Greene County, Missouri

Personnel Policy Manual

For the Offices of the:

- Assessor
- Auditor
- Collector of Revenue
- County Clerk
- County Commission
  - Budget Office
  - Emergency Management
  - General Services
  - Highway Department
  - Human Resources
  - Information Systems
  - Medical Examiner
  - Pre-Trial
  - Purchasing
  - Resource Management
- Juvenile Services
- Prosecuting Attorney
- Public Administrator
- Recorder of Deeds
- Sheriff
- Treasurer

Adoption Date: January 1, 1997
Current Version: August 2026
Individual policies revised at discretion of county commission

Employee Acknowledgments

Employee Name:	**Department:**
Position:	**FLSA Status:**

Receipt of Greene County Personnel Policy Manual
I, the undersigned, have received a copy or instructions on how to access the Greene County Personnel Policy Manual and understand the guidelines set forth therein. I understand and agree that this revised version of the Greene County Personnel Manual supersedes all prior versions that have been issued by any county elected official and that it will be effective as of June 05, 2013. I understand that Greene County reserves the right to modify this manual or amend or terminate any policies, procedures or employee benefits at any time.

I understand that the manual is not a contract of employment, express or implied, between me and Greene County, or any elected official thereof, and that I should not view it as such or as a guarantee of employment for any specific duration. I further understand that no county elected official, department administrator, manager or representative of Greene County has the authority to enter into any agreement guaranteeing employment for any specified period of time. I also understand that any such agreement, if made, shall not be enforceable unless it is in a formal written employment agreement or resolution signed by both me and the elected official and authorized by the County Commission.

Employee's Signature:_____ Date:_____

Compensatory Time Agreement - Applicable to FLSA Non-Exempt Employees*

In accordance with the Fair Labor Standards Act (FLSA), Greene County has a policy of granting employees, who are covered by the overtime provisions of the FLSA, compensatory time off in lieu of compensation for hours worked in excess of 40 hours in a work week. I, the undersigned, have received a copy of the Overtime and Compensatory Time policy provided in the Greene County Personnel Policy Manual revised June 05, 2013.

I understand that the compensatory time will be granted at a rate of time and one-half for all hours worked in excess of 40 hours per week for nonexempt employees, or other permissible work periods for law enforcement personnel. For the purpose of computing overtime, only actual working time will be considered in the computation of the 40 work hours and paid absences, such as vacation, compensatory time off, holidays, sick leave, funeral leave and jury duty, will not be considered as time worked. I further understand that the compensatory time may be limited, used or paid out consistent with the provisions of county policy and the provisions of the FLSA. The work week used to calculate compensatory time for county employees begins on Sunday at 12:01 a.m. and ends on the following Saturday at midnight unless otherwise specified in writing by my department's administrator or elected official.

I knowingly agree to the provision of time off as compensation for overtime work as a condition of my employment and consent to the use of compensatory time in accordance with county policy. I further understand that in the event any portion of this policy is interpreted to conflict with the FLSA that the conflicting portion shall be struck and the remainder of the policy shall continue in full force and effect.

Employee's Signature:_____ Date:_____

***Nonexempt Law Enforcement Personnel:** *Refer to the Compensatory Time Agreement in the Sheriff's Office - Policy and Procedure Manual.*

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Greene County Officeholders

Assessor – Brent Johnson

Auditor - Cindy Stein

Administrative Family Court Judge - David Jones

Collector of Revenue – Allen Icet

County Clerk - Shane Schoeller

Presiding Commissioner - Bob Dixon

Commissioner, District 1 – Rusty MacLachlan

Commissioner, District 2 – John C. Russell

Prosecuting Attorney - Dan Patterson

Public Administrator – Sherri Martin

Recorder of Deeds - Cheryl Dawson-Spaulding

Sheriff - Jim Arnott

Treasurer - Justin Hill

Adoption Date: January 1, 1997
Current Version: August 2026
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Greene County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the county will provide reasonable accommodations to qualified individuals with disabilities

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Adoption Date: January 1, 1997
Current Version: August 2026
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Chapter 1: GENERAL PROVISIONS

Purpose Right to Amend

Applicability

Responsibility

Adoption Date: January 1, 1997
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Section 1 – 1: Purpose

The purpose of this manual is to provide the framework for the uniform application of personnel policies and procedures which affect employment with Greene County. These policies and procedures were developed and approved by Greene County elected officials and ratified by the County Commission in order to provide fair and consistent treatment of all county employees. These policies are not intended to be a contract between the county, or any elected officials thereof, and its employees and do not create contractual rights for employees.

Section 1 – 2: Right to Amend

No policy manual can anticipate every circumstance or question about policy. As the county continues to grow, the need may arise to change the policies described in this manual. Therefore, Greene County reserves the right to revise, supplement, or rescind any policies or any portion of the manual from time to time as it deems appropriate. The Circuit Court En Banc or the Chief Family Court Judge retains the final authority in making any revisions to the manual as it applies to Juvenile Court employees.

Employees will be notified of any changes to the manual as they occur. However, it should be recognized that there will be occasions when a lapse in time occurs between the passage or amendment of the laws, rules, regulations and policies affecting county employees and the time when this manual is revised accordingly.

Section 1 – 3: Applicability

For purposes of this manual, "Greene County" includes the elected officials listed below. County employees who are employed in a department governed by one of these elected officials are covered by the provisions in this manual.

- Assessor
- Auditor
- Administrative Family Court Judge - Juvenile Services
- Collector of Revenue
- County Clerk
- County Commission
- Prosecuting Attorney
- Public Administrator
- Recorder of Deeds
- Sheriff
- Treasurer

Section 1 – 4: Responsibility

Elected Officials

Each elected official will be responsible for the proper administration of these policies and will retain the authority for making employment decisions affecting employees in their office or department including hiring, promotion, transfer, demotion, discipline and termination. This manual will not be construed as limiting in any way the power and authority of any elected official to make operating departmental rules and regulations governing the conduct and performance of employees. However, departmental rules and regulations should not conflict with provisions of this policy manual.

Employees

Employees will receive a copy of the instructions to view this manual on Greene County's intranet. Each office will have at least one hard copy for employees to view. Employees will be responsible for understanding and complying with the provisions of this manual. Each employee will sign the acknowledgment form provided herein. The original will be retained by the Human Resources Office and a duplicate copy will be retained in each employee's confidential personnel file. Questions concerning this manual should be directed to the employee's supervisor, human resources director or the department's designated personnel representative.

Chapter 2: DEFINITIONS

The following words and phrases will have the meanings indicated throughout these policies except where the context clearly indicates otherwise.

Anniversary Date: Date of appointment, transfer, promotion or demotion to a position or class in the county service.

Appointing Authority: The elected official or designee of the elected official or any person having the power by virtue of state law or other lawfully delegated authority to make appointment to positions in the county service.

Appointment: The designation to a position in the county service of a person who has qualified for the appointment through an appropriate selection process.

Class: One or more positions sufficiently similar in respect to assigned work duties and responsibilities that the same class title may be reasonably and fairly used to designate each position allocated to the class, that the same minimum education and work experience qualifications may be required, and that the same salary range may apply with equity.

Classification: The original assignment of a position to an appropriate class on the basis of the nature, difficulty, and responsibility of work to be performed, work experience and minimum education.

Classification Specification: A written statement of the characteristic duties, responsibilities, and qualification requirements of class.

County Commission: The duly elected governing body of Greene County, Missouri or a designee when appropriate.

County Employee: An employee who is employed by and serves under the direction of and at the will of an elected official.

County Physician: A physician who is working on behalf of Greene County.

Date of Employment: The date an employee starts work as a new hire or rehire.

Date of Termination: The date an employee separates from employment.

Demotion: The voluntary or involuntary movement of an employee from a position or class in one pay grade to a position or class in another pay grade having a lower maximum salary rate.

Department Administrator: A chief deputy, administrator, manager or director who reports directly to an elected official, who is entrusted with the overall direction of an office or department and who makes decisions and/or acts on behalf of the elected official in their absence.

Elected Official: A duly elected official of Greene County, Missouri or a designee when appropriate.

Exempt Employee: An employee who is exempted from the provisions of the Fair Labor Standards Act (FLSA) by the Act or who is not covered by the Act, particularly as it relates to overtime.
Introductory Employee: A full-time or part-time employee serving an introductory working test period.

Introductory Period: A working test period during which a newly appointed full-time or part-time employee is required to demonstrate fitness by actual performance of the duties of the position to which the employee is appointed.

Layoff: Employment separation made necessary by lack of work or funds or other reasons not related to fault, delinquency, or misconduct on the part of an employee.

Non-Exempt Employee: An employee who is covered by the provisions of the Fair Labor Standards Act (FLSA), particularly as related to overtime.

Position: A group of current duties and responsibilities assigned or delegated by competent authority, requiring the full-time, part-time, or temporary employment of one person.

Pay Grade: A salary range with a minimum and maximum rate of pay.

Position Description: A written statement of the characteristic duties, responsibilities, and qualification requirements of a position.

Promotion: The movement of any employee from a position or class of a pay grade to a position of another pay grade having a higher maximum salary rate.

Resignation: A voluntary employment separation initiated by the employee.

Retirement: A voluntary employment separation initiated by the employee who meets age and length of service requirements specified by the retirement plan in which they are enrolled.

Serious Health Condition: An illness, injury, impairment (physical or mental) that involves inpatient care in hospital, hospice, residential medical facility or continuing treatment by a health care provider, as defined by the Family and Medical Leave Act of 1993.

Transfer: The movement of an employee from one department, division, or unit of the county government to another or from one position or class to another position or class of the same pay grade.

Vacancy: A duly created position which is not occupied and for which funds have been provided.

Year: A calendar year unless otherwise specified in a particular section.

Chapter 3: GENERAL EMPLOYMENT POLICIES

Nature of Employment
Open Communications
Equal Employment Opportunity
Sexual and Other Unlawful Harassment
Nondiscrimination on the Basis of Disability
Immigration Law Compliance
Employment of Relatives
Outside Employment
Conflict of Interest
Emergency Declared
Building Access Cards
Tobacco Free Campus
Fitness for Duty
Pandemic Declaration
Whistleblower Protection

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Section 3 - 1: Nature of Employment

Employment with Greene County is voluntarily entered into, and employees are free to resign at will at any time, for any reason, with or without cause or notice. Similarly, Greene County, or any elected county official thereof, may terminate the employment relationship at will at any time, for any reason, with or without cause or notice.

Policies set forth in this manual are not intended to create a contract, expressed or implied, guaranteeing employment for a specific duration, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment between Greene County and any of its elected county officials and any of their employees. The provisions of this manual have been developed at the discretion and approval of county elected officials and ratified by the County Commission.

**Prosecuting Attorney employees should also consult the Department Supplement manual for more details regarding the nature of employment applicable to their department.*

**Sheriff's Office employees should also consult the Sheriff's Office Policy and Procedure manual for more details regarding the nature of employment applicable to their department.*

Section 3 - 2: Open Communications

Greene County elected officials believe that when employees deal openly and directly with supervisors, the work environment can be excellent, communications can be clear, and attitudes can be positive. Therefore, employees are strongly encouraged to voice concerns openly and directly to their supervisors to resolve any misunderstandings or conflicts before serious problems develop. If a situation persists that an employee believes is detrimental to them or to the county, they should discuss it with their immediate supervisor, department administrator or elected official in order to work out a satisfactory solution to the problem.

Section 3 - 3: Equal Employment Opportunity

Greene County and its elected officials provide equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law in accordance with applicable federal and state laws. This policy applies to all terms and conditions of employment, including, but not limited to: hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Section 3 - 4: Sexual and Other Unlawful Harassment

Policy Statement

Greene County and its elected officials are committed to providing a work environment that is free from all forms of discrimination, including freedom from 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.

It is against the policy of Greene County for any employee to sexually harass another employee by:

1. Making acceptance of unwelcome sexual advances or requests for sexual favors or other verbal or physical conduct of a sexual nature a condition of continued employment;
2. Making submission to or rejection of such conduct the basis for employment decisions affecting the employee; or

3. Creating an intimidating, hostile, or offensive working environment by such conduct.

Responsibility

Each elected official and member of management is responsible for creating an atmosphere free of discrimination and harassment, sexual or otherwise. Further, employees are responsible for respecting the rights of their co-workers. Any supervisor who becomes aware of possible sexual or other unlawful harassment must promptly advise their elected official, department administrator or the human resources director.

Complaint Procedure

Greene County's elected officials will act positively to investigate alleged sexual or other unlawful harassment claims and to effectively remedy them when an allegation is determined to be valid. The following complaint procedure should be followed if an employee experiences any job-related harassment based on sex, race, color, age, religion, national origin, or disability, or believe that they have been treated in an unlawful, discriminatory manner. Any complaint will be kept confidential to the maximum extent possible.

1. The employee should report any incident to their supervisor who will investigate the matter and take appropriate action, including reporting it to the next level of management or their elected official or department administrator.
2. If the employee believes it would be inappropriate to discuss the matter with their supervisor, they may bypass their supervisor and report it to the next level of management, their elected official, department administrator or the human resources director, who will undertake an investigation.
3. If the employee believes that an investigation is not being conducted or has been conducted improperly, they should contact the human resources director.

Consequences of Harassment

Sexual or other unlawful harassment is a form of employee misconduct that is demeaning to another person, undermines the integrity of the employment relationship, and is strictly prohibited. If it is determined that an employee is guilty of harassing another individual, appropriate disciplinary action will be taken against the offending employee by their elected official or department administrator, up to and including termination of employment.

Any form of retaliation against any employee for filing a bona fide complaint under this policy or for assisting in a complaint investigation is strictly prohibited. However, if after investigating any complaint of harassment or unlawful discrimination, it is determined that the complaint is not bona fide or that an employee has provided false information regarding the complaint, disciplinary action may be taken against the individual who filed the complaint or who gave the false information.

Section 3 - 5: Non-Discrimination on the Basis of Disability

Policy Statement

Greene County complies with the Americans with Disabilities Act (ADA) and does not discriminate against qualified individuals with disabilities in regard to job application procedures, hiring or discharge of employees, employee compensation, advancement, job training, and other terms, conditions, and privileges of employment. No qualified individual with a disability will, by reason of such disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in county employment programs or activities.

Reasonable Accommodation

Greene County will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. Qualified individuals with disabilities may make requests for reasonable accommodation to their elected official, department administrator or the human resources director.

Designation of Individual to Coordinate Employment Compliance

The County Commission has designated the human resources director to coordinate employment compliance under the ADA and investigate ADA related discrimination complaints.

