

POLICY AND PROCEDURE MANUAL

(Sample)



Legal disclaimer to users of this form policy manual:

The materials presented herein are for general reference only. Federal, state and/or local laws, or individual circumstances, may require the addition of policies, amendment of individual policies, and/or the entire Manual to meet specific situations. These materials are intended to be used only as guides and should not be used, adopted, or modified without the advice of legal counsel. These materials are presented, therefore, with the understanding that the Company is not engaged in rendering legal, accounting, or other professional service. If legal advice or other expert assistance is required, the services of a competent professional should be sought.

()

POLICY AND PROCEDURE MANUAL

This document is intended as a guide for the efficient and professional performance of your job. Nothing herein contained shall be construed to be a contract between the employer and the employee.

Additionally, this document is not to be construed by any employee as containing binding terms and conditions of employment. The () retains the absolute right to terminate any employee at any time, with or without good cause. The () retains the right to change the contents of this document as it deems necessary, upon compliance with the Wyoming Administrative Procedures Act.

This manual replaces all previous manuals and supersedes all earlier oral or written materials about () policies and procedures. () reserves the right to changes, add or delete benefits and policies as necessary.

At-Will Employment Statement

Your employment with () is a voluntary one and is subject to termination by you or () at will, with or without cause, and with or without notice, at any time. Nothing in these policies shall be interpreted to be in conflict with or to eliminate or modify in any way the employment-at-will status of () employees.

This policy of employment-at-will may not be modified by any officer or employee and shall not be modified in any publication or document. The only exception to this policy is a written employment agreement approved at the discretion of the (), whichever is applicable.

These personnel policies are not intended to be a contract of employment or a legal document.

Employee's Signature

Employee's Printed

Welcome	1
“At Will”	2
Confidential Information & Conflict of Interest	
Conflict of Interest	5
Anti Discrimination & Harassment	
Equal Opportunity Policy	6
Policy Prohibiting Harassment and Discrimination	6
Prohibited Behavior	6
Harassment by Non-employees	7
Retaliation	8
Compensation & Work Schedule	
Attendance & Punctuality	9
Breaks	9
Overtime	9
Pay Schedule	9
Performance Evaluations	10
Performance Reviews & Salary Increases	10
Work Hours	10
Conduct Standards	
() Equipment & Vehicles	11
Computer, Email & Internet Usage	11
Drug and Alcohol Policy	11
Alcohol	11
Illegal Drugs	12
Disciplinary Action	12
Searches	12
Drug Testing	12
Smoking Policy	13
Leave	
Jury Duty	14
Military Leave	14
Time Off To Vote	15
General Employment	
Employee Classification	16
Employee Records	16
Employment of Relatives	16
Job Postings & Promotions	17
Pre-Employment Test	17
Reference/Background Checks	17
Termination, Resignation & Discharge	18
Safety & Emergency	
Safety	19
Security	19

Employee Benefits	
Cobra	20
Life Insurance	20
Medical Insurance	20
Retirement Savings Plan	20
Travel & Expense	20
Worker’s Compensation	20
Holiday & Vacation	
Holidays	21
Sick Leave	21
Vacation	22
Family Medical Leave Act	22
Acknowledgement	23

Confidential Information & Conflict of Interest

Confidentiality

It is the policy of () that board members and employees of () may not disclose, divulge, or make accessible confidential information belonging to, or obtained through their affiliation with () to any person, including relatives, friends, and business and professional associates, other than to persons who have a legitimate need for such information and to whom () has authorized disclosure.

Board members and employees shall use confidential information solely for the purpose of performing services as a trustee or employee for the (). This policy is not intended to prevent disclosure where disclosure is required by law.

Board members, employees, volunteers and contractors must exercise good judgment and care at all times to avoid unauthorized or improper disclosures of confidential information. Conversations in public places, such as restaurants, elevators, and public transportation, should be limited to matters that do not pertain to information of a sensitive or confidential nature. In addition, board members and employees should be sensitive to the risk of inadvertent disclosure and should for example, refrain from leaving confidential information on desks or otherwise in plain view and refrain from the use of speaker phones to discuss confidential information if the conversation could be heard by unauthorized persons.

