time off to all eligible employees on the holidays listed below:

- \* New Year's Day (January 1)
- \* Martin Luther King, Jr. Day (third Monday in January)
- \* Presidents' Day (third Monday in February)
- \* Good Friday (Friday before Easter)
- \* Memorial Day (last Monday in May)
- \* Independence Day (July 4)
- \* Labor Day (first Monday in September)
- \* Columbus Day (second Monday in October)
- \* Veterans' Day (November 11)
- \* Thanksgiving (fourth Thursday in November)
- \* Day after Thanksgiving
- \* Christmas Eve (December 24)
- \* Christmas (December 25)
- \* Day after Christmas

PSA will grant paid holiday time off to all eligible employees immediately upon assignment to an eligible employment classification. Holiday pay will be calculated based on the employee's straight-time pay rate (as of the date of the holiday) times the number of hours the employee would otherwise have worked on that day. Eligible employee classification(s):

## PSA

\* Regular full-time employees

\* Regular part-time employees who have been with the PSA at least 3 years and were regularly scheduled to work on the holiday.

To be eligible for holiday pay, employees must work the last scheduled day immediately preceding and the first scheduled day immediately following the holiday.

A recognized holiday that falls on a Saturday will be observed on the preceding Friday. A recognized holiday that falls on a Sunday will be observed on the following Monday.

If a recognized holiday falls during an eligible employee's paid absence (such as vacation or sick leave), holiday pay will be provided instead of the paid time off benefit that would otherwise have applied.

Any employee who's regularly scheduled workday falls on an official county holiday shall be paid at the regular rate. Any essential employee called in to work on an official county holiday, for whatever reason, shall be paid at one and one-half times the regular rate for each hour worked or take a subsequent day off in lieu of the holiday worked.

Paid time off for holidays will not be counted as hours worked for the purposes of determining overtime.

### **126 Workers' Compensation Insurance**

Effective Date: 6/7/2018

Revision Date:

PSA provides a comprehensive workers' compensation insurance program at no cost to employees in accordance with the State of Georgia Workers' Compensation laws. This program provides coverage which may provide you with medical, rehabilitation, and income benefits if you are injured on the job. These benefits are provided to help you return to work. The benefits also may provide benefits to your dependents if you die as a result of a job-related injury.

Employees who sustain work-related injuries or illnesses should inform their supervisor immediately even if the employee is refusing treatment. The supervisor and employee will complete the Worker's Compensation Packet in its entirety. PSA provides assistance and case management for all work-related accidents and illnesses. Depending on the circumstance, claims may be subject to thorough review and further investigation in accordance with Georgia State Workers' Compensation law.

### **127 Sick Leave Benefits**

Effective Date: 6/7/2018

Revision Date:

PSA provides paid sick leave benefits to all eligible employees for periods of temporary absence due to

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\* Regular full-time employees

\*Regular part-time employees who have been with the PSA 3 years

Covered Full-time employees begin to accrue sick leave immediately upon employment at the rate of (4) hours per month.

Covered Part-time employees begin to accrue sick leave upon 3 years of continuous employment at the rate of (1) hour per month.

Paid sick leave can be used in minimum increments of one hour. An eligible employee may use sick leave benefits for an absence due to his or her own illness or injury, or that of a child, parent, or spouse of the employee.

Employees who are unable to report to work due to illness or injury should notify their direct supervisor at least two (2) hours before the scheduled start of their workday if feasible. The direct supervisor must also be contacted on each additional day of absence.

If an employee is absent for three or more consecutive days due to illness or injury, a physician's statement must be provided verifying the disability and its beginning and expected ending dates. Such verification may be requested for other sick leave absences as well and may be required as a condition to receiving sick leave benefits.

Before returning to work from a sick leave absence of 3 calendar days or more, an employee must provide a physician's verification that he or she may safely return to work.

Sick leave benefits will be calculated based on the employee's base pay rate at the time of absence and will not include any special forms of compensation. Unused sick leave benefits will be allowed to accumulate indefinitely.

Sick leave benefits are intended solely to provide income protection in the event of illness or injury, and may not be used for any other absence. Unused sick leave benefits will not be paid to employees while they are employed or upon termination of employment.

### **128 Military Leave**

Effective Date: 6/7/2018

Revision Date:

Any regular employee who is a voluntary member of the National Guard or any organized military reserve force or component of the United States armed forces, pursuant to O.C.G.A. Sec. 38-2-279, are required to pay the employee for up to eighteen (18) days of ordered military leave per federal fiscal year (October September 30) for days spent in this service. In the event the Governor declares an emergency and orders an employee into state active duty as a member of the National Guard, the employee shall be compensated up to and including thirty (30) days. The employee will be allowed paid leave only for those days for which he or she is regularly scheduled to work. Twenty-four (24) hour shift fire personnel will be paid for scheduled shifts within an eighteen (18) or thirty (30) day period covered by the orders, as applicable. Such leave shall not be charged to annual leave. This Section shall not apply to employees hired on a temporary basis or to employees involuntarily drafted or inducted into military service.

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If the covered employee's military leave is less than thirty (30) days, the benefits (accrue sick leave, annual leave, holiday pay, pension benefits, insurance coverage, seniority rights or any other right or privilege by reason of such absence) in the same manner the employee was earning immediately prior to commencing the authorized leave of absence with or without pay, subject to state and federal law, as amended.

If a covered employee's performance review date occurs during the military leave period, the employee must not be evaluated until he or she returns to work. The performance review will be completed within the first thirty (30) days upon the employees' return to work. The effective date of the review will be the actual date of 23 the review.

Covered employees who are required to report for a short military training period will be allowed leave of absence with pay not to exceed a total of eighteen (18) calendar days in any one continuous period of absence to go to, attend, and return from ordered military duty upon presentation of orders. The group health insurance will continue during the military training period.

### **129 Bereavement Leave**

Effective Date: 6/7/2018

Revision Date:

Employees who wish to take time off due to the death of an immediate family member should notify their supervisor immediately.

Paid bereavement leave will be provided to eligible employees in the following classification(s):

- \* Regular full-time employees

Employees are eligible for three (3) days of paid bereavement leave if the family member is within a 150 mile radius of the employee's home. An employee is eligible for four (4) days if the family member resides further away than the 150 mile radius. Bereavement pay is calculated based on the base pay rate at the time of absence and will not include any special forms of compensation.