ADA Employment Grievance Procedure

- **A.** A complaint should be filed in writing with the human resources director and should contain the name and address of the person filing it, and briefly describe the alleged violation of the regulations.
- **B.** A complaint should be filed within 30 calendar days after the complainant becomes aware of the alleged violation.
- **C.** An investigation, as may be appropriate, will follow a filing of a complaint and will be conducted by the human resources director. These rules contemplate informal but thorough investigations, affording all interested persons and their representatives, if any, an opportunity to submit evidence relevant to a complaint.
- **D.** A written determination as to the validity of the complaint and a description of the resolution, if any, will be issued by the human resources director and a copy forwarded to the complainant no later than fifteen (15) working days after its filing. The human resources department will maintain the date, file and records of Greene County relating to the complaints filed.
- **E.** The right of a person to a prompt and equitable resolution of the complaint filed hereunder will not be impaired by the person's pursuit of other remedies such as the filing of an ADA complaint with the responsible federal department or agency. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies.

These rules will be construed to protect the substantive rights of interested persons to meet appropriate due process standards, and to assure that Greene County complies with the ADA and implementing regulations.

Section 3 - 6: Immigration Law Compliance

Greene County employs 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, may undergo E-Verify and the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility to the Human Resources Department, prior to beginning their first day of employment. Former employees who are rehired must also complete the form if they have not completed an I-9 with Greene County within the past three (3) years, or if their previous I-9 is no longer retained or valid.

Section 3 - 7: Employment of Relatives

Elected officials and department administrators will exercise sound judgment in the placement of related employees in accordance with Article VII, Section 6 of the Missouri Constitution and the following guidelines:

A. A county employee may not appoint or promote any person over which the employee exercises jurisdiction or control who is a member of the immediate family of the employee. That is, no employee is permitted to work within the "chain of command" of a relative such that one relative's work responsibilities, salary or career progress could be influenced by the other relative.

B. No relatives are permitted to work in the same department (i.e., division, section, unit, etc.) or in any other positions in which an inherent conflict of interest may exist.

C. If a relative relationship is established after appointment in which there is a coworker or supervisor- subordinate relationship, the appropriate elected official or department administrator will determine if a conflict or potential conflict may arise and if it is necessary to transfer one of the employees.

D. For purposes of this policy, "family member or relative" is a spouse, child, parent, sibling, grandparent, grandchild, aunt, uncle, first cousin, or corresponding in-law or "step" relation and individuals who are not legally related but who reside with another employee. This policy applies to all categories of employment, including full-time, part-time and temporary classifications.

E. Employees and their close friends or significant others may also be assigned to positions that create a coworker or supervisor-subordinate relationship. Elected officials and department administrators will, in their discretion, exercise sound judgment with respect to the placement of these employees in these situations in order to avoid the creation of a conflict or the appearance of a conflict of interest, avoid favoritism or the appearance of favoritism, and decrease the likelihood of sexual harassment in the workplace.

Section 3 - 8: Personal and Business Relationships Among Employees

Purpose and Scope

The purpose of this policy is to ensure effective supervision, safety, security, performance, assignments and discipline while maintaining positive morale by avoiding actual or perceived favoritism, discrimination, or other actual or potential conflicts of interest by or between employees. These employment practices include: recruiting, testing, hiring, compensation, assignment, use of facilities, access to training opportunities, supervision, performance appraisal, discipline, and workplace safety and security.

Objective

Greene County believes that a work environment where employees maintain clear boundaries between employee personal and business interactions is necessary for effective operations. Although this policy does not prevent the development of friendships or personal relationships between co-workers, it does establish boundaries as to how relationships are conducted during working hours and within the working environment.

Individuals in supervisory or managerial roles, and those with authority over others' terms and

conditions of employment, are subject to more stringent requirements under this policy due to their status as role models, their access to sensitive information, and their ability to affect the employment of individuals in subordinate positions.

This policy does not preclude or interfere with the rights of employees protected by the National Labor Relations Act or any other applicable statute concerning the employment relationship.

Definitions

- **Business relationship** - Prohibited relationships are on-going business or financial relationships between supervisors and subordinates, such as entering into a landlord-tenant relationship, lending money, and sales where money is paid back over time. One-time transactions, such as the sale of an automobile or a piece of furniture, may be allowed, but only after the supervisor involved in the pending transaction receives written approval from the Human Resources Director (email is sufficient).

- **Conflict of interest** - Any actual, perceived, or potential conflict of interest in which it reasonably appears that an employee's action, inaction or decisions are or may be influenced by a personal or business relationship between employees.

- **Inappropriate relationship –** Personal or business relationships between persons in inherently unequal positions where one party has real or perceived authority, influence, or power over the other's conditions of employment or has the ability to directly impact the other's career progression, which includes formal and informal supervisory relationships. Such relationships are prohibited if they have an actual, perceived, or potential for perceived influence over the professional relationship or workplace.

- **Personal relationship** - Includes marriage, cohabitation, dating, sexual or any other intimate relationship between employees beyond mere friendship or the appearance thereof.

- **Public official** - A supervisor, officer, or employee who is vested with authority by law, rule, or regulation, or to whom authority has been delegated.

- **Subordinate** - An employee who is subject to the temporary or ongoing direct or indirect authority of a supervisor**.**

- **Supervisor** - An employee who has temporary or ongoing direct or indirect authority over the actions, decisions, evaluation, and/or performance of a subordinate employee in their professional roles.

Employee Conduct

1. During working time and in working areas at all times, employees are expected to conduct themselves in an appropriate workplace manner that does not interfere with others or with overall productivity.
2. During nonworking time, such as lunches, breaks, and before and after work periods, employees engaging in personal exchanges in nonwork areas (for example break rooms) should observe an appropriate workplace manner to avoid offending other workers or putting others in an uncomfortable position.

3. Employees are strictly prohibited from engaging in physical contact that would in any way be deemed inappropriate in the workplace by a reasonable person while anywhere on county premises, whether during working hours or not.

4. Employee off-duty conduct is generally regarded as private, as long as such conduct does not create problems within the workplace. Exceptions to this principle, however, are personal and business relationships between supervisors and subordinates, which is prohibited and must be disclosed.

5. Employees who allow personal relationships with co-workers to adversely affect the work environment will be subject to Greene County's disciplinary policy, including counseling for minor problems. Failure to change behavior and maintain expected work responsibilities is viewed as a serious disciplinary matter.

6. Employees shall conduct themselves during work time and during non-work time in accordance with Greene County sexual harassment policy set forth in the Employee Personnel Manual.

7. Prosecuting Attorney, Sheriff, Courts, and Juvenile Office.

   a. To avoid actual or perceived conflicts of interest, employees of the Prosecuting Attorney, Sheriff, Courts, or Juvenile Office shall refrain from developing or maintaining personal or business relationships with victims, witnesses, or other individuals during the course of, or as a direct result of, any official contact.

   b. Except as required in the performance of official duties or in the case of immediate relatives, employees shall not develop or maintain personal or business relationships with any individual they know or reasonably should know is under criminal investigation, or is a convicted felon, parolee, fugitive, registered offender or who engages in intentional violations of state or federal laws.

Procedures

1. Notification of Relationships

   Any department head, supervisor, manager, executive, attorney, or other public official must disclose the existence of a personal or business relationship with another co-worker in the same county office or county department. Disclosure may be made to the individual's immediate supervisor or the director of human resources (HR). The elected office holder or department head will review the circumstances to determine whether any conflict of interest or potential risk to the organization exists. Failure to disclose a relationship in violation of this policy may be deemed insubordination and result in disciplinary action up to and including termination.

2. Supervisor Responsibilities

   Upon being notified of or becoming aware of any circumstance that could result in or constitute an actual or potential violation of this policy, a supervisor shall take all reasonable steps to mitigate or avoid such violations whenever reasonably possible. Supervisors shall also promptly notify the Office Holder or Department Head of such actual or potential violations.

3. Conflict Resolution.

   a. When a conflict-of-interest or appearance of a conflict is identified due to an employee's personal or business relationship with a co-worker, the Office Holder or Department Head will work with the parties involved to consider options for resolving the problem. The initial solution may be to make sure the parties no longer work together on matters where one is able to influence the other or take action for the other. Matters such as hiring, training, firing, promotions, performance management, compensation decisions and financial transactions are examples of situations that may require reallocation of duties to avoid any actual or perceived reward or disadvantage. In some cases, other measures may be necessary, such as transfer of one or both parties to other positions or departments. A transfer will only be an option if an open position exists and the transferring party is qualified for the position. If one or both parties refuse to accept a reasonable solution, such refusal will be deemed a voluntary resignation.

   b. Failure to cooperate with the Office Holder or Department Head to resolve a conflict or problem caused by a personal or business relationship between co-workers or among managers, supervisors or others in positions of authority may be deemed insubordination and result in disciplinary action up to and including termination.

Miscellaneous Provisions

1. The provisions of this policy apply regardless of the sexual orientation of the parties involved.
2. Where doubts exist as to the specific meaning of the terms used above, employees should make judgments based on the overall spirit and intent of this policy.
3. Any concerns about the administration of this policy should be addressed to the Office Holder, Department Head, or Human Resources Director.

**Sheriff's Office employees should consult the Sheriff's Office Policy and Procedure Manual for more details regarding Nepotism and Employment Conflicts applicable to their department.*

Section 3 - 9: Outside Employment

The following general provisions apply to all Greene County employees covered by these policies:

A. Outside employment is prohibited if such employment would have an adverse effect on the employee's performance of official duties with the county or be prejudicial to the reputation of the county or the elected county official for whom said employee is working. All employees will be judged by the same performance standards and will be subject to the county's scheduling demands, regardless of any existing outside work requirements.

B. Employees will inform their elected official or department administrator prior to acceptance of any outside employment. If an elected official or department administrator determines that an employee's outside work interferes with performance or the ability to meet the requirements of the county as they are modified from time to time, the employee may be asked to terminate the outside employment if they wish to retain their employment with Greene County.

C. Outside employment that constitutes a conflict of interest is prohibited. Employees may not receive any income or material gain from individuals outside the county for materials produced or services rendered while performing their jobs for Greene County.

D. Employees may not engage in outside work activities while on county time. In addition, county property may only be used for county business.

Human Resources will have new employees fill out a form indicating if they have outside employment. If they do, it will need to be approved by the hiring supervisor. Officeholders and Department Heads will need to be notified by the employee if they obtain outside employment after they are hired at Greene County. It is up to the Officeholder and Department Head to notify Human Resources of this employment.

**Prosecuting Attorney employees should also consult the Department Supplement manual for more details regarding outside employment applicable to their department.*

**Sheriff's Office employees should also consult the Sheriff's Office Policy and Procedure Manual for more details regarding outside employment applicable to their department.*

Section 3 - 10: Conflict of Interest

Employees have an obligation to conduct business within guidelines that prohibit actual or potential 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 personal gain for that employee or for a relative as a result of the county's business dealings. 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

A. All employees will be subject to the conflict-of-interest provisions of 105.452 and 105.454, RSMo.
B. No county employee may derive personal financial gain resulting from any purchase of goods or services by the county.
C. No county employee may use or disclose confidential information obtained as a result of performing official county business for personal financial gain or profit.
D. No county employee will hold a financial interest in a firm, institution, corporation or other establishment supplying goods or services to the county.
E. No county employee will have a direct or indirect financial interest in any contract or in the sale to the county of land, materials, supplies, or services, except on behalf of the county as an officer or employee.
F. No county employee will be employed in any capacity with a firm, institution, corporation, or other establishment supplying goods or services to the county when that capacity means the possession, direct or indirect, of the powers to direct or cause the direction of the management and policies of the organization.

Section 3 – 11: Emergency Declared

When a disaster, emergency or other unforeseen event occurs that requires affected exempt and non-exempt employees to work overtime hours, the County Commission, in its sole discretion provided county funds are available, may allow affected employees to receive payment for overtime worked exclusively during the event in excess of 40 hours. Pay for exempt employees will be based on hourly salary calculated from their current annual salary wage during the defined period of the disaster response and/or recovery period. In order for the event to be considered for overtime cash payment, it must concern safety, health, emergency services, or other unforeseen events.

The elected official or department administrator of the affected department(s) will be required to submit a written request for the payment of the overtime to the County Commission. In determining if payment of overtime is necessary, the County Commission will consider the following: the functions

of the department, the hardship that the additional compensatory time poses on the department, and the activation level of the Emergency Operations Center if activated for requested event.

Section 3 – 12: Building Access Cards

In order to provide as much protection as possible for the security of our employees, as well as our property, Building Access Cards will be determined by your individual office and through the Campus Security Policy Committee. Loss of your building access card MUST be reported to your supervisor as soon as the loss is discovered. Employees will be charged an appropriate fee for the replacement of any lost Building Access Card. If a Building Access Card is found please contact your supervisor to turn the card in. Upon leaving employment with Greene County for any reason, Building Access Cards must be returned to your supervisor prior to final pay processing.

Section 3 – 13: Tobacco Free Campus

Tobacco use is a significant risk factor that impacts employee wellness, absenteeism, and health insurance costs. To encourage better health for our employees, tobacco use will no longer be allowed on the Greene County Campus, and designated smoking areas will no longer be available. This policy covers any tobacco product and applies to both employees and non-employee visitors of Greene County.

Tobacco use will be strictly prohibited within the entire campus of Greene County and all Greene County vehicles. This includes the prohibition of smoking in privately-owned vehicles parked on county property.

- **A.** This policy applies to all employees, contractors, and visitors.
- **B.** Tobacco use will not be allowed on any paid break time.

Procedure

- **A.** Signs will be posted on the Greene County Campus and in all county-owned vehicles.
- **B.** Any violation of this policy will result in verbal warning and a second violation will be handled through standard disciplinary procedures.

Section 3 – 14: Fitness for Duty

The County Commission believes that its responsibility is to assure that all of its employees are fit for duty, physically and psychologically, in order to provide the highest level of services possible to the citizens of Greene County. The Fitness for Duty Policy is designed to provide fair and uniform standards for consistent application of the criteria of fitness for duty of employees with regard to alcohol/drug abuse, psychological/emotional disabilities, and/or physical disabilities. It is designed to protect the health and safety of the employee, coworkers, and the work equipment/environment.