At the end of a board member's term in office or upon the termination of an employee's, volunteer's or contractor's relationship with (), he or she shall return, at the request of (), all documents, papers, and other materials, regardless of medium, which may contain or be derived from confidential information, in his or her possession.

Conflict of Interest

No employee will engage in any activity or enterprise which conflicts with his/her duties as a () employee or with the duties, functions, and responsibilities of the department in which he/she is employed.

Anyone with a conflict of interest must provide 72 hours written advance notice of the conflict to the governing body. Failure to disclose a conflict of interest may be grounds for immediate dismissal.

Anti Discrimination & Harassment

Equal Opportunity Policy

() provides equal opportunity in all of our employment practices to all qualified employees and applicants without regard to race, color, religion, gender, national origin, age, disability, marital status, military status or any other category protected by federal, state and local laws. This policy applies to all aspects of the employment relationship, including recruitment, hiring, compensation, promotion, transfer, disciplinary action, layoff, return from layoff, training and social, and recreational programs. All such employment decisions will be made without unlawfully discrimination on any prohibited basis.

Policy Prohibiting Harassment and Discrimination

() strives to maintain an environment free from discrimination and harassment, where employees treat each other with respect, dignity and courtesy. This policy applies to all phases of employment.

Prohibited Behavior

() does not and will not tolerate any type of harassment of our employees, applicants for employment, or our customers. Discriminatory conduct or conduct characterized as harassment as defined below is prohibited.

The term harassment includes, but is not limited to, slurs, jokes, and other verbal or physical conduct relating to a person's gender, ethnicity, race color, creed, religion, sexual orientation, nation origin, age disability, material status military service status or any other protected classification that unreasonably interferes with a person's work performance or creates an intimidation, hostile work environment.

Sexually harassing behavior in particular includes unwelcome conduct us as: sexual advances, request for sexual favors, offensive touching, or other verbal or physical conduct of a sexual nature. Such conduct may constitute sexual harassment when it:

- is made an explicit or implicit condition of employment
- is used as the basis for employment decisions
- unreasonably interferes with an individual's work performance, or
- creates an intimidating, hostile or offensive working environment

The types of conduct covered by this policy include: demands or subtle pressure for sexual favors accompanied by promise of favorable job treatment or a threat concerning employment.

Specifically, it includes sexual behavior such as:

- repeated sexual flirtations, advances or propositions
- continued and repeated verbal abuse of a sexual nature, sexually related comments and joking, graphic or degrading comments about an employee's appearance or displaying sexually suggestive objectives or pictures including cartoons and vulgar email messages
- any uninvited physical contact or touching, such as patting, pinching or repeated brushing against another's body

Harassment by Non-employees

() will also endeavor to protect employees, to the extent possible, from reported harassment by non-employees in the workplace, including customers, clients and suppliers.

Complaint procedure and Investigation:

An employee may select the procedure under which the harassment complaint will be filed. The variety of ways which allow an employee to file such a complaint are due to the sensitivities associated with the conduct described as sexual harassment.

Employees who wish to report a possible incident of sexual harassment or other unlawful harassment or discrimination should first notify the harasser if possible. If that person is not available, or you believe it would be inappropriate to contact the person, contact your supervisor immediately or an elected official if your supervisor is not available or if your supervisor is the harasser.

() will conduct a prompt investigation as confidentially as possible under the circumstances. Employees who raise concerns and make reports in good faith can do so without fear of reprisal; at the same time, employees have an obligation to cooperate with the () in enforcing the policy and investigating and remedying complaints.

Any employee who becomes aware of possible sexual harassment or other illegal discrimination against others should promptly advise their supervisor or any other appropriate member of management.

Any employee that files a false complaint will be subject to appropriate disciplinary action up to and including termination.

Anyone found to have engaged in such wrongful behavior will be subject to appropriate discipline, which may include termination.