Bereavement leave will normally be granted unless there are unusual business needs or staffing requirements. Employees may, with their supervisors' approval, use any available paid leave for additional time off as necessary.

PSA defines "immediate family" as the employee's spouse, parent, child, sibling; the employee's spouse's parent, child, or sibling; the employee's child's spouse; grandparents or grandchildren. Special consideration will also be given to any other person whose association with the employee was similar to any of the above relationships.



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## **130 Jury Duty**

Effective Date: 8/7/2018

Camden County encourages employees to fulfill their civic responsibilities by serving jury duty when required. Employees in an eligible classification may request up to 2 weeks of paid jury duty leave over any 1 year period. Jury duty pay will be calculated on the employee's base pay rate times the number of hours the employee would otherwise have worked on the day of absence. Employee classifications that qualify for paid jury duty leave are:

\* Regular full-time employees

If employees are required to serve jury duty beyond the period of paid jury duty leave, they may use any available paid time off (for example, vacation benefits) or may request an unpaid jury duty leave of absence.

Employees must show the jury duty summons to their supervisor as soon as possible so that the supervisor may make arrangements to accommodate their absence. Of course, employees are expected to report for work whenever the court schedule permits.

PSA will continue to provide health insurance benefits for the full term of the jury duty absence. Benefit accruals such as vacation, sick leave, or holiday benefits will be suspended during unpaid jury duty leave and will resume upon return to active employment.

Acceptance of payment from the court will disqualify the employee from payment under this policy. PSA employees must submit any court-issued jury duty payment to Finance if paid regular earnings per this policy.

## **131 Witness Duty**

Effective Date: 6/7/2018

Revision Date:

PSA encourages employees to appear in court for witness duty when subpoenaed to do so.

If the employee is requested to appear in court on behalf of PSA, the employee will be paid regular hours for their time.

Employees will be granted unpaid time off to appear in court as a witness when requested by a party other than PSA. Employees are free to use any available annual leave to receive compensation for the period of this absence.

The subpoena should be shown to the employee's supervisor immediately after it is received so that operating requirements can be adjusted, where necessary, to accommodate the employee's absence. The employee is expected to report for work whenever the court schedule permits.

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## **132 Benefits Continuation (COBRA)**

Effective Date: 6/7/2018

Revision Date:

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under PSA's health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; and a dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage at PSA's group rates plus an administration fee. PSA provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under PSA's health insurance plan. The notice contains important information about the employee's rights and obligations.

## **133 Health Insurance**

Effective Date: 6/7/2018

Revision Date:

PSA's health insurance plan provides employees and their dependents access to medical, dental, and vision care insurance benefits. Employees in the following employment classifications are eligible to participate in the health insurance plan:

- \* Regular full-time employees

Eligible employees may participate in the health insurance plan subject to all terms and conditions of the agreement between PSA and the insurance carrier.

Details of the health insurance plan are described in the Summary Plan Description (SPD). An SPD and information on cost of coverage will be provided in advance of enrollment to eligible employees. Contact the Human Resources Department for more information about health insurance benefits.

## **134 Life and ADD Insurance**

Effective Date: 6/7/2018

Revision Date:

Life insurance offers you and your family important financial protection. PSA provides a basic life

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insurance plan for eligible employees. Additional supplemental life insurance coverage may also be purchased.

Accidental Death and Dismemberment (AD&D) insurance provides protection in cases of serious injury or death resulting from an accident. AD&D insurance coverage is provided as part of the basic life insurance plan.

Employees in the following employment classifications are eligible to participate in the life insurance plan:

- \* Regular full-time employees

Eligible employees may participate in the life insurance plan subject to all terms and conditions of the agreement between PSA and the insurance carrier.

Details of the basic life insurance plan including benefit amounts are described in the Summary Plan Description provided to eligible employees. Contact the Human Resources Department for more information about life insurance benefits.

## **135 Long-Term Disability**

Effective Date: 6/7/2018

Revision Date:

PSA provides a long-term disability (LTD) benefits plan to help eligible employees cope with an illness or injury that results in a long-term absence from employment. LTD is designed to ensure a continuing income for employees who are disabled and unable to work.

Employees in the following employment classifications are eligible to participate in the LTD plan:

- \* Regular full-time employees

Eligible employees may participate in the LTD plan subject to all terms and conditions of the agreement between PSA and the insurance carrier.

Details of the LTD benefits plan including benefit amounts, and limitations and restrictions are described in the Summary Plan Description provided to eligible employees. Contact the Human Resources Department for more information about LTD benefits.

## **136 Retirement Plan**

Effective Date: 6/7/2018

Revision Date:

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### 457(b)

PSA has established a 457(b) savings plan to provide employees the potential for future financial security for retirement.

Full time employees are eligible the first day of employment. The 457(b) savings plan allows you to elect how much salary you want to contribute and direct the investment of your plan account, so you can tailor your own retirement package to meet your individual needs. PSA also contributes an additional matching, up to 6% to each employee's 457(b) contribution. The 457(b) account is 100% ownership immediately with no vesting schedule.

Because your contribution to a 457(b) plan is automatically deducted from your pay before federal and state tax withholdings are calculated, you save tax dollars now by having your current taxable amount reduced. While the amounts deducted generally will be taxed when they are finally distributed, favorable tax rules typically apply to 457(b) distributions.

Complete details of the 457(b) savings plan are described in the Summary Plan Description provided to eligible employees. Contact the Human Resources Department for more information about the 457(b) plan.

### 401(a)

PSA provides a Defined Contribution Plan for all eligible employees. Benefits are based on earning, years of service and age at retirement. The County contributes 3% to the account after completing a year of service. You are 100% vested following 5 years of employment.

## **137 Employee Assistance Program**

Effective Date: 6/7/2018

Revision Date:

PSA cares about the health and well-being of its employees and recognizes that a variety of personal problems can disrupt their personal and work lives. While many employees solve their problems either on their own or with the help of family and friends, sometimes employees need professional assistance and advice.

Through the Employee Assistance Program (EAP), PSA provides confidential access to professional counseling services for help in confronting such personal problems as alcohol and other substance abuse, marital and family difficulties, financial or legal troubles, and emotional distress. The EAP is available to all employees and their immediate family members offering problem assessment, short-term counseling, and referral to appropriate community and private services.