Purpose

The purpose of this policy is to assist and accommodate employees in drug/alcohol, medical, physical, psychological/emotional problems, or a disability as defined by the Americans with Disabilities Act (ADA) which may affect the satisfactory performance of their job functions. Normal administrative and disciplinary procedures relating to unavailability for work or inability to perform satisfactorily will not be avoided. In the event an employee informs Greene County of reasonable accommodations he or she will need to perform the essential functions of his/her job, a designated ADA committee and/or County Administrator will consider the request and decide regarding the appropriate accommodations to make, if any. An employee is obligated to notify his or her immediate supervisor when reporting for duty or in the course of his or her work shift, if use of any drug,

alcohol, or other cause, may adversely affect his/her ability to satisfactorily perform the functions of the job (i.e., drowsiness, dizziness, blurred vision, etc.) It is the responsibility of the employee to cooperate with the requests of the county physician and/or the referral in an examination. Failure to cooperate is considered insubordination and a violation of the policy.

Alcohol and Drug Abuse/Rehabilitation

Greene County regards alcohol and drug abuse as illness, which can be treated. It was with this idea that the Employee Assistance Program (EAP) was instituted. The function of the EAP is not to administer treatment, but to encourage employees and their families to seek a diagnosis and to accept treatment from trained sources. Greene County recognizes that alcohol and drug abuse can cause attendance and work performance problems and it is hoped that through the use of the EAP these problems can be reduced and valued employees can be retained.

If an employee or an employee's department recognizes that drug or alcohol abuse is causing a problem in their lives, they are encouraged to use the EAP for referral assistance. The initial assessment services at some of the local agencies are free through our EAP or may be filed under Greene County's group medical insurance. Our medical plan covers some types of treatment costs. Any other expenses will be the responsibly of the employee.

All requests for information pertinent to available services, as well as any subsequent referral(s), will be held in the strictest confidence. No employee shall be jeopardized in job security or promotion solely because of involvement in the EAP program. For more information concerning the EAP, call Human Resources at extension 4116.

Rehabilitation for Chemical Dependency

The hazards of drug and alcohol use in the work place have been well documented. Employees under the influence of drugs and alcohol can cause serious personal injury and property damage. Recognizing this problem, Greene County has adopted drug and alcohol testing provisions for all employees in safety sensitive positions and/or whose job duties include operating a county motor vehicle.

Many Greene County employees are covered by Department of Transportation (DOT) drug and alcohol regulations. Employees covered by these regulations will also be subjected to the same prohibitions and testing requirements outlined for safety sensitive positions in Greene County. DOT employees will receive the DOT drug screen first. All non-DOT safety sensitive employees will receive a non-DOT drug screen.

An employee's refusal to take a drug test will result in his or her immediate termination.

This policy is not intended to limit Greene County's right to further discipline, up to and including discharge, an employee for improper or illegal conduct engaged in while under the influence of prohibited drugs and alcohol.

Physical and/or Psychological/Emotional Disabilities

Supervisors will be trained and required to refer an employee for a fitness-for-duty evaluation when it appears that there is reasonable doubt about the employee's ability to safely and properly perform normal work duties. When possible, the decision to refer the employee for a fitness-for-duty evaluation should be corroborated by at least two people, one being a supervisor. The supervisor must document the reasons for the referral, including specific performance/behavior relevant to the employee's inability to safely and properly perform his or her normal work duties.

Confidentiality

The medical records of a fitness-for-duty evaluation will be filled out by the county's occupational medicine physician.

Fitness-for-Duty Procedures

The following are the steps and responsibilities for implementation of the fitness-for-duty policy:

A. If a supervisor observes or becomes aware of deterioration in an employee's performance or behavior, the supervisor is to document the observations or information. The documentation must be directly related to the employee's inability to perform his or her work duties in a safe, satisfactory manner. Possible observations may include, but are not limited to:

1. Absenteeism
2. Punctuality
3. Work habits
4. Carelessness
5. Accidents
6. Extreme nervousness
7. Drowsiness
8. Slurred/incoherent speech
9. Inability to concentrate
10. Lack of attention
11. Unusually aggressive behavior
12. Unexplained work errors
13. Unexplained changes in mood
14. Lack of manual dexterity
15. Lack of coordination in walking
16. Smell of alcohol on breath

(This list should not be considered to be all-inclusive)

B. If at all possible, a second supervisory employee or co-workers should witness and confirm any observed deterioration in the employee's performance or behavior. If an employee returns to work after hospitalization or a prolonged absence for health reasons, the supervisor and/or County Administrator may require the employee be examined by the designated county physician prior to allowing the employee to return to work.

C. The supervisor will meet with the employee in private to determine the need for a fitness-for-duty evaluation.

D. If the supervisor determines that the fitness-for-duty evaluation is needed, he or she will notify the Human Resources Department.

E. If the supervisor determines that fitness-for-duty evaluation is not necessary, the supervisor may, upon his/her discretion, offer the EAP information to the employee.

F. If the employee is recommended for a fitness-for-duty evaluation, the Director of Human Resources will coordinate with the supervisor to take the employee to the county physician for the fitness-for-duty evaluation. The evaluation will include such elements of a general physical

examination and other specific testing/lab procedures deemed medically appropriate. The evaluation shall be at the county's expense and take place on the employees paid work time.

G. Under no circumstances is an employee who is sent home as unfit to work to be allowed to drive him or herself. (A person who is unfit to work is unfit to drive). The designated county physician and/or, when appropriate, the referred physician, will determine if the employee is "fit for duty" and able to return to work, or "unfit for duty." The results of the fitness-for-duty examination will be shared with the employee.

H. If the employee is determined to be fit for duty, the designated county physician or EAP professional will provide the employee with a written release to return to work without restrictions.

I. If the County's designated physician or EAP professional determines the employee to be unfit for duty for reasons of physical illness, mental illness, or other impairment, the county physician or EAP professional will send the employee home and refer him or her for medical care as indicated below:

1. In cases that are not covered under workers' compensation, offer the employee a referral to his/her current physician; or
2. Offer the employee a referral to an appropriate physician; or
3. Offer the employee a referral to the EAP.

All referrals require the designated county physician to notify the Director of Human Resources that the employee has been sent home until released to return to work by the physician.

If it is confirmed that the employee needs EAP services and the employee refuses assistance, the employee will not be allowed to return to work until the employee obtains a release to return to work without restriction as provided under Paragraph 11 below. Failure to adhere to medical or psychological treatment as directed by the county physician may result in dismissal from employment.

J. In order to return to work, a written release is required from the county's occupational medicine physician and/or the referred physician, if applicable, which states the employee may return to work without restriction, or states the type of reasonable accommodation necessary. The county's designated physician and Greene County will determine whether an accommodation will cause an undue hardship prior to the employee returning to work. If the county selected physician and/or referred physician's opinions on the employee's ability to return to work contradict, the employee may request that he or she be examined by a third physician who shall be selected by mutual agreement of the county selected physician and the employee's referring physician. The opinion of the third physician shall be the final decision and binding upon the County and employee. The cost of obtaining an opinion of a third physician shall be split equally between the county and the employee.

Section 3 – 15: Pandemic Declaration

Business continuity planning for the County industry requires preparing for the full range of threats. One threat is the possibility of a pandemic event. A pandemic is defined as a global outbreak when a new virus is able to be transmitted between humans resulting in serious illness and death worldwide. A pandemic event could impact a large percentage of the population and could last for several

weeks to a few months. Greene County recognizes the need to prepare for such an event to minimize its negative impact on both the County's employees and residents.

Purpose

The following procedures have been established in an effort to protect employees' health and safety while limiting the impact on services provided to Greene County residents.

General Provisions

This policy will be enacted when advised by the Springfield-Greene County Health Department that a pandemic is imminent or as directed by the Presiding Commissioner or Associate Commissioner. Each section of this policy may be implemented independently as directed by the Presiding Commissioner or Associate Commissioner.

Procedures

A. Workforce Deployment

Each Greene County department and office shall identify its own workforce deployment plan (within its own department) in the event of a declared pandemic event; however, in the event that it is necessary to deploy employees to work in other areas of the County, the following will apply:

1. For the duration of a pandemic event, Greene County will commit to working together to ensure critical services are provided to residents. Critical services will be defined by the Commission based on criteria that includes timing, estimated duration, availability of vaccines, etc.
2. If a need is identified in a critical area of the County, qualified employees from any location or classification can be assigned to perform the necessary work during the pandemic event, regardless of seniority.
3. For the duration of the pandemic event, qualified management employees may also perform work to ensure critical services are provided to residents.
4. Supervisors need to consider exempt and non-exempt employee status when transferring employees.

B. Vaccinations

The Springfield-Greene County Health Department will provide and coordinate the available vaccines to Greene County employees. If a vaccine is available, the number of employees receiving the vaccine may be limited to the number of personnel required to maintain critical and essential services in the County.

Critical services are defined as those that are directly involved with daily public safety activities. The defined departments and offices of Greene County to provide critical services include the Sheriff's Office/Jail (approx. 400), Highway Department (approx. 115), and the Office of Emergency Management (10).

Essential services are defined as the minimum level of service necessary to maintain very basic County operations and public services. Based on available supply, all non-critical services areas will receive vaccine allotments to cover up to 50% of their current staffing (approx 150).

C. Travel

Essential work-related domestic travel by employees will be limited and must be approved by the Commission; nonessential work-related domestic travel will be eliminated for the duration of the pandemic event.

Based on the health risk to their families and co-workers, employees will be encouraged to limit personal travel.

Employees who have recently traveled to infested areas must advise Human Resources and must stay home for the designated incubation period. In addition, these employees must keep Human Resources updated of health status.

Upon the outbreak of a pandemic event, infected areas will be determined and a timeframe for employees to stay home after traveling to those areas will be defined.

D. Pandemic Leave Reports

Once it becomes apparent that a pandemic is likely to affect the region, Greene County Department Heads and Office Holders will work with the Human Resources Department to document employees on leave. The Pandemic Leave reports must include the employee's name and date(s) of absences. These reports need to be emailed to the Human Resources Department by 10:30 am each working day.

Employees who cannot report to work due to illness must call their supervisor to report their absence prior to the start of their shift (normal policies apply).

Employees who are ill will be sent home. If an employee is sent home due to illness, the supervisor must immediately report this to the Human Resources Department.

Greene County Public Information Officer (PIO) will be responsible for regular updates to all employees regarding pandemic status, community issues, advisors, etc.

E. Health Care Provider's Statement

During a declared pandemic, employees will not be expected to submit a health care provider's statement verifying illness or expected return to work dates as outlined in Chapter 10-6 in the policy manual. This will allow community health care facilities to utilize resources for the most critically effected population. Employees will be expected to follow their regular interdepartmental notification process to supervisors.

F. Social Distancing

Nonessential meetings will be eliminated for the duration of the pandemic event. Essential meetings will be limited and will be attended by the fewest possible employees. Precaution must be taken to avoid transmission of the virus by limiting frequency and types of face-to-face contact among employees and between employees and residents.

The following communication tools will be utilized to promote social distancing and decrease face-to-face contact with employees and residents:

1. **Voice Mail**-Employees are instructed to call in and check their message several times a day. (This is an important operating protocol for any virtual work team or individual.)

2. **Teleconferencing**-This is a useful tool for interactive communications with several members of a work team at the same time. It is easy to set up, and most employees have experience using it.
3. **Email**-This is an effective tool for communicating with many employees in almost any type of situation. One message can be easily and quickly distributed to hundreds of employees at the same time, regardless of their location. An up-to-date workgroup, departmental, or organizational group listing of email addresses should be developed and maintained. Email also can be used to direct employees to use other communication tools such as websites, hotlines, or voicemails.

Employees with High-Risk Exposure-Employees who have been exposed to household family members symptoms are strongly encouraged to implement all practical social distancing i.e., attendance to meetings, work place isolation, and sanitation practices.

G. Leave

Any employee who is absent from work due to his/her own illness or an illness of his/her spouse, child, or parent during a declared pandemic event must first charge all accumulated sick leave and then vacation leave, which could also qualify under the 12 weeks of FMLA.

In order to protect the healthy workforce, supervisors are encouraged to send home all employees that show symptoms.

H. Telework

If a pandemic event is declared, Greene County Department Heads and Office Holders will decide which employees can be assigned to telework in order to reduce additional exposure and to ensure continued service to its residents. Supervisors, or their designees, will be responsible for issuing all telework assignments. General responsibilities of supervisors and their teleworking employees are outlined below:

Supervisor or designee will ensure that prior to any pandemic declaration any employee who may be assigned telework has the proper signed policies, equipment, accesses, and connections in place for employees to telework.

1. Supervisor or designee must set parameters for regular communications with his/her employees via email, conference calls, video-conference, online meetings, etc.
2. In order to telework, employees must have already completed any necessary training required in order to perform their duties from their residences.
3. Employees' work hours will generally be on the honor system based on a set work schedule; however, hours can be tracked while the employee is logged into the computer system as well.
4. Employees will be required to comply with all Greene County policies even though they are performing work from their residences.
5. Employees will be covered by all federal, state, and local laws while working from their residences and on their approved work schedule. Greene County is not responsible for any injuries to family members, visitors, and others in the employee's residence while working.
6. Any overtime must be pre-approved by the employee's supervisor. Greene County overtime policy (in the Salary & Benefits Plan) for exempt and nonexempt employees will apply. Overtime as outlined in Greene County policies will apply to all hourly employees who telework.

I. Personal Protective Practices

Employees should wash their hands with soap and water or use a hand sanitizer to cleanse their hands. Any tools or equipment such as hand tools, gas detectors, or other items that may have been in contact with the public should also be disinfected. It is recommended that employees follow these same procedures when working in the more controlled environments within Greene County facilities.

Employees who utilize shared equipment or workstations must use a disinfectant to wipe down the equipment and surfaces before and after each shift. Examples include: telephones, keyboards, pens/pencils, desk tops, hand-held work equipment, or a vehicle's steering wheel.

J. Symptom Questionnaire and Risk Assessment

If a pandemic event is declared, both the Springfield-Greene County Health Department and Centers for Disease Control websites will provide information regarding common symptoms and how to perform a risk assessment. Employees should consult these resources and follow the protocols stated to notify community health care facilities and seek treatment if necessary.

K. Face Coverings

County employees shall wear a face covering or mask in all public areas of County buildings during citizen contact and/or in any common or work space when social distancing of six (6) feet or greater is difficult to maintain. Employees of the County are not required to wear a mask or face covering at their individual work space if they can maintain social distance between themselves and other county employees or members of the public.

Public areas include, but are not limited to lobbies, elevators, stairwells, restrooms, public corridors, office counters, and offices.

The only persons exempt from the requirement to wear a face covering or mask are: (1) those who provide documentation that for health or medical reasons, they are unable to wear a face covering or mask; and (2) persons who are hearing impaired, or persons who are communicating with a person who is hearing impaired when the ability to see the mouth is essential for communication.