Retaliation

Any employee who files a complaint of sexual harassment or other discrimination in good faith will not be adversely affected in terms and conditions of employment and will not be retaliated against or discharged because of the complaint. In addition, we will not tolerate retaliation against any employee who, in good faith, cooperates in the investigation of the complaint. Anyone who engages in such retaliatory behavior will be subject to appropriate discipline, up to and including termination.

Compensation & Work Schedule

Attendance & Punctuality

Every employee is expected to attend work regularly and report to work on time.

If you are unable to report to work on time for any reason, telephone your supervisor as far in advance as possible. If you do not call in an absence in advance, it may be considered unexcused.

Unsatisfactory attendance, including reporting late or quitting early, may be cause for disciplinary action, up to and including discharge.

Breaks

Employees are entitled to a 15-minute break for rest twice each day.

Employees are also entitled to a 60-minute unpaid break for meals during each 8 hour work period.

Breaks may be scheduled to staggered times to allow department coverage.

Overtime

At the discretion of the governing body or supervisor, reasonable overtime may be required of employees. In most cases, non-exempt classified employees who work more than their regularly scheduled 40 hours per week shall be paid at the rate of 1 ½ times their regular pay. On a call-out, a minimum of 1 hour of overtime will be paid.

Compensatory time shall be accumulated at 1 ½ with a maximum of 24 hour. This time must be used within 6 months or it will be cashed out to the employee.

Pay Schedule

Employees will be paid on the last working day of each month. If the regular payday falls on a holiday, Payday will be the last regular workday will be the last regular workday before the holiday.

Performance Evaluations

Supervisors and employees are strongly encouraged to discuss job performance and goals informally any time.

Additional formal performance reviews will be conducted to provide both supervisors and employees with the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

Performance Reviews and Salary Increases

Wage reviews are conducted annually for each employee, and salary increases are based on those reviews, as well as our profitability. However, an employee receiving a performance appraisal will not necessarily receive a salary increase.

Work Hours

Except as otherwise specifically provided, the normal work week of () employees shall consist of forty (40) hours per week of work. The governing body or supervisors shall determine the schedules of the various departments consistent with the foregoing provisions. Changes in scheduling may be made by appropriate supervisors as working situation and conditions require.

Conduct Standards

() Equipment and Vehicles

When using the () property, including computer equipment or hardware, exercise care, perform required maintenance and follow all operating instructions, safety standards and guidelines.

Notify your supervisor if any equipment machines appear to be damaged, defective or in need of repair. This prompt reporting could prevent the equipment's deterioration and could also help prevent injury to you or others. Should you have any questions about the maintenance and care of any workplace equipment, ask your supervisor.

If you use or operate equipment improperly, carelessly, negligently or unsafely, you may be disciplined or even discharged. In addition, you may be held financially responsible for any loss to () because of such mistreatment.

Computer, Email and Internet Usage

() recognizes that use of the Internet has many benefits for () and its employees. The Internet and e-mail make communication more efficient and effective. Therefore, employees are encouraged to use the Internet appropriately. Unacceptable usage of the Internet can place () and others at risk. Unacceptable usage of the Internet may be cause for disciplinary action, up to and including termination.

Drug and Alcohol Policy

() strives to maintain a workplace free of drugs and alcohol and to discourage drug and alcohol abuse by its employees. Misuse of alcohol or drugs by employees can impair the ability of employees to perform their duties, as well as adversely affect our customers and customers' confidence in our entity.

Alcohol

Employees are prohibited from using or being under the influence of alcohol while performing company business for (), while operating a motor vehicle or any machinery in the course of business or for any job-related purpose, or while on company premise or a worksite.

Illegal Drugs

Employees of () are prohibited from using or being under the influence of Illegal drugs while performing company business or while on a company facility or worksite. You may not use, manufacture, distribute, purchase, transfer or possess an illegal drug while in any county facilities, while operating a motor vehicle for any job-related purpose or while on the job, or while performing company business. This policy does not prohibit the proper use of medication under the direction of a physician; however, misuse of such medications is prohibited.

Disciplinary Action

Employees who violate this policy may be disciplined or terminated, even for a first offense. Violations include refusal to consent to and comply with testing and search procedures as described.