The EAP is strictly confidential and is designed to safeguard your privacy and rights. Information given to the EAP counselor may be released only if requested by you in writing. All counselors are guided by a Professional Code of Ethics.

Personal information concerning employee participation in the EAP is maintained in a confidential manner. No information related to an employee's participation in the program is entered into the

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personnel file.

There is no cost for employees to consult with an EAP counselor. If further counseling is necessary, the EAP counselor will outline community and private services available. The counselor will also let employees know whether any costs associated with private services may be covered by their health insurance plan. Costs that are not covered are the responsibility of the employee.

Minor concerns can become major problems if you ignore them. No issue is too small or too large, and a professional counselor is available to help you when you need it. Call the EAP at 800-540-3758 to contact an EAP counselor.

### **138 Timekeeping**

Effective Date: 6/7/2018

Revision Date:

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

Nonexempt employees should accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period. They should also record the beginning and ending time of any split shift or departure from work for personal reasons. Overtime work must always be approved before it is performed.

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

### **139 Paydays**

Effective Date: 6/7/2018

Revision Date:

All employees are paid biweekly on every other Friday. Each paycheck will include earnings for all work performed through the end of the previous payroll period.

Employees are strongly encouraged to sign up for direct deposit. Forms for enrollment in direct deposit are provided in the Human Resources Department. Employees will receive an electronic pay stub when PSA makes direct deposits.

In the event that a regularly scheduled payday falls on a day off such as a weekend or holiday, employees will receive pay on the last day of work before the regularly scheduled payday.

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## **140 Employment Termination/Rehire**

Effective Date: 6/7/2018

Revision Date:

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

1. Resignation - voluntary employment termination initiated by an employee.
2. Discharge - involuntary employment termination initiated by the organization.
3. Layoff - involuntary employment termination initiated by the organization for non-disciplinary reasons.
4. Retirement - voluntary employment termination initiated by the employee meeting age, length of service, and any other criteria for retirement from the organization.

Since employment with PSA is based on mutual consent, both the employee and PSA have the right to terminate employment at will, with or without cause, at any time.

Employee benefits will be affected by employment termination in the following manner. All accrued, vested benefits that are due and payable at termination will be paid. Some benefits may be continued at the employee's expense if the employee so chooses. The employee will be notified in writing of the benefits that may be continued and of the terms, conditions, and limitations of such continuance.

### **Rehire**

It is the policy of PSA to recognize prior years of service of a former county employee that returns to the organization within six (6) months of the termination date. The outlined practices below define guidelines with reinstatement of certain benefits, seniority and accrual.

1. The employee will not be granted any preferential treatment or provided a guarantee to be rehired.
2. The employee must be eligible for rehire within the organization.
3. The employee must follow the application process as any other eligible candidate applying for the same position.
4. The rehired associate will be subject to the same pre-placement process as are new associates including, but not limited to, health assessment, drug screening, background and reference checks.
5. If the employee follows policy and is rehired within the six month time frame the employee will receive the following:
  - a. Annual Leave and Sick Leave accrual according to the original date of hire.
  - b. No lapse in pension vesting or match schedule.
6. Benefits will become effective the first of the month following thirty (30) days.

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7. Seniority will be based on the rehire date.
8. The rehired employee will be subject to the new hire probationary period in accordance with the job role.

### **141 Safety**

Effective Date: 6/7/2018

Revision Date:

To assist in providing a safe and healthful work environment for employees, customers, and visitors, PSA has established a workplace safety program. This program is a top priority for PSA. The Camden County's Director of Risk and Benefits has responsibility for implementing, administering, monitoring, and evaluating the safety program. Its success depends on the alertness and personal commitment of all.

PSA provides information to employees about workplace safety and health issues through regular internal communication channels such as supervisor-employee meetings, bulletin board postings, memos, or other written communications. A safety advisory group has been established to assist in these activities and to facilitate effective communication between employees and management about workplace safety and health issues.

Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition to the appropriate supervisor. Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action, up to and including termination of employment.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify the Camden County's Director of Risk and Benefits or the appropriate supervisor. Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefits procedures.

### **142 Smoking**

Effective Date: 6/7/2018

Revision Date:

This smoking policy applies to ALL employees during working time and to customers and visitors while on PSA premises. The PSA will not discriminate against individuals on the basis of their use of legal products, such as tobacco and/or vaping products, if the use occurs in accordance with departmental breaks policy and guidelines, and not on PSA employment premises.

The PSA does not have an obligation to accommodate smokers with “smoking/vaping areas” or “smoke

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breaks,” however, the designated open air areas where smoking/vaping would not be intrusive to others and would not depict an established “smoking area,” may be feasible in certain instances. The PSA Executive Director with the approval of the PSA Board has designated all “smoking/vaping areas” to be twenty-five (25) feet away from all PSA owned buildings.

Smoking employees have a special obligation to keep PSA property free of smoke-related litter. The Employee Onsite Clinic maintains information regarding the effects of smoking/vaping and the availability of smoking cessation programs. The PSA’s management team is responsible for administering this policy. Employees who violate the policy will be subject to disciplinary action in accordance with this policy. The Human Resources Department in concert with the PSA Executive Director is responsible for compliance to this policy.

### **143 Use of Equipment and Vehicles**

Effective Date: 6/7/2018

Revision Date:

#### Use of Equipment and Vehicles

Equipment and vehicles essential in accomplishing job duties are expensive and may be difficult to replace. When using property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

Please notify the supervisor if any equipment, machines, tools, or vehicles appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment or vehicles used on the job.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, can result in disciplinary action, up to and including termination of employment.

### **144 Acceptable Use**

Effective Date:

Revision Date:

Computer facilities, infrastructure and equipment are provided for meeting the goals of PSA and to provide access to local, national, and international facilities and services to respect the intellectual and access rights of others locally, nationally, and internationally. Any use of the facilities, infrastructure, or equipment that is in violation of the guidelines listed below will be considered improper use, access to the accounts will be forfeited, the account will be deleted, and disciplinary action may be pursued.