Section 3 - 16: Whistleblower Protection

Greene County is committed to promoting transparency, accountability, and integrity in all operations, including those funded by federal grants. This policy is intended to protect employees who report, in good faith, any suspected misconduct.

It is the responsibility of all employees to report violations or suspected violations of applicable federal, state, or local laws or regulations. Retaliation against any person who makes a protected disclosure is strictly prohibited. No employee shall be discharged, demoted, suspended, threatened, harassed, or otherwise discriminated against for disclosing information that the employee reasonably believes is evidence of gross mismanagement of a Federal contract or grant, a gross waste of Federal funds, an abuse of authority relating to a Federal contract or grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a Federal contract or grant.

Individuals are encouraged to report concerns to their supervisor, department head, Inspector General, Government Accountability Office, or elected official, unless that person is involved in the matter. Reports may also be directed to the Greene County Human Resources department.

Adoption Date: January 1, 1997
Current Version: August 2026
Individual policies revised at discretion of county commission

If retaliation is found, the agency will take appropriate action. Any employee who retaliates against someone who has reported a potential violation, in good faith, is subject to disciplinary actions, including discharge. Other remedies may include reinstatement and compensatory damages.

All disclosures will be treated as confidentially as possible, and the identity of the reporting individual will be protected to the extent permitted by law. However, knowingly making false or malicious allegations is not protected and may lead to disciplinary action.

Chapter 4: APPLICANTS AND ORIENTATION

Job Postings
Employment Applications
Reference Checks
Criminal & Driving Record Checks
Medical Examinations
Disqualification
Hiring Authority
Orientation

Adoption Date: January 1, 1997
Current Version: August 2026
Individual policies revised at discretion of county commission

Section 4 – 1: Job Postings

A. Policy

Opportunities for employment at Greene County will be posted online and applications will be submitted via an applicant tracking system. Elected officials or department administrators have the authority to fill vacancies without electronic posting notices.

B. Employee Responsibility

Employees are responsible for monitoring job vacancies and for submitting completed electronic applications by the designated posting end date. To be considered for a posted position, an employee must meet the minimum hiring specifications; be capable of performing the essential functions of the job, with or without a reasonable accommodation; and be an employee in good standing in terms of overall work record. Employees are not required to notify their supervisor when submitting an application for a posted position; however, if an employee is a finalist for a position, their supervisor may be notified through the reference check process.

Section 4 – 2: Employment Applications

Greene County 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. Applications must be submitted by the designated posting end date. All applications shall be electronically signed and the truth of the statements contained therein certified by electronic signature. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in exclusion of the individual from further consideration for employment, or if the person has been hired may be terminated from employment. Confirmation of education, experience, and other claims as appropriate may be required. Applications will remain on file with the county for a minimum of one year.

Section 4 – 3: Reference Checks

A. Applicants for Employment

To ensure applicants for employment meet the requirements and qualifications for an open position, employment and education reference checks may be conducted prior to the conditional offer of employment to an applicant.

B. Inquiries from Other Employers

Human Resources or the department's designated representative will respond to all reference check inquiries from other employers. Responses to such inquiries will confirm only dates of employment, wage rates, and position(s) held. No subjective information of any kind will be disseminated by any other employees. Only factual information will be released.

Section 4 – 4: Criminal & Driving Record Checks

Criminal and driving records checks may be conducted after the conditional offer of employment for all employees. Applicants may be subject to dismissal if a background check reveals a criminal conviction that has a bearing on the work to be performed for the county or if they pose a risk of harm or loss to the public.

Section 4 – 5: Medical Examinations

Applicants considered for employment may be subject to a medical examination to determine fitness for duty. Employees must continue to meet fitness for duty requirements throughout the duration of employment with Greene County, with or without reasonable accommodation.

Section 4 – 6: Disqualification

An applicant may be disqualified from being considered for employment for any of the following, but not limited to, reasons:

- Does not meet the minimum requirements of the position;
- Is unable to perform the essential functions of the job, with or without reasonable accommodation;
- Tests positive to drug or alcohol tests;
- Has made a false statement on an application;
- Has failed to submit the application correctly or within the prescribed time limits;
- Has previously been dismissed from a position in the county service or has resigned while charges for dismissal were pending;
- Has otherwise willfully violated the provisions of these policies;
- Has established an unsatisfactory employment or personnel record as evidenced by a reference check of such a nature as to demonstrate unsuitability for employment;
- Has a criminal history that may expose other employees or the public to a risk of harm or loss.

Section 4 – 7: Hiring Authority

The elected official or his/her designee will be the hiring authority for their office or department, unless provided otherwise by Missouri law. Vacancies will be filled based on the person's qualifications and experience as outlined in the position's job description.

Section 4 -- 8: Orientation

A. Onboarding

All newly hired employees will complete necessary pre-employment forms via an electronic onboarding system. The onboarding system will also include information regarding county fringe and legal benefits, employment policies, and mandatory new hire training.

B. Departmental Orientation

New employees will receive important information regarding the performance requirements of their position, basic departmental policies, safety, compensation and other information necessary to acquaint them with their job at the county.

Chapter 5: EMPLOYMENT STATUS AND RECORDS

Employment Status

Personnel Records

Personnel Data Changes

Performance Evaluations

Position Descriptions and Classification Specifications

Adoption Date: January 1, 1997
Current Version: August 2026
Individual policies revised at discretion of county commission

Section 5 – 1: Employment Status

The purpose of this section is to clarify the definitions of employment categories so that employees understand their employment status and benefit eligibility. These categories do not guarantee 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 Greene County.

For purposes of salary administration, eligibility for compensatory time or overtime payments and employee benefits, each employee will belong to one of the employment categories listed below. In addition to these categories, each employee will be designated as either NONEXEMPT or EXEMPT from federal and state wage and hour laws (For more information refer to Section 6 - 3. Overtime and Compensatory Time). Employees will be informed of their initial employment category and of their status as exempt or nonexempt during their orientation session. Their exempt or nonexempt status is also included in their job description/classification specification. If an employee changes positions during employment as a result of a promotion, transfer, demotion, etc., they will be informed by their supervisor or human resources director of any change in their employment category or exemption status.

Introductory Employees

A. All new and rehired employees will work on an introductory basis for the first 90 days after their date of hire. This introductory period is intended to give a new employee the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. Supervisors use this period to evaluate employee capabilities, work habits, and overall performance. During this 90-day introductory period, employees are ineligible for the county benefit package.

The introductory period may be extended up to a maximum of 90 additional days if requested by the employee's supervisor and if approved by the appropriate elected official or the department administrator. Human Resources must be notified of this extension prior to the completion of the original 90 day waiting period. Upon satisfactory completion of the introductory period, an employee enters the full-time or part-time employment category. An introductory employee who does not successfully complete the introductory period and/or an extension thereof, is not eligible for benefits and may be dismissed from employment with the county at any time. The completion of this period should not be construed as creating a contract or as guaranteeing employment for any specific duration or as establishing a just cause termination standard.

**Sheriff's Office employees should also consult the Sheriff's Office Policy and Procedure Manual for more details regarding employment status applicable to their department.*

**Highway Department employees should also consult the Highway's Department Policy and Procedure appendix for more details regarding employment status applicable to their department*

B. Full-Time Employees

Full-time employees are those who are not in an introductory or temporary status and who are regularly scheduled to work a full-time schedule of 40 hours per week or approximately 2,080 hours per year. Such employees may be exempt or nonexempt from overtime requirements. Full-time employees are eligible for the county's benefit package, including paid leave and fringe benefits.

C. Part-Time Employees

Part-time employees are those who are not assigned to an introductory or temporary status and who are regularly scheduled to work less than the full-time work schedule. Part-time employees retain their designated part-time status unless notified by their supervisor or human resources director of change in their status.

1. Part-Time Employees with Benefits

Part-time employees with benefits are those who are not in an introductory or a temporary status and who are assigned to a budgeted position that is scheduled to work less than full-time, but at least 1,500 hours (including hours of work and other paid leave) in a continuous 12-month period. Such employees may be exempt or nonexempt from overtime requirements. Employees in this category may be covered under the Affordable Care Act (ACA) are eligible for the county's benefit package, and may include paid leave and fringe benefits; however, paid leave benefits will be prorated based on the position's budgeted hours of work.

2. Part-Time Employees with Limited Benefits

Part-time employees with limited benefits are those who are not in an introductory or a temporary status and who are assigned to a budgeted position that is scheduled to work less than 1,500 hours, but at least 1,000 hours (including hours of work and other paid leave) in a continuous 12-month period. Such employees may be exempt or nonexempt from overtime requirements. Employees in this category may be eligible for prorated vacation and sick leave benefits based on the position's budgeted hours of work, deferred compensation, and CERF retirement benefits. However, they are ineligible for personal days and all other fringe benefits including health, dental, and life insurance and LAGERS.

3. Part-Time Employees or Seasonal Employees without Benefits

Part-time employees without benefits are those who may not be in an introductory or a temporary status and who are assigned to a budgeted position that is scheduled to work less than 1,000 hours in a continuous 12-month period. Such employees may be exempt or nonexempt from overtime requirements. Employees in this category are eligible to receive all legally-mandated benefits (such as workers' compensation insurance and Social Security), but they are ineligible for all other county benefit programs.

D. Temporary Employees

Temporary employees are those who are hired on the county's payroll to work on a full-time or part-time basis as interim replacements; to temporarily supplement the work force; or to assist in the completion of a specific project. Such employees may be exempt or nonexempt from overtime requirements. Employment assignments in this category are of a limited duration normally not to exceed six (6) consecutive months. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status unless notified of a change by their supervisor or the human resources director. While temporary employees receive all legally-mandated benefits (i.e., workers' compensation insurance and Social Security), they are ineligible for all of the county's other benefit programs.

E. Temporary Contract Employees

Temporary contract employees are those who are assigned to work at the county through temporary employment agencies to work full-time or part-time as interim replacements; to temporarily supplement the work force; or to assist in the completion of a specific project. Temporary contract employees receive all benefits, including legally-mandated benefits and other applicable benefits through their employer, the temporary employment agency. They are ineligible for all county benefit programs.

F. Internships/ Volunteers

Interns are college students who are employed by the county through a college or university internship or cooperative education program for college credit. Internships may be paid or non-paid. While paid interns receive all legally-mandated benefits (i.e., workers' compensation insurance and Social Security), they are ineligible for all of the county's other benefit programs. Volunteers and unpaid interns may sign a waiver and are ineligible for all county benefit programs.

Section 5 – 2: Personnel Records

Confidential Personnel File

A. Greene County maintains a confidential personnel file on each county employee. Personnel files of employees' in departments under the direction of the County Commission and as designated by other elected officials will be maintained by Human Resources. Elected officials who do not designate the Human Resources Office as the location for these files will maintain their files in a central and secure location. An employee's personnel file includes such information as the employee's job application, resume, emergency contacts, records of training and educational accomplishments, performance evaluations, letters of commendation, records of disciplinary actions, salary information, and other employment records. Personnel files are the property of the county and will be maintained after termination of each employee. Medical information will be kept confidential in a separate location from the personnel file.

1. Confidentiality

Due to the confidential nature of certain information contained in an employee's personnel file, the file is not open to public inspection. Only personnel authorized by the elected official or department administrator who have a legitimate reason to review the personnel file are allowed to do so.

2. Inspection by Employees

Employees may inspect their own personnel records. Such an inspection must be requested in advance and at a mutually convenient time scheduled by the authorized personnel or department representative. Employees must review their own personnel files in the presence of this representative. Employees may not remove documents in their personnel file.

3. Payroll and Benefit Records

Payroll and retirement records are maintained by the County Clerk's Office for each county employee. Payroll records contain information such as employees' names, positions, addresses, salaries, tax deductions, garnishments, etc. In accordance with RSMo 610.023, these records are open to the public unless specified otherwise by federal or state law. However, due to the

sensitive nature of employees' personal and payroll information, this information will only be released or communicated to other county employees (except for legitimate business reasons) and the public, if a written request is received from the individual requesting the information and it is approved by the County Clerk. A reasonable fee, not to exceed the actual cost of document search and duplication, may be assessed.

Request for Records forms are available in the County Clerk's office.

Benefit records are maintained by the Human Resources Office. These records are considered to be confidential medical information and are closed to the public.

Section 5 – 3: Personnel Data Changes

It is the responsibility of each employee to notify their supervisor of any changes in personnel data as soon as possible after the change occurs. The supervisor will be responsible for notifying Human Resources and/or the County Clerk's Office of these changes. Personal mailing addresses, telephone numbers, beneficiaries, number and names of dependents, individuals to be contacted in the event of an emergency, educational accomplishment, and other such status reports should be accurate and current at all times.

Section 5 – 4: Performance Evaluations

A. Purpose

The purpose of performance evaluations is 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. These evaluations may be used in awarding promotions, pay increases, in determining if disciplinary action is necessary and may be considered in other employment decisions.

B. Responsibilities

Human Resources will maintain and ensure timely completion of employee performance evaluation forms for employees in departments under the direction of the County Commission and as designated by other county elected officials. Other elected officials who do not delegate this responsibility to Human Resources will develop procedures for their department to ensure timely completion and maintenance of performance evaluation forms.

C. Procedure

A performance evaluation form will be completed by the employee's supervisor and discussed with the employee. Each employee will be asked by their supervisor to sign the appraisal form after it has been discussed with them. Performance evaluations will become a part of an employee's confidential personnel file.

1. Introductory Employees

Formal performance evaluations will be conducted prior to the expiration of an employee's 90-day introductory period. Introductory employees must obtain an overall evaluation score of satisfactory or better to complete the introductory period. Failure to obtain an overall evaluation of satisfactory or better may result in dismissal or extension of the introductory period as provided in Section 5 - 1(a).

2. Promoted, Transferred, or Demoted Employees

Performance evaluations will be conducted at the end of an employee's initial 90-day period in any new position. This period allows the supervisor and the employee to discuss the job responsibilities, standards, and performance requirements of the new position.

3. Classified Employees

Additional formal performance evaluations will be conducted at least annually for an employee whose position has been classified according to the classification and compensation plan. The overall evaluation score will be used to determine if an employee qualifies for a pay increase within the range of their grade.

4. Confidentiality

No public disclosure of an employee's performance evaluation record will be made without the written permission of the employee and the appropriate elected official or department administrator. A performance evaluation record will be made available upon request to the employee; elected official, department administrator or supervisor when needed in connection with a potential action for promotion, transfer, disciplinary action, or other relevant matter which requires such information; or to official investigatory agencies after a determination by the appropriate elected official or department administrator that such disclosure is in the public interest.