Searches

() may conduct searches for illegal drugs or alcohol on company facilities or worksites without prior notice to employees. Such searches may be conducted at any time. Employees are expected to cooperate fully.

Searches of employees and their personal property may be conducted when there is reasonable suspicion to believe that the employee has violated this policy or when circumstances or workplace conditions justify such a search.

An employee's consent to search is required as a condition of employment and the employee's refusal to consent may result in disciplinary action, including termination.

Drug Testing

() retains the right to randomly test for alcohol and illegal drugs on all employees who are covered by and subject to this policy. () may require a blood test, urinalysis, hair test or other drug or alcohol screening of employees suspected of using or being under the influence of drugs or alcohol or where other circumstances or workplace conditions justify such testing. The refusal to consent to testing may result in disciplinary action, including termination.

Smoking Policy

Smoking is prohibited inside the () facilities, although the () may designate a smoking area if there is adequate ventilation and physical barriers to ensure that nonsmokers are not subject to smoke byproducts.

All employees, clients and other visitors are expected to comply with this policy, and employees who violate it may be disciplined.

Leave

Jury Duty

() supports employees in fulfilling their civic responsibilities by serving jury duty when required. Employees shall not lose regular pay or leave accrual while serving on jury duty. Compensation for such leave shall be limited to the difference between pay received for this service and the employee's regular pay. The employee shall provide proof of all compensation received to the department head or supervisor.

You must inform your supervisor as soon as possible after receiving a jury summons so that arrangements can be made to accommodate your absence. You will be expected to report for work during your service whenever the court schedule permits

Military Leave

Pursuant to the Uniformed Services Employment and Reemployment Rights Act (USERRA), () prohibits discrimination against persons because of their service in the Armed Forces, the Army National Guard and the Air Force National Guard when engaged in active duty for training, inactive duty training, or full-time National Guard duty, the commissioned corps of the Public Health Service, and any other category of persons designated by the President in time of war or emergency.

Employees who are members of the U.S. reserves or National Guard are entitled to 15 days of unpaid leave annually for military duty or training.

If an employee is inducted, or is recalled to active duty for a period of not more than four years, such leave will protect the employee's service for the () Employees are required to notify their supervisor immediately after receiving orders for active duty.

Upon satisfactory completion of employee's military service and timely notice of intent to return to work, the employee will be reinstated to a job comparable to the one left, provided employee is qualified and () circumstances have not changed to the extent that it would be impossible or unreasonable to provide re-employment.

Employees called to active duty will continue to have their participating medical/life insurance policy paid by the () for a period not to exceed 12 months.

Time Off To Vote

Employees are encouraged to vote outside of working hours. When this is not possible, full-time employees shall be granted paid leave not to exceed one hour in order to vote; such leave shall also be granted to part-time employees scheduled to work eight hours on that day.

General Employment

Employee Classifications

Employees at () are either full-time or part-time. The () may on occasion hire temporary or seasonal employees, who will not generally be eligible for benefits.

Part-time employees work no more than 30 hours per week. Unless specifically stated, part-time employees are not afforded any benefits other than wages; for example, they do not accrue benefits such as sick days, vacation days, and health benefits.

All other employees are full-time.

Your supervisor will verify whether you are a full-time or part-time employee, and also whether you are exempt or non-exempt. Exempt employees are not entitled to overtime under the Fair Labor Standards Act, while non-exempt employees can qualify for this pay.

Employee Records

The Department Head and/or Supervisor shall maintain a file on personnel file on all of their employees. A master file and HIPAA file will be kept in the Clerks office.

It is the employee's responsibility to notify their Department Head and/or Supervisor of any changes in name, address, telephone number, marital status, number of dependents, military status, beneficiaries or person to notify in case of an accident.

Misrepresentation of any fact which you have provided information for your application, in your personnel file, or any other documents is sufficient reason for dismissal. Personnel records are the property of (). Employees may review their files under supervision.

Employment of Relatives

() may hire relatives of employees where there are no potential problems of supervision, safety security, morale or potential conflict of interest. Relatives include an employee's parent, child, spouse, domestic partner, sibling, cousin, in-laws and step relationships.