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This policy applies to all PSA-provided technology resources including but not limited to computers, email accounts, phones, video equipment, copy machines, fax machines, and information storage devices. The use of these resources is a privilege and must be treated as such by all users. The trust that defines this organization requires that our technology resources be used for purposes of the PSA, unselfishly, with good manners, and for the good of the organization as a whole.

Acceptable use of PSA computer systems and access to computer networks include activities that are consistent with the vision, mission and values of PSA. Commercial or illegal use of PSA computer systems is strictly prohibited.

**Adult Material:** Accessing or publishing pornographic or demeaning materials is prohibited. Some material available on the internet will be considered objectionable to others. PSA is not responsible for materials accessed or published by users. The computer facilities are for the use of PSA employees, and those employees may not display, transfer or save magnetically or electronically, print or copy demeaning materials. This includes, but is not limited to, pornography, "how to" documents encouraging violence or illegal acts, and racist tracts or hate speech.

**Harassment:** Use of the phone system, copy machines, fax machines, or computer systems to send obscene or harassing messages anywhere or to anyone is prohibited.

**Commerce:** Use of any technological systems for commercial purposes is prohibited. In the context of this document technological systems include, but are not limited to computer systems, copy machines, video equipment, and phones, and may not be used for private gain or any other commercial purpose.

**Copyright:** Computing facilities and infrastructure will not be used in any manner which violates federal copyright statutes or regulations.

**Privacy:** All users shall respect the privacy of others. A user's files, phone mail messages, and email messages are property of PSA and may be viewed at any time by authorized PSA personnel. Any attempt by unauthorized users to access data, phone, or email messages will be considered theft. Though sensitive information is protected in a number of ways, the proper use of passwords is important to the integrity of any computer system.

**Downloading, Installing, or Using Software:** The unauthorized installation or use of software on any PSA computer is strictly prohibited. Such activity includes, but is not limited to downloading and/or using "chat" software, betting, games, programming languages or utilities. If software is required to perform work duties, a request shall be submitted to the IT Division for installation of the software.

**Abuse:** Vandalism is defined as any malicious attempt to harm, modify, or destroy data of another user, applications, internet, or other networks that are connected to the PSA infrastructure and is prohibited. This includes, but is not limited to the uploading or creating of computer viruses and attempts to remove or erase software which exists on the PSA system. Also included is the destruction, removal, or tampering of any technology hardware such as, but not limited to computers and peripheral devices, video equipment, copy or fax machines, and telephone equipment.

**Consequences:** The consequences of the above violations will be in keeping with PSA's disciplinary system. All are major violations of PSA policy. If there is clear evidence of abuse or a threat to system response, integrity, or security, a user's files may be inspected by the supervisor and/or the IT Division. For violations, a user's access to technology may be suspended in addition to further disciplinary counseling up to and including termination and/or legal action.

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## **145 Work Use Social Media**

Effective Date: 6/7/2018

Revision Date:

The purpose of the Social Media Policy is to encourage employees to make responsible decisions in regards to the use of social media and web posting. Social Media includes but is not limited to: Twitter, Yelp, Tumblr, Google, Facebook, Pinterest, Instagram, YouTube, Foursquare, LinkedIn, Wordpress, Vimeo, Snapchat, and/or other comments on online media forums.

- 1) Internet/Intranet Usage
  - a) Acceptable Use – Internet access is to be used for business/professional purposes during working hours. Any personal social media use must not interfere with normal business activities, must not involve solicitations, and must not potentially embarrass the PSA and/or damage the reputation of PSA.
  - b) Blocked Content- The PSA has sole discretion and reserves the right to block access to any internet site.
  - c) Employees may not represent themselves in a false or misleading way. All statements must be true and not misleading: all claims must be substantiated.
  - d) Post meaningful and respectful comments. Be mindful of the content you post and how it reflects the organization.
  - e) Employees may not comment or post information on topics relating to legal matters or litigation.
  - f) Employees may not produce organizational specific Social Media profiles on their own. Only the PSA Executive Director and Board can approve the PSA's Social Media Platforms.
- 2) Violations of the Social Media Policy
  - a) In the event an employee violates the Social Media Policy the employee may be subject to discipline action as identified in the Progressive Discipline Policy up to and including termination.

## **146 Workplace Violence Prevention**

Effective Date: 6/7/2018

Revision Date:

PSA is committed to preventing workplace violence and to maintaining a safe work environment. Given the increasing violence in society in general, PSA has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during business hours or on its premises.

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All employees, including supervisors and temporary employees, should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, "horseplay," or other conduct that may be dangerous to others. Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited from the premises of PSA without proper authorization.

Conduct that threatens, intimidates, or coerces another employee, a customer, or a member of the public at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual's sex, race, age, or any characteristic protected by federal, state, or local law.

All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to your immediate supervisor or any other member of management. This includes threats by employees, as well as threats by customers, vendors, solicitors, or other members of the public. When reporting a threat of violence, you should be as specific and detailed as possible.

All suspicious individuals or activities should also be reported as soon as possible to a supervisor. Do not place yourself in peril. If you see or hear a commotion or disturbance near your workstation, do not try to intercede or see what is happening.

PSA will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical.

Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

PSA encourages employees to bring their disputes or differences with other employees to the attention of their supervisors or the Human Resources Department before the situation escalates into potential violence. PSA is eager to assist in the resolution of employee disputes, and will not discipline employees for raising such concerns.

### **147 Recording Policy**

Effective Date: 6/7/2018

Employees are hereby given notice that, pursuant to O.C.G.A §50-18-70, et. seq. (Georgia Open Records Act or GORA), any recording made by a PSA employee during the course of his or her workday is considered a public record. This would include any recording made on a personally owned device such as a camcorder, smartphone, audio recorder, computer, or other similar electronic recording device.

Interactions between employees which are recorded during the course of their workday should be maintained in accordance with OCGA §50-18-70(2) states: "Public record" means all documents, papers, letters, maps, books, tapes, photographs, computer based or generated information, data, data fields, or similar material prepared and maintained or received by an agency or by a private person or entity in the

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performance of a service or function for or on behalf of an agency or when such documents have been transferred to a private person or entity by an agency for storage or future governmental use.

Whether a cell phone is personal or not, if it is used as a tool on PSA time, during PSA meetings, with PSA personnel to capture any content, that content is a communication which is subject to open records request.