Section 5 – 5: Position Descriptions and Classification Specifications

Written position descriptions or classification specifications are required for all full-time county positions. All descriptions will be approved by the appropriate supervisor and acknowledged by the employee who is occupying the position by signing the document at the time of appointment to any new position. Position descriptions and classification specifications will include the following information:

A. Position title, department name, pay grade, FLSA status, and title of the position's supervisor;
B. Purpose of the position;
C. Essential and non-essential duties and responsibilities of the position;
D. Minimum training and experience required to perform the essential job functions of the position; and
E. Physical and mental abilities required to perform the essential job functions of the position.

Chapter 6: COMPENSATION

The Classification and Compensation Plan
Regular Pay Procedures
Overtime and Compensatory Time
Overtime and Compensatory Time for Law Enforcement Personnel

Adoption Date: January 1, 1997
Current Version: August 2026
Individual policies revised at discretion of county commission

Section 6 – 1: The Classification and Compensation Plan

In order to establish fair and objective compensation practices, the Greene County Commission adopted a classification and compensation plan for all full-time positions.

A. Classification Plan

Using job analysis and evaluation techniques, each position has been placed in a pay grade based on assigned work duties and responsibilities. The classification plan will include the title, position number and pay grade for each position. Each title will have a position description or classification specification.

B. Reclassification Review Process

The process provided herein is the method for determining pay range assignment of reclassification actions involving substantial changes in the duties and responsibilities of an existing position. Substantial changes normally do not include utilization of new technologies or methods of work, changes in work load of an individual, or other minor changes in duties and responsibilities.

1. A request for reclassification review or reevaluation of a current position may be initiated by either a staff member or supervisor to their department administrator or officeholder.
2. If the employee's department administrator or officeholder agrees that the employee's position should be reviewed, the request must be submitted, in writing, by the department administrator or officeholder to the Human Resources Office by August 1 each year.
3. To be considered for review, the employee and the department administrator or officeholder must document that there have been substantial changes in existing duties since the most recent classification review. Duties changes may result from substantial, immediate reassignment of duties from reorganization or from a logical and gradual change of responsibilities over a period of time. Reclassification shall not be considered for temporary changes.
4. Requests that meet the required criteria will be submitted to Human Resources Director for reevaluation. The Human Resources Director may consult with a group of county stakeholders to determine appropriate reclassification status. Reclassification review may result in the grade of a position increasing or decreasing or it may result in a grade remaining the same.
5. The effective date for positions approved for reclassification will be set by the Greene County Commission.

C. Compensation Plan

The compensation plan is a step-based plan with a schedule of pay grades consisting of a salary range with a minimum and maximum rate of pay for each position or classification.

1. Hiring Rate of Pay

The starting rate for new employees will normally be the minimum rate of the pay grade. If budgeted funds are available, an appointing authority may offer higher than the minimum

rate up to Step 4 of a pay grade if the candidate exceeds the experience, education, and/or licensure requirement for the position. Hiring rates above Step 4 of a pay grade require advance approval from the County Commission.

2. Advancement Within Salary Range

An employee may receive an annual pay increase to the next higher pay step within their grade. Annual step increases are contingent on the following factors:

- Budget approval by the County Commission;
- At least one (1) year of continuous service;
- The officeholder or department administrator certifies the employee has achieved the required level of performance and has recommended, in writing, advancement to the next higher rate;
- Increases that exceed the maximum rate for the grade will be approved during the annual budget process on a case-by-case basis.

3. Rate of Pay on Promotion

When an employee is promoted to position or classification in a next higher pay grade, the promoted employee will normally receive at least a five (5) percent increase to their current salary or the minimum of the new range, whichever is greater and typically two (2) percent for each grade after if promoted more than one grade. If budgeted funds are available, an appointing authority may offer higher pay only after receiving advanced approval from the County Commission.

4. Rate of Pay on Transfer

When an employee is transferred to a position or classification within the same pay grade, the salary rate of the transferring employee will remain unchanged.

5. Rate of Pay on Demotion

When an employee is demoted to a position or classification in a lower pay grade for disciplinary reasons, such as poor performance or work rule infractions, the demoted employee will normally receive a lower salary rate not to exceed the maximum of the lower pay grade. If the employee is demoted for non-disciplinary reasons, such as elimination of position, re-evaluation, or for voluntary reasons, the employee will be placed in the lower pay grade at the appropriate step as determined by the applicable officeholder and the human resources director.

D. Temporary Assignments to Higher Level Positions

Department administrators or officeholders may request approval from the County Commission to temporarily increase the pay of an employee, who is temporarily assigned all of the duties of a position in a higher pay grade, due to an extended leave of absence or as an interim replacement for the employee in the higher pay grade. To be eligible, the temporary assignment must be expected to last 30 days or more.

Section 6 – 2: Regular Pay Procedures

A. Payday

All county employees will be paid on a biweekly basis (every other Friday) via direct deposit. Each direct deposit will include earnings for all work performed through the end of the previous payroll period.

B. Administrative Pay Corrections

Employees should review their paystubs regularly for errors. In the unlikely event that there is an error in the amount of pay or benefits, the employee should promptly bring the discrepancy to the attention of the department's designated payroll officer so that corrections may be made as quickly as possible.

C. Pay Deductions

The law requires that certain deductions be taken from every employee's compensation. Among these are applicable federal, state, and local income taxes. In addition to pay deductions required by law, eligible employees may voluntarily authorize deductions from their payroll to cover the costs of participation in authorized benefit programs. These deductions will be taken in equal amounts on the first and second payroll of the month. It is the responsibility of each employee to ensure the accuracy of all deductions. Some supplemental benefits may have to be deducted in every payroll.

D. Direct Deposit

An employee will have their net pay direct deposited into the financial institution of their choice, provided the institution is a participant in the Federal Reserve. Forms for direct deposit are available on the employee access link. An employee will be responsible for providing accurate information on the direct deposit form. All financial institution information changes must be submitted by Friday at 5:00 pm to the County Clerk's office the week prior to a pay date.

Section 6 – 3: Overtime and Compensatory Time

Effective July 9, 2000, non-exempt law enforcement personnel or 207(k) employees at will be covered by the provisions of Section 6 - 4. Overtime and Compensatory Time for Law Enforcement Personnel and the provisions of Section 6 - 3 will no longer apply to these employees. However, booking, clerical and other civilian personnel appointed by the Sheriff will continue to be covered by the provisions of Section 6 - 3. The link to view FLSA categories is *http://www.dol.gov/whd/regs/compliance/hrg.htm#8*

It is the responsibility of each supervisor to develop methods and procedures to maximize productivity and reduce or avoid the need for overtime. It is the responsibility of each employee to work as efficiently as possible to accomplish their job duties during regularly scheduled work hours. All overtime must be approved by the officeholder or department administrator in advance. A determining factor in the approval of overtime work is whether the work could be accomplished

through rescheduling of employee work hours and allowance of time off in the same work period. These factors reduce the burden of overtime on employees and avoid accrual of excessive compensatory time. When operating requirements or other needs cannot be met during regular working hours, the following provisions will apply to employees who are required to work overtime hours.

A. Work Week Defined

The Fair Labor Standards Act (FLSA) establishes overtime requirements for employees who are covered by the Act. The FLSA requires that employers set a work week which will cover a fixed period of seven (7) consecutive days. The work week used to calculate FLSA compensatory time for county employees begins on Sunday at 12:01 a.m. and ends on the following Saturday at Midnight, unless otherwise specified in writing to employees by the department's elected official.

B. Compensatory Time Agreement

The Fair Labor Standards Act (FLSA) allows governmental employers to provide FLSA compensatory time (comp time) off in lieu of monetary overtime compensation. Non-exempt employees (refer to paragraph (d) FLSA Non-Exempt Positions) will earn FLSA comp time for all overtime worked in excess of 40 hours during a work week. Non-exempt employees may earn non-FLSA comp time or straight time for additional hours that do not qualify under the FLSA overtime provisions.

Any person appointed to a non-exempt county position will be informed of the requirement of this section (i.e., compensatory time in lieu of cash payment for overtime worked) and agreement is a condition of employment. All non-exempt employees will be required to sign the compensatory time agreement provided herein. The original of the signed agreement will be retained by the Human Resources Office and a duplicate copy will be retained in each employee's confidential personnel file.

C. FLSA Exempt Positions

Exempt employees generally fall into three (3) major categories as defined by the FLSA: executive, administrative, and professional. These employees are exempt from the overtime provisions of FLSA. All department administrators, directors, managers and specified administrative and professional positions will be paid on a salary basis as defined by FLSA and may not record compensatory time for hours worked in excess of 40 hours in a work week. However, exempt employees will be authorized to adjust their regular work week schedule (flex-schedule) to compensate for their varying work schedules.

D. FLSA Non-Exempt Positions

All other non-exempt positions will be provided the FLSA provisions for overtime compensation. All employees who have received prior approval for overtime, except for emergency situations, will receive FLSA compensatory time off at one and one-half times for all hours worked in excess of 40 hours in a work week. County policy does not consider any paid time (i.e., vacation, compensatory time, sick leave, holiday time, or other paid leave time) as hours worked. A non-exempt employee, who is required to work the day of a scheduled holiday, will earn non-FLSA compensatory time or straight time for the hours worked.

E. Call-in Provision

In the event a non-exempt employee is called in to work prior to their normal reporting time and the work time is not connected to the beginning of their next regular work day, the employee will be credited with the hours actually worked or four (4) hours of straight time, whichever is longer.

F. Maximum Accumulation of FLSA Compensatory Time for Non-Exempt Employees

Most employees may accrue up to a total of 240 hours of FLSA compensatory time. Employees who work in public safety (e.g., law enforcement), emergency response activity (e.g., emergency management, dispatch) or seasonal activity (e.g., snow removal) may accumulate up to a total 480 hours of FLSA comp time. However, the maximum accumulation of FLSA comp time, which should be carried past July 1 and December 31 of each calendar year, is 60 hours. Any additional FLSA comp time above 60 hours should be utilized prior to the end of each six-month interval. It is the responsibility of the department administrator, manager or supervisor to ensure that the employee is given the opportunity to utilize earned accrued FLSA comp time. Employees are encouraged to utilize all compensatory time prior to the utilization of vacation leave.

**Highway Department employees should also consult the Highway's Department Policy and Procedure appendix for more details applicable to their department.*

G. Record keeping

All FLSA compensatory time and straight time will be recorded in the electronic timekeeping and/or payroll system.

H. Cash Payment of Overtime

1. Emergency Provisions

When a disaster, emergency or other unforeseen event occurs that requires affected exempt and non-exempt employees to work overtime hours, the County Commission, in its sole discretion provided county funds are available, may allow affected employees to receive payment for overtime worked exclusively during the event in excess of 40 hours. In order for the event to be considered for overtime cash payment, it must concern safety, health, emergency services, or another unforeseen event.

The elected official or department administrator of the affected department(s) will be required to submit a written request for the payment of the overtime to the County Commission. In determining if payment of overtime is necessary, the County Commission will consider the following: the functions of the department; the hardship that the additional compensatory time poses on the department; and the activation level of the Emergency Operations center if activated for requested event. Each event will be determined on its own merit and on a case-by-case basis.

2. Transfer to Other County Departments

Employees transferring to other departments within the county will be compensated for any unused accumulated compensatory time at their previous rate of pay from the previous department's budget.

3. Final Check

Upon termination of employment, any employee who has accumulated compensatory time will be paid for unused time at their final regular rate of pay. Elected officials will be paid out at the time of position change.

Section 6 – 4: Overtime and Compensatory Time for Law Enforcement and Highway Personnel

**Sheriff's Office Nonexempt Law Enforcement Personnel or 207(k) Employees should consult the Sheriff's Office Policy and Procedure Manual for details regarding the overtime and compensatory time applicable to their department.*

**Highway Department employees should also consult the Highway's Department Policy and Procedure appendix for more details applicable to their department.*

Chapter 7: WORK SCHEDULES AND ATTENDANCE

Work Schedules
Sheriff Office Minimum Level Staff Requirements
Recording Work Hours
Attendance and Punctuality
Rest Periods
Meal Periods
Weather-Related Emergency Closings

Adoption Date: January 1, 1997
Current Version: August 2026
Individual policies revised at discretion of county commission

Section 7 – 1: Work Schedules

Elected officials and department administrators will determine the work schedule for employees in their departments. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week. Each supervisor will advise employees of the times their schedules will normally begin and end. The standard work schedule for all full-time employees is eight hours a day, five days a week. Permanent changes to the standard work schedule must be approved in advance by the department's elected official(s). Due to the nature of certain positions, exempt employees may adjust their normal work schedule to meet scheduling requirements.

Section 7 – 2: Sheriff Office Minimum Level Staff Requirements

**Sheriff's Office employees should consult the Sheriff's Office Policy and Procedure Manual for details regarding the minimum level staff requirements applicable to their department.*

Section 7 – 3: Recording Work Hours

Accurately recording time worked is the responsibility of every employee. Federal and state laws require Greene County 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.

It is the employee's responsibility to verify their time record to certify the accuracy of all time recorded. The supervisor will review and verify the time record before submitting it for payroll processing. If corrections or modifications are made to the time record, both the employee and the supervisor must verify the accuracy of the changes. Falsifying a time record is a breach of county policy and is grounds for disciplinary action, up to and including termination of employment.

Section 7 – 4: Attendance and Punctuality

Regular attendance and punctuality are expected of all county employees. Absenteeism and tardiness place a burden on other employees and may delay citizens in the transaction of business with the county. 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. Employees who have poor attendance and/or excessive tardiness or failure to report to work without prior notification, may be subject to loss of pay and other more serious disciplinary actions, up to and including termination of employment.

Section 7 – 5: Rest Periods

Under FLSA and State laws there is no mandate on number of hours for paid rest periods. Employees may be provided two (2) rest periods of 15 minutes in length for a seven (7) or eight (8) hour workday. Employees may receive one 15-minute rest period for a workday of less than seven (7) hours. Rest periods are provided as the work requirements of the department permits and at the discretion of the elected official or department administrator. Rest periods are not cumulative. Since this time is counted and paid as time worked, employees must not be absent from their work stations beyond the allotted rest period time.

Section 7 – 6: Meal Periods

Employees working five (5) or more hours per day may be provided one meal period (30 minutes or more) during the workday. To the extent possible, meal periods will be provided in the middle of work periods but supervisors have the authority to schedule or modify meal periods to accommodate operating requirements. Employees will be relieved of all active responsibilities and restrictions

during meal periods and will not be compensated for that time. All other situations regarding lunch periods need prior approval of supervisor and Officeholder or Department Head.