Employees who marry or become related will be permitted to continue to work as long as there are no substantial conflicts. Reasonable accommodations will be made when possible in the event a conflict arises.

Job Postings & Promotions

() has a job posting program to inform employees of available staff positions. Job vacancies will be whenever possible by promoting qualified employees from within the ().

To apply for a posted position, an employee must:

- have completed any mandatory introductory period at a satisfactory performance level
- meet the minimum requirements for the position, and
- not received have received written correction counseling within the past 90 days; employees who have a verbal warning may also be prohibited from applying.

Employees interested in applying for a posted position should submit a memorandum with an updated resume to the Clerk indicating interest in the position. Qualified employees must inform their Supervisor that they have applied for the job. Candidates will be judged on individual performance, conduct, experience, and potential. Length of service, although considered, shall not be the sole determining factor in selecting candidates for promotion.

() has the discretion to fill job vacancies from outside if we consider that circumstances call for outside recruitment.

Pre-Employment Test

All successful applicants for positions with () will be required to undergo drug and alcohol testing prior to their employment. All job applicants will be informed of the ()'s alcohol and drug testing policy, and a copy of the policy will be made available upon request. All applicants will be informed in writing prior to any drug and alcohol testing that these tests are required and that their employment is conditioned upon passing the test and conditioned upon any and all future test administered pursuant to this policy.

Reference/Background Checks

() conducts reference and background checks on all new employees. Employees who have falsified information on their employment applications will be disciplined, which could include termination. Applicants who have provided false information may be eliminated from further consideration for employment.

Termination, Resignation and Discharge

Unless expressly prescribed by statute or contract, employment with () is on an “at will” basis and may be terminated with or without cause or notice. Similarly, employees are free to resign their employment at any time. If at any time it is necessary for an employee to resign his or her employment with the (), () requests at least two weeks notice.

Any employee who is discharged by () shall be paid only wages accrued to the effective date of the separation.

Safety & Emergency

Safety

() is committed to maintaining a safe and healthy environment for all employees. Report all accidents, injuries, potential safety hazards, safety suggestions and health and safety related issues immediately to your Department Head and/or Supervisor. Seek help from outside emergency response agencies, if needed.

You must complete an Employee's Claim for Worker's Compensation Benefits Form if you have an injury that requires medical attention. If your injury does not require medical attention, you must still complete a Supervisor and Employee Report of Accident Form in case medical treatment is later needed and to ensure that any existing safety hazards are corrected. You can obtain the required forms from your Department Head and/or Supervisor.

A federal law, the Occupational Safety and Health Act, requires that we keep records of all illnesses and accidents that occur on the job. OSHA also provides for your right to know about any health hazards which might be present on the job.

In addition, the state Workers' Compensation Act also requires that you report all illness or injury caused by the workplace, no matter how slight. If you do not report an injury, you may jeopardize your right to collect workers' compensation payments as well as health benefits.

You can get the required reporting paperwork from your Department Head and/or Supervisor.

Security

() is committed to ensuring employees' security. If you have a security concern, contact your Department Head and /or Supervisor.

Employee Benefits

Cobra??

Life Insurance??

Medical Insurance

() may provide employee and family coverage in group medical and dental insurance to all eligible employees

All employees carried on leave without pay status, must bear the full cost of all benefits, thirty (30) calendar days after going on leave without pay status.

Retirement Savings Plan

() full-time employees are provided with a retirement savings plan through the Wyoming State Retirement Plan; after the mandatory introductory period and otherwise qualify to participate. The plan includes a provision for employee tax deferred compensation contributions.

Travel & Expense

Employees will be reimbursed for all reasonable and necessary expenses they incur while traveling on () business.

You must record all travel and business activities on () Expense Report Form and submit it to your Department Head and/or Supervisor.

Worker's Compensation

() provides insurance to compensate for any illness or injury an employee might suffer while working on company premises, traveling on official company business, or attending an activity officially sponsored by the (). If you become ill or injured, please get medical attention at once.