Failure to comply with an open records request carries serious penalties:

OCGA § 50-18-73(a) The superior courts of this state shall have jurisdiction in law and in equity to entertain actions against persons or agencies having custody of records open to the public under this article to enforce compliance with the provisions of this article. Such actions may be brought by any person, firm, corporation, or other entity. In addition, the Attorney General shall have authority to bring such actions in his or her discretion as may be appropriate to enforce compliance with this article and to seek either civil or criminal penalties or both.

(b) In any action brought to enforce the provisions of this chapter in which the court determines that either party acted without substantial justification either in not complying with this chapter or in instituting the litigation, the court shall, unless it finds that special circumstances exist, assess in favor of the complaining party reasonable attorney's fees and other litigation costs reasonably incurred. Whether the position of the complaining party was substantially justified shall be determined on the basis of the record as a whole which is made in the proceeding for which fees and other expenses are sought.

OCGA § 50-18-74:(a) Any person or entity knowingly and willfully violating the provisions of this article by failing or refusing to provide access to records not subject to exemption from this article, by knowingly and willingly failing or refusing to provide access to such records within the time limits set forth in this article, or by knowingly and willingly frustrating or attempting to frustrate the access to records by intentionally making records difficult to obtain or review shall be guilty of a misdemeanor and upon conviction shall be punished by a fine not to exceed \$1,000.00 for the first violation. Alternatively, a civil penalty may be imposed by the court in any civil action brought pursuant to this article against any person who negligently violates the terms of this article in an amount not to exceed \$1,000.00 for the first violation. A civil penalty or criminal fine not to exceed \$2,500.00 per violation may be imposed for each additional violation that the violator commits within a 12 month period from the date the first penalty or fine was imposed. It shall be a defense to any criminal action under this Code section that a person has acted in good faith in his or her actions. In addition, persons or entities that destroy records for the purpose of preventing their disclosure under this article may be subject to prosecution under Code Section 45-11-1.

(b) A prosecution under this Code section may only be commenced by issuance of a citation in the same manner as an arrest warrant for a peace officer pursuant to Code Section 17-4-40; such citation shall be personally served upon the accused. The defendant shall not be arrested prior to the time of trial, except that a defendant who fails to appear for arraignment or trial may thereafter be arrested pursuant to a bench warrant and required to post a bond for his or her future appearance.

Failure to comply with a lawful GORA request is a ground for disciplinary action. The penalty for any refusal to comply may include termination.

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## **148 FMLA / Post FMLA Expiration Leave of Absence**

Effective Date: 6/7/2018

Revision Date:

In accordance with the Family and Medical Leave Act, PSA provides family leaves of absence without pay to eligible employees who wish to take time off from work duties for the following reasons:

1. For the birth and care of the newborn child of an employee;
2. The placement with the employee of a child for adoption or foster care;
3. Caring for an immediate family member (spouse, child, or parent) with a serious health condition;  
or
4. Taking medical leave when the employee is unable to work because of a serious health condition

Employees in the following employment classifications are eligible to request family leave as described in this policy:

5. Regular full-time employees
6. Have been employed for at least 12 months
7. Worked at least 1250 hours over the past 12 months
  - a. The time does not include time spent on paid or unpaid leave

Eligible employees should make requests for leave to their supervisors at least 30 days in advance of foreseeable events and as soon as possible for unforeseeable events.

Employees requesting family leave related to the serious health condition of a child, spouse, or parent may be required to submit a health care provider's statement verifying the need for a family leave to provide care, its beginning and expected ending dates, and the estimated time required.

Eligible employees may request up to a maximum of 12 weeks of FMLA within any 12 month period.

The County will measure the 12 month period as a rolling 12 month period measured backward from the

date the employee uses any leave under this policy. Each time an employee takes leave, the company will compute the leave the employee has taken under this policy in the last 12 months and subtract it from the 12 weeks of available leave. The remaining balance is the amount the employee is entitled to take at that time.

Subject to the terms, conditions, and limitations of the applicable plans, PSA will continue to provide health insurance benefits for the full period of the approved FMLA under the same conditions as if the employee has continued to work.

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Benefit accruals, such as vacation, sick leave, and holiday benefits will continue during the approved family leave period.

So that an employee's return to work can be properly scheduled, an employee on FMLA is requested to provide PSA with at least two weeks advance notice of the date the employee intends to return to work. When a family leave ends, the employee will be reinstated to the same position, if it is available, or to an equivalent position for which the employee is qualified.

### Post FMLA Expiration Leave of Absence

Once FMLA has been completely exhausted, an employee may apply for an additional extension up to six (6) weeks. The extension must be applied for in formal letter format. It will be submitted to Human Resources to be approved by the Executive Director. The extension leave does not provide job protection. Full premiums for benefits must be covered by the employee according to the biweekly pay schedule. The employee will not accrue any vacation or sick leave during the extension. Any employee who has been granted leave of absence and who wishes to return before the leave period has expired shall be required to give his or her Department Head at least a two-week notice. Upon receipt of such written notice, the employee may be permitted to return to work, with the approval of the Department Head. If the employee does not return to work by the expiration of approved extension, the employee will be subject to termination.

## **149 Personal Leave Without Pay**

Effective Date: 6/7/2018

Revision Date: 5/1/2018

In the event an employee leave does not meet FMLA qualifications, PSA provides leave of absence without pay to eligible employees. Employees in the following employment classification(s) are eligible to request personal leave as described in this policy:

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### \* Regular full-time employees

As soon as eligible employees become aware of the need for a personal leave of absence, they should submit a formal written request to their Department Head. If the Department Head approves, they will forward the letter and approval to Human Resources for the Executive Director's approval. The Executive Director may grant the eligible employee for a period up to three (3) months. It will only be granted when it does not adversely affect the interests of the county.

Employees must use their sick and annual leave until it is exhausted through the duration of the leave. No personal time or sick time will be accrued during an unpaid leave. Employees are ineligible for leave donation as well. The employee must pay the full premium for their benefits each pay period.

Personal Leave does not guarantee job protection. If necessary, the department may fill the vacant role while the employee is on leave. If the position has been filled, the employee can apply for open positions posted on the online job board.

If the employee wishes to return prior to the expiration of the leave, the employee must notify their Department Head and Human Resources. If the department has not filled the employee's position, the Department Head may permit the employee to return to work. Failure of an employee to return to work at the expiration of the approved leave shall be considered as absence without leave and shall negate any agreement and the employee shall be terminated.