Section 7 – 7: Weather-Related Emergency Closings

At times weather-related emergencies may require the closing of the Greene County Judicial Facility and administrative offices. The members of the County Commission and the Presiding Judge of the Circuit Court will make the decision about weather-related closings. In the event that such an emergency occurs during non-working hours and administrative offices are closed, the Emergency Management Office will be instructed to notify other county elected officials about the closing. Each elected official or department administrator will be responsible for establishing a procedure for notification of their employees in the case of closing. A recorded message is available at 868-4000 which gives the open/close status of the administrative offices.

A. Administrative Offices

When the administrative offices are officially closed due to emergency weather conditions, administrative employees, with the exception of building operations and emergency management employees, will not be required to report to work. The time off will be paid for full-time and part-time employees who are eligible for benefits and who are scheduled to work on that day.

Building Operations and Emergency Management employees are required to report to work unless notified otherwise by their supervisor. Other administrative employees in essential operations may be required to work on a day when operations are officially closed. In these circumstances, non-exempt employees who are required to report to work will receive compensatory time at a rate of one and one-half times for the hours worked in addition to regular pay.

B. Sheriff, Juvenile Detention and Highway Department Employees

Due to the operating requirements of their departments, all sheriff, juvenile detention and highway department employees will be required to work their regular schedule and, if necessary, overtime during inclement weather. Therefore, the provisions of this policy do not apply to employees in these departments.

**Highway Department employees should also consult the Highway's Department Policy and procedure appendix for more details applicable to their department.*

Chapter 8: HOLIDAYS

Eligibility
Designation of Holidays
Payment of Holidays
General Conditions
Sheriff's Office Holidays

Adoption Date: January 1, 1997
Current Version: August 2026
Individual policies revised at discretion of county commission

Section 8 – 1: Eligibility

Full-time and eligible part-time employees will receive compensation for observed holidays. Part-time employees without benefits, temporary and contract employees are ineligible for holiday pay.

Section 8 – 2: Designation of Holidays

The members of the Greene County Commission have approved the following national and state holidays. This list is published annually and subject to change as modified by the County Commission.

New Year's Day (January 1)

Martin Luther King's Birthday (third Monday in January)

Lincoln's Birthday (February 12)

President's Day (third Monday in February)

Harry S. Truman's Birthday (May 8)

Memorial Day (last Monday in May)

Juneteenth (June 19)

Independence Day (July 4)

Labor Day (first Monday in September)

Columbus Day (second Monday in October)

Veteran's Day (November 11)

Thanksgiving Day (fourth Thursday in November)

Friday after Thanksgiving Day (fourth Friday in November)

Christmas Day (December 25)

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

Section 8 – 3: Payment of Holiday

A. Full-time Employees

All full-time employees will be paid eight (8) hours at their normal rate of pay on a holiday.

B. **Part-time Employees**

A. Part-time employees in positions budgeted to work 1,000 hours or more per year (20 hours or more per week) will receive holiday payment prorated based on their average hours worked per week divided by five (5) workdays.

B. Part-time employees in positions budgeted to work less than 1,000 hours annually (less than 20 hours per week), temporary and contract employees will not be eligible for holiday pay,

except that such employees will receive pay at their normal hourly rate for any hours worked on holidays.

Section 8 – 4: General Conditions

A. An employee will not receive holiday pay for any holiday that falls within an unpaid leave of absence. To be eligible for holiday pay, employees must be in their own paid status for the entire standard work schedule the last scheduled work day immediately preceding and the first scheduled work day immediately following the holiday, unless specifically excused in writing, by their supervisor and approved by their elected official.

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

C. If a non-exempt, full-time or part-time employee who is eligible for holiday pay as specified in Section 8-3(b) is required to work on a recognized holiday, they will receive holiday pay plus compensatory time for the hours worked on the holiday. Paid time off for holidays will not be counted as hours worked for purposes of determining overtime (For further information refer to Section 6 - 3. Overtime and Compensatory Time).

Section 8 – 5: Sheriff Office Holidays

**Sheriff's Office employees should consult the Sheriff's Office Policy and Procedure Manual for more detail regarding scheduling of holidays applicable to their department.*

**Highway Department employees should also consult the Highway's Department Policy and Procedure appendix for more details on working on a holiday applicable to their department.*

Chapter 9: VACATION LEAVE

Eligibility
Waiting Period
Vacation Earning Schedule
Vacation Accrual
Transfer to Other County Departments
Payment Upon Employment Separation
Vacation Scheduling
Vacation and Other Leave Time

Adoption Date: January 1, 1997
Current Version: August 2026
Individual policies revised at discretion of county commission

Section 9 – 1: Eligibility

Vacation time off with pay is available to full-time and eligible part-time employees to provide opportunities for rest, relaxation, and personal pursuits. Part-time employees without benefits, temporary and contract employees are ineligible for vacation leave.

Section 9 – 2: Waiting Period

A waiting period of 30 calendar days must be successfully completed before earned vacation time may be used. After that time, eligible employees may request use of earned vacation time including that accrued during the waiting period.

Section 9 – 3: Vacation Earning Schedule

Eligible employees will accrue vacation time on the first and second pay period of every month in accordance with the earning schedule.

A. Full-Time Employees

The amount of paid vacation time full-time employees receive each year increases with the length of their employment as shown in the following schedule.

B. Part-Time Employees

Eligible part-time employees in positions budgeted at 1,000 hours or more per year (20 or more hours per week) will earn in accordance with the following schedule. This only applies to part-time positions budgeted for paid vacation.

C. Rate of Pay

Vacation time off is paid at the employee's base pay rate at the time of vacation.

Vacation Earning Schedule				
Full-time Employees				
Years of Eligible Service (Computed from hire date)	**Vacation Hours (24 total)**	**Vacation Hours Monthly**	**Vacation Hours Annually**	**Maximum Accrual Limit**
Zero though five years	4 hours	8 hours	96 hours	144 hours
Beginning with 6 years through 10 years (after completion of 5 years)	5 hours	10 hours	120 hours	180 hours
Beginning with 11 years through 14 years (after completion of 10 years)	6 hours	12 hours	144 hours	216 hours
Beginning with 15 years and over (after completion of 14 years)	7 hours	14 hours	168 hours	252 hours
Part-time Employees				
All Eligible Part-time	**Vacation Hours Per Pay (24 total)**	**Vacation Hours Monthly**	**Vacation Hours Annually**	**Maximum Accrual Limit**
	2 hours	4 hours	48 hours	72 hours

Section 9 – 4: Vacation Accrual

A. Rehire

If an employee separates from county service and is rehired any time after a period of 90 days, vacation is considered as for any new employee. If an employee is rehired within the 90-day period, they may earn vacation commensurate with total years of service and no waiting period will apply.

B. Pay in Lieu of Vacation

Employees are required to take their earned vacation. No payments will be made for accrued hours in lieu of taking vacation, except for accrued unused vacation at the time of transfer to a new department or termination.

Section 9 – 5: Transfer to Other County Departments

Employees transferring to other departments within the county will continue to accrue vacation leave credit according to the vacation earning schedule commensurate with total years of county service. However, the carryover of accrued vacation time to the new department may be limited due to budget or operating constraints at the discretion of the elected official or department administrator. If the carryover is limited, the employee will be compensated for any unused accrued time from the previous department's budget.

Section 9 – 6: Payment Upon Employment Separation

Upon separation of employment due to resignation, death or termination, employees with 90 days or more of continuous service will be paid for unused vacation time that has been earned through the last day of work. In the event of separation due to death of the employee, compensation will be

made to the employee's beneficiary. If an employee is terminated for cause due to misconduct, the elected official or department administrator, at their discretion, may deny payment of unused vacation time.

Section 9 – 7: Vacation Scheduling

The use of vacation leave is subject to the approval of department supervisors. To take vacation, an employee must request advance approval from their supervisor. Requests will be reviewed based on a number of factors, including but not limited to, departmental needs and staffing requirements. Employees may use vacation in increments of no less than one hour.

Section 9 – 8: Vacation and Other Leave Time

A. Non-paid Leave

Employees will not accrue vacation credit during a pay period in which they experience more than 8 hours of non-paid leave time unless approved by their elected official or department administrator.

B. Sick Leave

Sick leave will not be substituted for vacation leave. However, vacation leave may be substituted for sick leave after all sick leave is utilized.

If an employee becomes ill or is injured while on vacation, the time off will not be charged to sick leave unless a doctor’s certification of the illness or injury is provided to the employee’s elected official or department administrator.

C. Holidays

If an official holiday falls during a vacation period, employees eligible for such holiday will be paid holiday pay and not charged for vacation leave.

D. Family and Medical Leave Act (FMLA) Leave

If the reason for leave qualifies as Family and Medical Leave Act (FMLA) leave, the employee will be required to use paid vacation leave as part of their FMLA leave.

Chapter 10: SICK LEAVE

Eligibility
Waiting Period
Earning of Sick Leave
Sick Leave Accrual
Employee Responsibilities
Health Care Provider's Statement
Transfer to Other County Departments
Payment for Unused Sick Leave
Other Employment
Sick Leave and Other Leave Time

Adoption Date: January 1, 1997
Current Version: August 2026
Individual policies revised at discretion of county commission

Section 10 – 1: Eligibility

A. Employee

Greene County provides paid sick leave benefits to all full-time and eligible part-time employees. Part-time employees without benefits, temporary or contract employees are ineligible for county-paid sick leave benefits. Paid sick leave may be taken for periods of temporary absence due to illnesses and injuries, appointments with physicians or dentist and for other medical treatment.

B. Family Members

Eligible employees may also use paid sick leave benefits for an illness, injury or an appointment with a physician or dentist and for other medical treatment of a family member. If the need is over 40 hours annually, supervisors may make extensions and ask for a Health Care Provider's statement. For the purpose of the policy, a family member is defined as spouse, child, parent or a person that an elected official or department head approves to be included as a family member. Normally this person should reside in the employee's household.

An employee may also substitute paid sick leave benefits beyond the five (5) day limit for unpaid leave to care for the employee's spouse, child or parent who has a serious health condition that qualifies and is designated in advance as leave under the Family and Medical Leave Act (FMLA). Sick leave may only be allowed for the care of family members with serious health conditions other than those defined herein if requested in writing by the employee and approved in advance by the department's elected official. For more information on Family Medical Leave please look at Chapter 12 in this manual.

Section 10 – 2: Waiting Period

A waiting period of 30 calendar days must be completed before earned sick leave may be used. After that time, employees may request use of paid sick leave including that accrued during the waiting period.

Section 10 – 3: Earning of Sick Leave

Eligible employees will accrue sick leave time on the first and second pay period of every month in accordance with the earning schedule**.**

A. Part-Time Employees

Eligible part-time employees in positions budgeted at 1,000 hours or more per year (20 or more hours per week) will earn in accordance with the following schedule. This only applies to part-time positions budgeted for paid sick leave.

Sick Leave Earning			
For All Full-time Employees			
Sick Hours Per Pay Period (24 total)	**Sick Hours Monthly**	**Sick Hours Annually**	**Maximum Accrual Limit**
4 hours	8 hours	96 hours	480 hours
Eligible Part-time Employees			
Sick Hours Per Pay Period (24 total)	**Sick Hours Monthly**	**Sick Hours Annually**	**Maximum Accrual Limit**
2 hours	4 hours	48 hours	240 hours

Section 10 – 4: Sick Leave Accrual

A. Limits

Eligible full-time employees will be allowed to accumulate unused sick leave benefits to a maximum of 60 calendar days or 480 hours for full-time employees. Part-time employees will be allowed to accumulate up to 30 days or 240 hours. If the employee's benefits reach this maximum, further accrual of paid sick leave benefits will be suspended until the employee has reduced the balance below the limit.

B. Rehire

If an employee separates from county service and is rehired any time after a period of 90 days, sick leave will be considered as for any new employee. If an employee is rehired within the 90-day period, they will not be required to meet the waiting period and they may, if approved by the elected official or department administrator, have their unused sick leave balance reinstated.

Section 10 – 5: Employee Responsibilities

Employees who are unable to report to work due to illness or injury must notify their direct supervisor or designee before the scheduled start of their workday or as soon as possible. Failure by the employee to contact their supervisor or designee may result in that day being charged against compensatory time, vacation leave or as leave without pay. For each subsequent day of absence, the employee must also contact their supervisor or designee, unless approved in advance by their supervisor. If an employee is absent from work for 3 or more consecutive business days, contact the Human Resources office for FMLA paperwork.

Section 10 – 6: Health Care Provider’s Statement

If an employee is absent for more than five (5) consecutive working days due to illness or injury, a licensed health care provider's statement must be provided verifying that the employee is unable to work with estimated dates as to when the employee may return to work. Before returning to work from a sick leave absence exceeding five (5) working days, an employee will be required to provide a health care provider's certification that they may safely return to work. An elected official or department administrator may also require a health care provider’s verification at any time from an employee whose frequent use of sick leave negatively affects their job performance and/or the operation of the department. The verification may be required as a condition to receiving paid sick leave benefits.

The information obtained from health care provider's statements and other medical inquiries is considered confidential medical information and must be kept confidential and separate from other personnel records. In addition, its use must be job-related and consistent with business necessity. The county will not use the information obtained to unlawfully discriminate against any employee in any employment practice.

Section 10 – 7: Transfer to Other County Departments

Employees transferring to other departments within the county will be allowed to carry over any accrued paid sick leave to the new department up to the maximum accrual limit.

Section 10 – 8: Payment for Unused Sick Leave

Paid 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 be paid only to employees which meet the below criteria; these employees will receive payment for one half of their accumulated sick leave during the final payout:

- Has served a minimum of 10 years of service and is retiring under the Missouri Local Government Employee's Retirement System (LAGERS) or;
- Has served a minimum of 20 years of service and separates from employment in good standing or;
- Upon the death of an employee (with 10 years or more of continuous service) who was vested in LAGERS.

If the death of an employee is directly related to an on-the-job accident or injury, as defined by Missouri Workers' Compensation law, the full amount of sick leave accumulated may be paid during the final payout.

Unused sick leave benefits will not be paid out if an eligible employee is electing to retire but defer their retirement benefits.

Section 10 – 9: Other Employment

An employee will be ineligible for any paid sick leave benefits if the illness or injury is or would be considered compensable under an outside employer's workers' compensation coverage. An employee who is unable to report to work with the county will be denied the use of sick leave benefits if they perform work for an outside employer during the same workday. An employee accepting county-paid sick leave while performing work duties for another employer during the same workday may be subject to disciplinary action up to and including termination.