You must also report the details to your supervisor immediately. You must complete a report for every injury, no matter how small, to keep the coverage in force and to get any benefits or other compensation to which you may be entitled.

Holidays & Vacation

Holidays

The () will grant holiday time off to all eligible employees immediately upon assignment to an eligible employment classification. All employees are eligible to enjoy holidays, which shall be determined by the () at the last public meeting of the previous calendar year. Absent such determination, the previously designated annual holidays shall be adopted as if formally adopted by the ().

The () reserves the right to require employees to report to work on designated holidays if the () or the Department Supervisor deems such workday necessary to serve the immediate or emergency needs of the Entity.

Compensation related to Holiday pay, if any, shall be adopted by written policy and provided to the affected employees, and may be amended, modified or replaced without consideration at the discretion of the ().

Sick Leave

Sick leave with pay shall be accumulated at the rate of one working day per month by full-time and on a pro-rata rate for benefit eligible part-time employees. No sick leave will be given to temporary and seasonal employees.

Full-time employees shall not be entitled to accumulate more than 120 working days of sick leave. Benefit eligible part-time employees shall not be entitled to accumulate more than a pro-rata portion of working days comparing their hours per week to a full-time employee.

All eligible employees may receive sick days at their Department Head and/or Supervisors discretion.

() reserves the right to request a doctor's certificate for any sick days requested. If such a certificate is requested and you cannot produce it, the absence may be considered unexcused, and you will not be paid for it.

Employees who are unable to return to work due to illness or other related reasons shall be granted all accrued sick leave first, than compensatory time earned and finally vacation leave.

Vacation

Paid annual vacation is available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits. All full-time employees are eligible to earn and use vacation time as shall be written and provided to the affected employees, and may be amended, modified or replaced without consideration at the discretion of the ().

Should a () holiday occur during your vacation, you may add an additional day either at the beginning or the end of the vacation period, with you Department Head and/or Supervisor's approval.

() reserves the right not to approve a vacation request if it will interfere with () operations or adversely affect coverage of job and staff requirements. Whenever possible, employees' request for vacation will be accommodated, but where scheduling conflicts arise, seniority will prevail.

Family Medical Leave Act

Employees who have been employed by () for at least one year and for at least 1250 hours over the previous 12 months are entitled to 12 weeks of unpaid leave under the Family Medical Leave Act (FMLA).

If the need for leave under FMLA is foreseeable, the employee must try to schedule treatment so as not to unduly disrupt the operations of the (), and the employee must provide 30 days notice to the Department Head and/or Supervisor. If the need for leave is unforeseeable, the employee must notify the Department Head and/or Supervisor as soon as possible.

While on leave under the FMLA, the () requires that an employee substitute accrued paid sick leave and paid vacation prior to taking the balance of the 12 weeks as unpaid leave.

The () will continue to pay health benefits while the employee is on leave. The employee must, however, continue to pay his/her share of the premiums while on unpaid leave (if the employee is required to pay premiums).

Please see you Department Head and/or Supervisor for further information.

Acknowledgement

I acknowledge that I have received the () Policy & Procedure Manual and that I have read and understand the policies.

I understand that this manual represents only current policies and benefits, and that it does not create a contract of employment. () retains the right to change these policies and benefits, as it deems advisable.

Unless expressly prescribed by statute or contract, my employment is “at will”. I understand that I have the right to terminate my employment at any time, with or without cause, and that () has the same right. I further understand that my status as an “at will” employee may not be changed except in writing and signed by the governing body.

I understand that the information I come into contact with during my employment is proprietary to () and accordingly, I agree to keep it confidential, which means I will not use it other than in the performance of my duties or disclose it to any person or entity outside the (). I understand that I must comply with all if the provisions of the Manual to have access to and use () resources. I also understand that if I do not comply with all provisions of the Manual, my access to () resources may be revoked, and I may be subject to disciplinary action up to and including discharge.

I further understand that I am obligated to familiarize myself with ()’s safety, health, and emergency procedures as outlined in this Manual or in other documents.

Signature of Employee

Date

Please Print Your Name