## **150 Employee Conduct and Work Rules**

Effective Date: 6/7/2018

To ensure orderly operations and provide the best possible work environment, PSA expects employees to follow rules of conduct that will protect the interests and safety of all employees and the PSA.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

- 1) Borrowing, stealing or other misappropriation of PSA funds, equipment or property.
- 2) Conviction of a felony, or of a misdemeanor involving moral turpitude.
- 3) Making false statements and/or submitting falsified documentation to supervisors, officials, the public, boards, commissions or agencies.
- 4) Fighting or threatening violence in the workplace.
- 5) Boisterous or disruptive activity in the workplace.

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- 6) Negligence or improper conduct leading to damage of property.
- 7) Any inappropriate and/or illegal use of drugs or alcohol. (ref: 702 Drug and Alcohol Use)
- 8) Insubordination or other disrespectful conduct.
- 9) Violation of safety or health rules.
- 10) Sexual or other unlawful or unwelcome harassment. (ref: 703 Sexual and Other Unlawful Harassment)
- 11) Possession of dangerous or unauthorized materials, such as weapons, in the workplace.
- 12) Excessive absenteeism or any absence without notice.
- 13) Unauthorized absence from work station during the workday.
- 14) Accepting gratuities in conflict with state law or PSA ordinance.
- 15) Political activity/campaigning during working hours.
- 16) Loss of a job requirement such as required licensure or certification that prohibits the ability to perform any essential functions of the position.
- 17) Unauthorized use of telephones, mail system, IT system or other employer-owned equipment.
- 18) Violation of PSA ordinances, regulations, personnel policies, and/or departmental policies.
- 19) Unsatisfactory performance or conduct.
- 20) Conduct unbecoming of the position held within the PSA.

Employment with PSA is at the mutual consent of PSA and the employee, and either party may terminate that relationship at any time, with or without cause, and with or without advance notice.

### **151 Drug and Alcohol Use**

Effective Date: 6/7/2018

Revision Date:

PSA is committed to protecting the safety, health and well-being of all employees and other individuals in our workplace by employing a work force free from the use of illegal drugs and the abuse of alcohol or prescription drugs. We recognize that alcohol abuse and drug use pose a significant threat to our goals. In order to ensure integrity and preserve public trust and confidence in a fit and drug free government



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agency, PSA shall implement a drug screening program to detect prohibited drug use by employees.

### Pre-Employment Testing

8. Any applicant seeking employment with PSA shall be required to submit to a drug test during the pre-employment physical as a condition of the employment agreement.
9. Candidates must advise testing lab of all prescription drugs taken in the past 30 days prior to the screen. Prospective employees must be prepared to provide proof of such prescriptions to testing lab personnel.
10. Testing is conducted by a trained health care professional at MainPoint Health and Wellness. Testing will be conducted by collection of a urine sample provided by the candidate. Clinic personnel will follow clinic procedures to ensure privacy of employee, while protecting against tampering/alteration of results.
11. Refusal to undergo testing or failure to show up for a drug test will eliminate consideration for employment.
12. All required medical tests will be conducted in accordance with the procedures outlined in this policy, in accordance with the best practices established by the Georgia Department of Administrative Services at the PSA's expense by qualified, PSA-designated medical personnel. All job applicants who are required to undergo testing must sign a consent form authorizing the medical personnel to conduct necessary testing.
13. Initial screening tests that are positive, will be confirmed by the medical personnel who performed the original test. This confirmation will be performed on the original specimen supplied. If the confirmation test is negative, for illegal substances, the PSA will disregard the initial screened positive test.

### Sensitive Position/High Risk Testing

1. Certain positions are critical to the public welfare and fellow employees in regards to health and safety. High Risk employees shall be requested to submit to a drug and alcohol screening test on a random, unannounced or a periodic basis from time to time as determined by the Department Head and Human Resources Director. The following roles are considered to be safety sensitive and "high risk."
  - a. Maintenance
    - i. Facilities
    - ii. Roadside
  - b. Mosquito Control

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- c. Pools
  - d. Athletics
2. Testing for High Risk employees will be on an unannounced basis. The Human Resources Director is authorized to develop an unannounced and anonymous method of selecting employees for testing on a periodic basis. In each unannounced selection, the names of all employees subject to drug testing shall be included for each draw of names to be tested. The Human Resources Director, in conjunction with the PSA Executive Director, shall determine a percentage of employees to be tested each time, which is deemed both cost effective and sufficient to insure that the goals of the policy are implemented. The Human Resources Director, may direct the testing of any or all of the employees subject to testing on an occasional or periodic basis.
  3. The Human Resources Director/PSA Director, with the approval of the PSA Board, may designate additional positions which are deemed to be safety sensitive and subject to testing on an unannounced or periodic basis.

### Drug/Alcohol Testing Based on Reasonable Suspicion

1. Testing will be required when a supervisor reasonably suspects that an employee is impaired and /or unfit for duty due to illegal drug(s), controlled substances, or alcohol. Testing based on a reasonable belief than an employee is using or has used drugs or alcohol in a violation of the policy may be drawn from specific objective and documented facts and reasonable inferences drawn from those facts and may be based upon, among other things:
  - a. Observable phenomena, such as direct observation of possession, transfer, drug use/or the physical symptoms of being impaired and/or unfit for duty do to a drug and/or substance.
  - b. Abnormal conduct or erratic behavior while at work that includes but is not limited to: slurred speech, staggered gait, flushed face, dilated/ pin point pupils, deterioration of work performance to include absenteeism and tardiness.
  - c. Report of drug use during assigned working hours provided by a reliable and credible source(s) and which has been independently corroborated.
  - d. An employee who is requested to test based on reasonable suspicion will be suspended pending the outcome of the results. If the test is negative, the employee will return to work with full back pay, unless the suspension was imposed in accordance with the progressive discipline policy. (see policy)

### Testing After Work Related Accidents

1. All employees involved in work related incidents that require any level of medical attention, involves personal injury, or property damage may be tested promptly for drug and/or alcohol use in accordance with department policies. Any employee involved in a motor vehicle accident while driving a PSA vehicle on a public roadway will be subject to testing for drugs and alcohol. Employees involved in motor vehicle accidents in their personal vehicles while conducting PSA business will also be subject to drug and alcohol screening. A drug test shall be administered

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when a sworn employee is involved in a shooting incident within 8 hours of the incident.