**Sheriff's Office employees should consult the Sheriff's Office Policy and Procedure Manual for more detail regarding scheduling of holidays applicable to their department*.

Section 10 – 10: Sick Leave and Other Leave Time

A. Non-paid Leave

Employees will not accrue sick leave credit during a pay period in which they experience more than 8 hours of non-paid leave time unless approved by their elected official or department administrator.

B. Holidays

If a holiday falls during a paid medical leave, employees eligible for such holiday will be paid holiday pay and not charged for paid sick leave if they are in their own paid leave status.

C. Vacation

Illness or injury occurring while an employee is on vacation will not be charged to sick leave unless a physician's verification of the illness or injury is provided to the employee's elected official or department administrator. If verification is not provided, the vacation leave will remain as vacation.

D. Family and Medical Leave Act (FMLA)

If the reason for the leave qualifies as Family Medical Leave Act of 1993 (FMLA) leave, the employee will be required to use paid sick leave as part of their 12-week FMLA leave.

More information can be found by using http://www.dol.gov/dol/topic/benefits-leave/fmla.htm

Chapter 11: SPECIAL LEAVE

Personal Days
Bereavement Leave
Time Off to Vote
Jury/Witness Duty
Military Leave
Educational Leave
Maternity Leave
Unpaid Leave of Absence
Other Unpaid Leave
Victims Economic Safety & Security Act

Adoption Date: January 1, 1997
Current Version: August 2026
Individual policies revised at discretion of county commission

Section 11 – 1: Personal Days

Eligible full-time and part-time employees with benefits (budgeted to work 1,500 or more hours per year) will receive sixteen (16) paid personal hours per calendar year according to the following provisions:

A. Full-time employees will be paid personal hours based on an eight (8) hour day. Eligible part-time employees will be paid prorated personal hours based on their average hours worked per week divided by five workdays. Part-time employees in positions budgeted to work less than 1,500 hours per year, temporary, and contract employees are ineligible for personal hours.

B. After 90 days of employment, newly hired employees may take personal hours during the calendar year if they were in an eligible employment classification (budgeted at 1,500 hours or more per year) as of January 1st.

C. To take personal hours, employees must request advance approval from their supervisor.

D. Personal hours are credited on January 1st of each year and they must be used by the end of the calendar year. There will be no carryover of personal hours from year to year, and there will be no payment for unused personal hours at the end of any calendar year or in the event of termination.

It is the responsibility of the employee to request their personal hours during the calendar year. An employee, who waits until the last quarter of the calendar year to request their personal hours, may be denied unused personal hours for that year if the request would place a burden on the operation of the department.

Section 11 - 2 Bereavement Leave

A. Immediate Family

Full-time employees and eligible part-time (with benefits and with limited benefits) employees may take up to five (5) days with regular compensation of bereavement leave in the event of death in the immediate family. Part-time employees without benefits, temporary, or contract employees are ineligible for county-paid bereavement leave benefits. "Immediate family" is defined as the employee's spouse; parent, child, sibling, grandchild, grandparent or corresponding step relationship; father or mother-in-law; son or daughter-in-law; brother or sister-in-law; or other relatives that reside in the employee's household or any person an elected official or department administrator has approved.

B. Other Family

When there is a death in the family of the employee, other than the "immediate family" as defined above, an employee may take up to two (2) days of leave with regular compensation. "Other family" is defined as the employee's niece, nephew, aunt, uncle or first cousin or the employee's spouse's grandparents or any person an elected official or department administrator has approved.

C. Pallbearer and Other Requests

Employees requested to be pallbearers may be excused with regular compensation for up to two (2) days. An employee who desires funeral leave for persons other than those listed or for extensions beyond days granted, should direct all such requests to their elected official or department administrator, who will evaluate each request on an individual basis with due consideration for the relationship of the employee to the deceased and the location of the funeral.

D. Vacation and Sick Leave

Leave granted as bereavement leave will not be charged as sick or vacation leave. An employee may use available accrued vacation leave or compensatory time for additional time as approved by their elected official or department administrator.

Section 11-3: Time Off to Vote

Employees are encouraged to fulfill their civic responsibilities by participating in elections. Generally, employees are able to find time to vote either before or after their regular work schedule. State law requires that employers allow "for a period of three (3) hours between the time of opening and the time of closing the polls for the purpose of voting." Supervisors will work with employees to insure a three (3) hour period (combination of scheduled working and non-working hours) for the purpose of casting their vote. Employees must request time off to vote from their supervisor prior to the Election Day. Advance notice is required so that the necessary time off can be scheduled at the beginning or end of the work shift, whichever provides the least disruption to the normal work schedule.

Section 11 – 4: Jury/Witness Duty

Greene County elected officials encourage employees to fulfill their civic responsibilities by serving jury/witness duty when required. The following provisions will apply when an employee is summoned to jury duty or to appear in court as a witness:

A. Full-time and eligible part-time (with benefits and with limited benefits) employees will receive jury/witness duty pay calculated on the employee's base pay rate times the number of hours the employee would otherwise have worked on the day of absence.

B. Part-time employees without benefits, introductory, temporary and temporary contract employees will be given time off to serve on jury and witness duty without pay.

C. Employees must show their jury duty summons or subpoena to their supervisor as soon as possible so that the supervisor may make arrangements to accommodate their absence. There is no time limit for jury/witness duty; however, employees are expected to report for work whenever the court schedule permits.

D. Elected officials or department administrators may request an excuse from jury duty if the employee's absence would create serious operational difficulties.

E. Employees will be entitled to retain all pay and per diem for this service as jurors/witness.

F. Employees who appear before a judicial, legislative or administrative body in compliance with an authorized subpoena or summons for a cause of action arising from the employee's county position may record such time as hours worked on time sheets.

Section 11 – 5: Military Leave

A military leave of absence will be granted to all full-time and part-time employees who are members of the national guard or of any reserve component of the armed forces of the U.S. to attend scheduled drills or training or if called to active duty with the U.S. armed services in accordance with the following provisions:

A. Military Training Leave of Absence

All full-time and part-time employees will continue to receive full pay while on leave for a period not to exceed 15 working days regardless of holidays and other days off (i.e., the employee will be paid in accordance with their regular work schedule for this time period) in any federal fiscal year (as October 1 through September 30). Leaves for military training exceeding 15 working days will be unpaid; however, eligible employees may use accrued vacation leave or compensatory time for the absence. Employees requesting this leave, with or without pay, will provide documentation of the order or the authorization of competent authority for the time period in which military leave will be taken. Employees on active duty training assignments or inactive duty training drills are required to return to work for the first regularly scheduled shift after the end of training, allowing reasonable travel time.

B. Active Military Service Leave of Absence

1. Eligibility

Employees who are called into active duty with the United States armed forces during a national emergency, drafted into such service or employees subject to compulsory service who voluntarily enlist, will be granted a military leave of absence without pay in accordance with applicable state and federal laws.

2. Reinstatement

Employees on active military service leave of absence may apply for reinstatement in accordance with all applicable state and federal laws. Employees returning from military leave will be entitled to restoration to the former position held prior to the leave or to another position of the same class provided the employee is physically and mentally capable of performing the essential duties of the position and they make application for reinstatement in accordance with applicable federal and state laws. Reinstated employees will be treated as though they were continuously employed for purposes of determining benefits based on length of service, such as the rate of vacation accrual and job seniority right.

Section 11 – 6: Educational Leave

Leaves of absence may be granted, at the discretion of the department's elected official to full-time and part-time employees for educational development through short courses or extended leave for academic work toward a college or advanced degree. Requests for such leave will be filed in writing to the elected official. The request should include: (1) the name of the institution or program to be attended; (2) the dates of attendance; (3) the benefits to the employee; and (4) the expected value of such training to the county. Educational leaves may be paid or unpaid, as determined by the elected official. An unpaid leave of absence will be granted in accordance with Section 11 - 8.

Section 11 – 7: Maternity Leave

Greene County will not discriminate against any employee who requests an excused absence for a temporary disability associated with a pregnancy. Such leave requests will be treated in the same manner as any other non-duty temporary disability in accordance with Chapter 10. Sick Leave, Chapter 12. Family Medical Leave Act, and applicable federal and state laws.

Section 11 – 8: Unpaid Leave of Absence

Greene County elected officials or department administrators may authorize a leave of absence without pay to full- time and part-time employees who wish to take time off from work duties to fulfill personal obligations; for educational leave; to extend a family and medical leave of absence under FMLA; or to an employee ineligible for a family and medical leave of absence under FMLA.

A. Personal or Educational Leave of Absence

A request for an unpaid personal or educational leave of absence will be evaluated based on a number of factors, including reason for leave, anticipated work load requirements and staffing considerations during the proposed period of absence.

B. Reinstatement

When an unpaid leave or extended leave of absence ends, every reasonable effort will be made to return the employee to the same position, if available, or to a similar available position for which the employee is qualified subject to the county's operational needs, need to fill the vacancy, and the ability to find qualified temporary replacements. However, Greene County cannot guarantee reinstatement in all cases. If an employee fails to report to work promptly at the expiration of the approved leave period, the elected official or department administrator will assume the employee has resigned and their employment with the county will be terminated.

C. Family and Medical Leave Act (FMLA)

If an unpaid leave of absence qualifies under the Family and Medical Leave Act (FMLA), the employee will be required to take FMLA leave as part of the unpaid leave of absence. Employees will also be required to take any available vacation leave and/or sick leave, if applicable, as part of the approved period of leave (For more information refer to Chapter 12. Family and Medical Leave Act).

Section 11 – 9: Other Paid Leave

A. Vacation and Sick Leave Accrual

An employee receiving donated leave will not be allowed to accrue vacation and sick leave time during a pay period that the employee who receives more than 8 hours or more of paid shared leave time.

B. Holiday Pay

To be eligible for holiday pay, an employee must be in their own regular paid status the last workday immediately preceding and the first workday immediately following the holiday. Shared leave is not considered paid leave for purposes of holiday pay.

Section 11 - 10: Victims Economic Safety and Security Act (VESSA)

A. Purpose

The Victims Economic Safety and Security Act (VESSA) of 2021 grants unpaid leave to employees who are a victim of domestic or sexual violence. Unpaid leave will also be granted if an employee's family or household member is a victim of domestic or sexual violence. The following are qualified reasons for unpaid leave under VESSA:

1. Seeking medical attention for, or recovering from, physical or psychological injuries caused by domestic or sexual violence to the employee or the employee's family or household member;

2. Obtaining services from a victim services organization for the employee or the employee's family or household member;

3. Obtaining psychological or other counseling for the employee or the employee's family or household member;

4. Participating in safety planning, temporarily or permanently relocating, or taking other actions to increase the safety of the employee or the employee's family or household member from future domestic or sexual violence or to ensure economic security; or

5. Seeking legal assistance or remedies to ensure the health and safety of the employee or the employee's family or household member, including preparing for or participating in any civil or criminal legal proceeding related to or derived from domestic or sexual violence.

B. Responsibility

It is the responsibility of the employee to make requests for leave under the Victims Economic Safety and Security Act to their employer, Greene County, through their elected official or department administrator. All requests for VESSA will be coordinated with the Human Resources Department.

C. Policy Statement

It is the policy of Greene County to adhere to the requirement of the Victims Economic Safety and Security Act and create a safe environment for the employee.

D. Eligibility Requirements

All Greene County employees are eligible for two workweeks of unpaid leave in a 12-month period under the Victims Economic Safety and Security Act. Notwithstanding, if an employee has exhausted ten or more weeks of their family and medical leave entitlement in the prior 12-month period they will only be eligible for unpaid VESSA leave up to the remaining amount of days of FMLA, not to exceed two weeks. Unpaid leave under VESSA will not be provided if the employee has already used all leave allowed under the federal Family and Medical Leave Act within the prior 12 months. Refer to Chapter 12, Family and Medical Leave Act.

E. Determination of 12-month Period and Workweek

The 12-month period will be measured forward from an employee's first usage of VESSA. For example: Beginning November 1 of any given year, an employee takes one week of VESSA to obtain services for a victim services organization. This employee would have an additional one week available until November 1st of the following year. Conversely, if the employee exhausted all 2 weeks of VESSA leave, they would not have additional VESSA leave available until after November 1 of the following year. Each subsequent 12-month period will begin the first time VESSA leave is taken after the completion of the previous 12-month period.

Under VESSA, a workweek is defined as an employee's standard workweek. Therefore, the number of days to which an eligible employee is entitled leave will be specific to the employee's standard workweek.

F. Family or Household Member Defined

Under VESSA, an employee's family or household member is defined as a spouse, parent, son, daughter, other person related by blood or by present or prior marriage, other person who shares a relationship through a son or daughter, and persons jointly residing in the same household.

G. Substitution of Paid Leave

If it is determined the reason for any paid or unpaid leave time qualifies under the VESSA, the employee may be able to use available paid sick, vacation, or compensatory time as part of their VESSA leave.

H. Job Benefits and Protection

1. Eligible employees receiving county paid health insurance benefits will continue to receive these benefits during their approved VESSA leave. It is the responsibility of the employee to continue dependent coverage, if elected, and pay the dependent premium portion to the County. If an employee chooses not to return from leave, they will be required to repay the premium payment(s) made by the county on their behalf during an unpaid status.

2. Benefit accrual such as vacation or sick leave will be suspended during an unpaid leave exceeding 8 hours in any one pay period and will resume upon return to active employment. Holiday pay will not be paid if a recognized holiday falls within an unpaid leave of absence. This applies to employees that choose not to use available paid sick, vacation, or compensatory time as part of their VESSA leave.

I. Leave Taken Intermittently or on a Reduced Leave Schedule

The VESSA allows employees to request intermittent leave or leave on a reduced work schedule. Each request will be considered by the appropriate elected official or department administrator on a case-by-case basis. An exempt employee may take unpaid VESSA leave for partial or full days and their exempt status under the Fair Labor Standard Act will not be impacted.

J. Advance Notice and Certification

Employees requesting leave under VESSA must provide the county a 48-hour advance notice. If providing such notice is not practicable, an employee must notify their supervisor and Human Resources within a reasonable period of time.