### Treatment as Part of Physical Examination

1. If the PSA requires a physical examination for employees, then the employees will be required, as part of the examination process, to submit to a substance abuse test during the examination.

### Return to Work

1. The PSA has the right to require any employee who returns to regular employment after being placed on layoff status for more than fourteen (14) calendar days, or after medical leave of absence or personal leave other than vacation for more than fourteen (14) calendar days, to undergo a drug test as a condition of his or her return to work.

### Prohibited Activity

1. Any employee found to be under the influence or in possession of illegal drugs or alcohol while at work or on PSA property will be subject to immediate discipline, up to and including termination.
2. Any employee arrested or convicted of a drug-related offense must bring the conviction to the attention of the Human Resources department within five (5) days of the arrest or conviction.
3. Employees shall only ingest any controlled or other dangerous substance when prescribed by a licensed medical practitioner. Amounts ingested must not be beyond the documented dosage.
4. Employees must notify their immediate supervisor immediately when required to use prescription medicine that may alter or impair job performance.
  - a. Any employee who is taking any medication or drug, such as but not limited to, Schedule II-V Drugs, which could interfere with the safe and effective performance of duties or operation of vehicles or equipment shall notify his or her supervisor before beginning work. Failure to do so may result in disciplinary action, including termination. If there is a question regarding such employee's ability to safely and effectively perform assigned duties, pre-clearance from a physician will be required. The employee may be assigned to other duties or put on administrative leave while awaiting the physician's clearance.
  - b. Supervisors will contact next chain of command and Human Resources Director to ensure appropriate management of employee's situation
  - c. Human Resources Director will notify clinic of prescription in order to be recorded in employee's health file.
  - d. Employee may be reassigned to new duties when appropriate.
5. If an employee unintentionally ingests a controlled substance, the employee will immediately report the incident to their supervisor so that appropriate medical steps may be taken to ensure the employee's health and safety.
6. Any employee that has a reasonable basis to believe any other employee is illegally using, or in possession of any controlled substance shall immediately report the circumstances to their supervisor or Director of Human Resources.

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### Disciplinary Action

1. Violations to the policy will result in disciplinary action, up to and including termination, and may constitute legal action.

### Testing Procedures

1. A pre-test interview shall be conducted by testing personnel with each applicant or employee in order to ascertain a list of those prescriptions and over the counter medications that he or she has recently used. The list of medications shall be kept confidential. The list will only be disclosed to those medical review officials who will determine whether a false positive result might be to the lawful use of any of the listed medications.
2. Substances tested for:
  - a. Marijuana
  - b. Sedatives
  - c. Methaqualone
  - d. Opiates/Narcotics
  - e. Stimulants
  - f. Amphetamines
  - g. Benzodiazepines
  - h. Hallucinogens
  - i. Alcohol
  - j. Cocaine
3. Any employee who undergoes any test for alcohol and the results indicate a alcohol concentration of 0.02 or more shall be considered in violation of this policy and shall be subject to progressive discipline up to and including termination.
4. Before a test is administered, applicants and employees will be asked to sign a consent form authorizing the test and permitting release of test results to the employer and medical review officials. The consent form shall provide a space for employees and job applicants to acknowledge that they have been notified the requirements of this policy.
5. If a candidate refuses to consent to a drug test, the applicant will be denied employment. If an employee refuses to sign the consent form or submit to a drug / alcohol test, the employee will be subject to immediate termination. Employees who fail to appear at the designated collection site to take the test when directed will also be subject to immediate termination. Any employee who fails to cooperate with a PSA investigation into possible policy violations is subject to immediate termination.

### Collecting and Testing Procedures

1. All drug testing shall be conducted by a trained medical professional, at a facility authorized by the PSA Executive Director. All specimen collection and tests will be performed using appropriate protocols and practices to insure accuracy of results, quality control over lab analysis, and the protection of privacy.

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2. The laboratory or medical facility selected shall meet the requirements of the United States Department of Health and Human Services to ensure proper security, proper chain of custody, and proper integrity and identity of specimens. The procedures and guidelines for testing shall be available for inspection by contacting the Human Resources Department.

### Access to Records

1. Any applicant or employee who is subject to a drug test will, upon written request, have access to records directly relating to his/her drug test.

### Drug Test Results and Confidentiality

1. All records pertaining to PSA required drug tests shall remain confidential, and shall not be provided to other employers or agencies without written permission of the person whose records are sought.

### Searches

1. When a supervisor reasonably suspects that an employee is impaired and/or unfit for duty due to illegal drug(s), controlled substances, or alcohol, or that an employee is manufacturing, dispensing, using, consuming, possessing, distributing, purchasing or selling or otherwise transferring any illegal drug(s), controlled substance(s) or alcohol while on the job, on PSA property, operating PSA equipment, or vehicles or operating any other equipment or vehicle on PSA business, the PSA shall have the right to conduct reasonable searches of the employee's clothing, briefcase, purse, lunchbox, tool box, locker, desk, backpack, or motor vehicle. Prior to conducting a search pursuant to this paragraph, the PSA will explain to the employee the reasons and grounds for the search and request consent to search. Searches will be conducted in a manner that minimizes any intrusions into the employee's privacy. No search will be conducted without consent, however an employee's refusal to cooperate with search efforts may subject the employee to disciplinary action up to and including termination.
2. If a search reveals evidence of employee wrongdoing, illegal activity, or employee violations of PSA rules or policies, the evidence may be used as supporting information in regards to disciplinary action up to and including termination. If the case involves illegal activities, the evidence will be turned over to the authorities.

## **152 Sexual and Other Unlawful Harassment**

Effective Date: 6/7/2018

Revision Date:

PSA is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. Actions, words, jokes, or comments based on an individual's sex, race, color, national origin, age, religion, disability, or any other legally protected characteristic will not be tolerated.

The harassment prohibited by this policy includes unprofessional comments, slurs, jokes, innuendos, cartoons, pranks, physically intimidating harassment, requests or demands.

Prohibited harassment also includes actions of a retaliatory nature which are taken against a subordinate

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or co-employee because of that employee's participation in activities protected by federal and state discrimination laws, such as reporting an incident of discrimination or harassment. Employees have the right to be free from illegal harassment and retaliation on the job by co-workers, supervisors, management, and business visitors. The harassment and retaliation prohibited by this policy includes, but is not limited to, the types of activities specifically referred to herein. However, the activities identified do not represent an exhaustive list of prohibited harassment or retaliation, but are representative of the types of activities that have been found to violate federal and state law under certain circumstances. It is equally important to note that mere disagreements or differences of opinion as to personal or employment matters (which exist without regard to either employee's race, creed, color, national origin, age, sex, marital status, or existence of physical or mental disability) do not violate this policy. The harassment prohibited by this policy also constitutes a violation of state and federal law when:

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

Sexual harassment is defined as unwanted sexual advances, or visual, verbal, or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser. The following is a partial list of sexual harassment examples:

- 1) Unwanted sexual advances.
- 2) Offering employment benefits in exchange for sexual favors.
- 3) Making or threatening reprisals after a negative response to sexual advances.
- 4) Visual conduct that includes leering, making sexual gestures, or displaying of sexually suggestive objects or pictures, cartoons or posters.
- 5) Verbal conduct that includes making or using derogatory comments, epithets, slurs, or jokes.
- 6) Verbal sexual advances or propositions.
- 7) Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes, or invitations.
- 8) Physical conduct that includes touching, assaulting, or impeding or blocking movements.

Unwelcome sexual advances (either verbal or physical), requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment; (2) submission or rejection of the conduct is used as a basis for making employment decisions; or, (3) the conduct has the purpose or effect

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of interfering with work performance or creating an intimidating, hostile, or offensive work environment.

If you experience or witness sexual or other unlawful harassment in the workplace, report it immediately to your supervisor. If the supervisor is unavailable or you believe it would be inappropriate to contact that person, you should immediately contact the Human Resources Department or any other member of management. You can raise concerns and make reports without fear of reprisal or retaliation.

All allegations of sexual harassment will be quickly and discreetly investigated. To the extent possible, your confidentiality and that of any witnesses and the alleged harasser will be protected against unnecessary disclosure. When the investigation is completed, you will be informed of the outcome of the investigation.

Any supervisor or manager who becomes aware of possible sexual or other unlawful harassment must immediately advise the Human Resources Department or any member of management so it can be investigated in a timely and confidential manner. Anyone engaging in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment.

### **153 Attendance and Punctuality**

Effective Date: 6/7/2018

Revision Date:

To maintain a safe and productive work environment, PSA expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on PSA. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their supervisor as soon as possible in advance of the anticipated tardiness or absence.

Poor attendance and excessive tardiness are disruptive. Either may lead to disciplinary action, up to and including termination of employment.

### **154 Resignation**

Effective Date: 6/7/2018

Revision Date:

Resignation is a voluntary act initiated by the employee to terminate employment with PSA. Although advance notice is not required, PSA requests at least 2 weeks' written notice of resignation from nonexempt employees and 4 weeks' notice from exempt employees.

**155 Solicitation, Gifts/Grats, Political Activity Contributions,  
Solicitations, Gifts, Gratuities and Political Activities**

Effective Date: 10/21/2016

Revision Date:

Solicitations:

In an effort to ensure a productive and harmonious work environment, persons not employed by Camden County may not solicit or distribute literature in the workplace at any time for any purpose.

Camden County recognizes that employees may have interests in events and organizations outside the workplace. However, employees may not solicit or distribute literature concerning these activities during working time. (Working time does not include lunch periods, work breaks, or any other periods in which employees are not on duty.)

In addition, the posting of written solicitations on company bulletin boards is restricted. These bulletin boards display important information, and employees should consult them frequently for:

- 1) Affirmative Action statement
- 2) Employee announcements
- 3) Internal memoranda
- 4) Job openings
- 5) Organization announcements
- 6) Workers' compensation insurance information

The Camden County letterhead and other assets shall not be used in conjunction with personal business to include contributions and solicitations in conjunction with organizational programs.

Employees who would like to post or distribute communications must submit a written request with documentation to the County Administrator for approval. All approved messages will be posted by the County Administrator's office.

Contributions, Gifts and Gratuities:

No employee shall accept anything of value from anyone when the basis for such gratuity is related to the employee's condition and status as an employee of Camden County. Value is defined as anything that exceeds \$25. Attendance at sponsored receptions and general functions open to a broad range of persons



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is excluded from this prohibition. The county shall pay its own way at events and activities when a representative should be authorized. General gifts such as food baskets that are received at holiday time should be discouraged, but if received may be distributed at a common area for employees. Any gift that exceeds \$25 should be returned to the contributor, if practical, or turned over to the county purchasing director as a public property for public disposal or accounting as county property.

### Political Activities:

A covered employee shall not engage in political activities at the work place or during business hours.

## **156 Progressive Discipline**

Effective Date: 10/19/2016

Revision Date:

The purpose of this policy is to state PSA's position on administering equitable and consistent discipline for unsatisfactory conduct in the workplace. The best disciplinary measure is the one that does not have to be enforced and comes from good leadership and fair supervision at all employment levels.

PSA's own best interest lies in ensuring fair and equitable treatment of all employees and in making certain that disciplinary actions are consistent, prompt, and impartial. The major purpose of any disciplinary action is to coach and correct the problem, prevent recurrence, and prepare the employee for satisfactory service in the future.

Although employment with PSA is based on mutual consent and both the employee and PSA have the right to terminate employment at will, with or without cause or advance notice, PSA may use progressive discipline at its discretion.

Disciplinary action may call for any of five steps in the following order -- verbal warning, written warning, suspension with or without pay, final warning or termination of employment -- depending on the severity of the problem and the number of occurrences. There may be circumstances when one or more steps are bypassed.

PSA recognizes that there are certain types of employee problems that are serious enough to justify either a suspension, or, in extreme situations, termination of employment, without going through the usual progressive discipline steps.

Refer to the Employee Conduct and Work Rules policy for examples of conduct that may lead to further disciplinary action up to and including termination. This list is not all inclusive; however, provides examples.

By using progressive discipline, we hope that most employee problems can be corrected at an early stage, benefiting both the employee and PSA.

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