All employees requesting leave under VESSA will be required to provide a certification consisting of a sworn statement that the employee or the employee's family or household member is a victim of domestic or sexual violence and that the leave is for one the purposes enumerated in section 1. An employee may satisfy the certification requirement of this section by providing to the employer one of the following:

1. Completion of Greene County's VESSA leave request form;
2. Documentation from an employee, agent, or volunteer of a victim services organization, an attorney, a member of the clergy, or a medical or other professional from whom the employee or the employee's family or household member has sought assistance in addressing domestic violence or sexual violence and the effects of such violence;
3. A police or court record; or
4. Other corroborating evidence.

K. Reasonable Safety Accommodations

Greene County will make reasonable safety accommodations in a timely manner, unless doing so will result in an undue hardship, to the known limitations resulting from circumstances relating to being a victim of domestic or sexual violence or a family or household member being a victim of domestic or sexual violence.

Reasonable safety accommodations could be an adjustment to a job structure, workplace facility, or work requirement, including a transfer, reassignment, modified schedule, leave, a changed telephone number or seating assignment, installation of a lock, implementation of a safety procedure, or assistance in documenting domestic violence that occurs at the workplace or in work-related settings, in response to actual or threatened domestic violence.

Requests for reasonable safety accommodations will be evaluated on a case-by-case basis by the elected official, department administrator, and/or Human Resources.

Upon receipt of a VESSA leave request, the Human Resources Department will provide the employee with a referral to the Greene County Family Justice Center.

Chapter 12: FAMILY AND MEDICAL LEAVE ACT

Purpose
Responsibility
Policy Statement
Eligibility Requirements
Determination of 12-Month Period
Substitution of Paid Leave
Leave Provisions for Spouses Both Working for Greene County
Advance Notice
Medical Certification
Leave Taken Intermittently or on a Reduced Leave Schedule
Job Benefits and Protection
Return to Work Requirements
Leave Extension beyond End of FMLA Entitlement
Shared Leave Program

Adoption Date: January 1, 1997
Current Version: August 2026
Individual policies revised at discretion of county commission

Section 12 - 1: Purpose

The Family and Medical Leave Act (FMLA) of 1993, as amended, grants unpaid family and temporary medical leave under certain circumstances. In accordance with FMLA, Greene County provides unpaid family and temporary medical leaves of absences to eligible employees who are unable to work due to one of the following reasons:

- The birth of a son or daughter of the employee and in order to care for such son or daughter
- The placement of a son or daughter with the employee for adoption or foster care
- In order to care for the spouse, or a son, daughter, or parent, of the employee, if such spouse, son, daughter, or parent has a serious health condition
- A serious health condition that makes the employee unable to perform the functions of the position of such employee
- Any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on "covered active duty;" ***or*** Twenty-six workweeks of leave during a single 12-month period to care for a covered servicemember with a serious injury or illness if the eligible employee is the servicemember's spouse, son, daughter, parent, or next of kin (military caregiver leave). For more information please visit the U.S. Department Labor site at https://www.dol.gov/whd/fmla/2010ndaa.htm

To qualify for FMLA, the employee must meet the requirements of the FMLA and accompanying regulations. An eligible employee shall be entitled to a total of 12 workweeks or 480 hours of leave during any 12-month period.

Section 12 - 2: Responsibility

It is the responsibility of the employee to make requests for family and temporary medical leave with their employer, Greene County, through their elected official or department administrator. All requests for FMLA leave will be coordinated with the Human Resources Department. While out on FMLA your supervisor may request you to check in with leave status reports.

Section 12 - 3 : Policy Statement

It is the policy of Greene County to adhere to the requirement of the Family and Medical Leave Act (FMLA) of 1993, as amended, and create a friendly environment between the employee and the county. More information can be found on the Department of Labor website: https://www.dol.gov/whd/fmla/.

Section 12 - 4 : Eligibility Requirements

Employees are eligible for unpaid family and temporary medical leave if:

- They have worked for the county for at least 12-months, and
- Worked 1,250 or more hours during the 12-months prior to start of leave

The FMLA leave available for eligible part-time employees will be prorated based on the average number of hours worked over the previous 12-month period.

Section 12 - 5: Determination of 12-Month Period

Eligible employees may request up to 12 workweeks or 480 hours of unpaid family and temporary medical leave within a 12-month period. The 12-month period will be measured forward from an employee's first usage of FMLA. For example: Beginning November 1 of any given year, an employee takes eight weeks of FMLA leave for the birth of a child. This employee would have an additional four weeks available until November 1st of the following year. Conversely, if the employee exhausted all 12 weeks of FMLA leave, they would not have additional FMLA leave available until after November 1 of the following year. Each subsequent 12-month period will begin the first time FMLA leave is taken after the completion of the previous 12-month period.

Section 12 - 6: Substitution of Paid Leave

Any paid or unpaid leave which exceeds or is anticipated to exceed three working days for the reasons listed in Section 12-1, must be approved by the employee's elected official or department administrator and communicated to the Human Resources Department. If it is determined the reason for any paid or unpaid leave time qualifies under the FMLA, the employee will be required to use available paid sick, vacation, compensatory time as part of their family or temporary medical leave.

Section 12 - 7: Leave Provisions for Spouses Both Working for Greene County

Eligible spouses who both work for Greene County are limited to a combined total of 12 workweeks of leave in a 12-month period for the following FMLA-qualifying reasons:

- The birth of a son or daughter and bonding with the newborn child
- The placement of a son or daughter with the employee for adoption or foster care and bonding with the newly-placed child
- The care of a parent with a serious health condition

Eligible spouses who both work for Greene County are also limited to a combined total of 26 workweeks of leave in a single 12-month period for military caregiver leave.

Section 12 - 8: Advance Notice

For a qualifying event under the FMLA that is foreseeable, an employee must give Greene County at least 30 days advance notice. This is best achieved by advance consultation with the employee's supervisor to ensure leave does not unduly disrupt the operation of their department. If leave is unexpected an employee must notify their supervisor as soon as possible and practical.

When the employee has no reasonable excuse for not providing at least 30 days advance notice, the employer may delay leave until 30 days after the date notice is provided. When the employee does not give timely notice of unforeseeable leave and does not have a reasonable excuse, the employer may delay or deny leave.

Section 12 - 9 : Medical Certification

Failure to provide the required medical certification from a health care provider, as defined by FMLA, as set forth herein may result in denial of the requested FMLA leave.

A. Employee Medical Leave

Employees requesting medical leave for themselves will be required to provide a medical certification form verifying the seriousness of the health condition along with the beginning and ending dates of leave to their elected official or department administrator and the Human Resource Department. Employees will have 15 days in which to provide the certification, except in extenuating circumstances. If any employee fails to provide certification in a timely manner, the employee's leave request or continuation of leave may be delayed or denied altogether. Any major changes in medical status must be promptly reported to their elected official or department administrator, and the Human Resources Department. Recertification may be requested every 30 days.

B. Family Medical Leave

Employees requesting family leave related to caring for a child, spouse, or parent, with a serious health condition, will be required to provide a medical certification verifying the illness, its beginning and expected ending dates, and the need of the employee to provide care to their elected official or department administrator and the Human Resources Department. Medical certification forms will be provided by the Human Resources Department when an employee makes a request for leave. In an unforeseen event, once the Human Resources Department is notified, these forms will be provided within three (3) business days.

C. Second Opinion

If the submitted medical certification is not sufficient, the Human Resources Department may require a second opinion at the county's expense. If the first and second opinions do not agree, the county and the employee will coordinate the selection for a third opinion at the county's expense. The third opinion will be final and binding.

Section 12 - 10: Leave Taken Intermittently or on a Reduced Leave Schedule

The FMLA allows employees to request intermittent leave, or leave on a reduced leave schedule. Each request will be considered by the appropriate elected official or department administrator on a case-by-case basis. Intermittent leave or reduced hours will be in applied increments of 30 minutes. An elected official or department administrator may require an employee to transfer temporarily to an alternate position to better accommodate recurring periods of leave. The employee must be qualified for the alternative position. The county will provide equivalent pay and benefits to an employee that is temporarily transferred. If an exempt employee takes unpaid leave for partial or full days, their exempt status under the Fair Labor Standard Act will not be impacted.

Section 12 - 11: Job Benefits and Protection

A. Insurance Benefits

Eligible employees receiving county paid health insurance benefits will continue to receive these benefits during their approved family or medical leave. It is the responsibility of the employee to continue dependent coverage, if elected, and pay the dependent premium portion to the County.

If an employee chooses not to return from leave, they will be required to repay the premium payment(s) made by the county on their behalf during an unpaid status. Employees that are medically unable to return to work due to continuation, recurrence, or onset of a serious health condition will not be required to repay premiums. A certification from a health care provider that the employee is unable to return to work due to a severe health condition will be required.

B. Vacation, Sick Leave and Holiday Benefit Accrual

Benefit accrual such as vacation or sick leave will be suspended during an unpaid leave exceeding 8 hours in any one pay period and will resume upon return to active employment. Holiday pay will not be paid if a recognized holiday falls within an unpaid leave of absence.

Section 12 - 12: Return to Work Requirements

A. Return to Work

An employee must submit a work release certification from their healthcare provider. This certification must indicate an employee is able to perform the functions outlined in their job description with or without reasonable accommodation. The work release certification must be submitted prior to the employee's first scheduled day. If an employee does not submit a work release letter they will not be permitted to work until the letter is received.

B. Fitness for Duty Exam

If the employee has taken leave because of their own serious health condition, an elected official or department administrator may require an employee to schedule a "Fitness for Duty" exam with the county's occupational medicine physician.

C. Failure to Report to Work

Greene County will assume an employee has resigned and their employment with Greene County may be terminated when:

1. An employee fails to report to work promptly at the end of the approved leave period
2. Gives notice of their intent not to return to work
3. Fails to provide a work release certification as required above

If this occurs, the employee will need to reimburse the county for insurance benefits that were paid during their family or temporary medical leave.

D. Key Employees

An employee who qualifies as a "key employee" may be denied restoration of employment after a period of leave if holding the employee's position would cause Greene County grievous economic injury. A "key employee" is an employee who is salaried and is among the highest paid ten percent of the work force. An employee will be notified by the Human Resources Department during the initial request for leave if there is a possibility that Greene County may deny reinstatement after leave.

Section 12-13: Leave Extension Beyond End of FMLA Entitlement

The Family and Medical Leave Act allows an eligible employee a total of 12 workweeks or 480 hours of leave during any 12-month period. Once an employee has exhausted 12 workweeks or 480 hours of leave an employee may apply for a 30-day extended unpaid leave of absence. A leave extension request form must be completed and include a health care provider's certification that states the employee is unable to work and an expected return to work date. A request for an extended leave of absence will be evaluated based on a number of factors, including the anticipated workload requirements and staffing considerations during the proposed

period of absence, as determined by the officeholder or department administrator. Continuation of health insurance benefits will be offered to the employee through COBRA. The employee will be responsible for the COBRA health insurance premiums during an approved extension. An employee may request up to three (3) 30-day extensions. If a leave extension exceeds 30 days and the employee does not choose to elect COBRA, the employee will be subject to an insurance waiting period upon return to active employment. Health insurance benefits will resume first of the month following 60 days.

An extended leave of absence is not guaranteed to be approved and will be determined on a case-by-case basis by an elected official or the Greene County commissioners.

Section 12-14: Shared Leave Program

A. Purpose

The purpose of the Shared Leave Program is to assist employees during a temporary unpaid medical leave of absence. This provides an opportunity for paid leave to employees who have exhausted all of their accrued vacation, sick, personal days and compensatory time.

B. Eligibility Criteria to Receive Shared Leave Benefits

An eligible employee may request shared leave time by notifying their officeholder or department administrator. To be eligible to receive leave, an employee must meet the following criteria:

1. Be in a full-time or part-time position with benefits (budgeted at 1,500 hours or more per year)
2. Have worked for the county for at least one year
3. The employee or the employee's spouse or child must have experienced a personal injury or illness which is life threatening or catastrophic, and not job related; Life threatening or catastrophic, for purposes of this policy, is defined as an injury or illness that is expected to extend 30 or more days beyond the expiration of the employee's accrued leave time and meets the definition of a serious health condition under the Family and Medical Leave Act.
4. The employee must have exhausted all accrued leave
5. The employee must complete a shared leave request form and provide a health care provider's verification that the employee is unable to work due to illness or injury
6. The employee must be on an unpaid FMLA leave of absence per section 12-13
7. The employee is not on unpaid disciplinary status during the period requested for shared leave

C. Approval of Request

The requesting employee's officeholder or department administrator, and human resources will consider the above criteria to determine if an employee is eligible for shared leave. The decision regarding any request for shared leave will be final.

D. Shared Leave Donation Requirements

An employee wishing to donate leave must complete the Shared Leave Donation form and submit the form to the Human Resources Department. The form must include the donor's name, recipient's name, the date completed, type of leave and number of hours to be donated, and signature of donor.

1. An employee may donate vacation leave, compensatory time, and/or sick leave at a minimum of four (4) hours per leave type

2. Donated leave will be credited to a recipient as needed and will be deducted from the donor's leave record in hour increments or a lump sum

3. Shared leave donations will be used on a first-in basis upon submission to the Human Resources Department. If more than one employee donates the leave time will be used in order received

4. Employees compensated by Road and Bridge, LEST, and Assessor funds may only donate leave to other employees compensated by the same fund. Exceptions may be granted at the discretion of an elected official. This restriction does not apply to employees funded by General Revenue

Chapter 13: OTHER FRINGE BENEFITS

General Policy Statement
Eligibility
Group Medical and Dental Insurance
Benefit Continuation (COBRA)
Voluntary Life Insurance
Voluntary Short-Term Disability Insurance
Voluntary Long-Term Disability Insurance
Retirement Plans
Deferred Compensation
Vaccinations
Workers' Compensation
Health Insurance Portability and Accountability Act (HIPAA)
Termination of Benefits due to Leave of Absence

Adoption Date: January 1, 1997
Current Version: August 2026
Individual policies revised at discretion of county commission

Section 13 – 1: General Policy Statement

The Greene County Commission has established a variety of fringe benefit programs designed to assist eligible employees and their dependents in meeting the financial burdens that can result from illness and death and to help employees plan for retirement. This chapter is intended to give a general overview of these benefit programs.

The members of the Commission reserve the right to amend or terminate any of its benefit programs or to increase employee premium contributions toward any benefits with or without advance notice at its discretion. This reserved right may be exercised in the absence of financial necessity. Whenever an amendment is made to any of the county's benefit programs, the human resources director will submit the amendment to the Commission for review and approval. The human resources director will notify plan participants of all approved amendments or plan terminations, in accordance with the requirements of applicable federal and state law.

Section 13 - 2: Eligibility

Unless stated otherwise, all full-time employees and authorized part-time employees in positions budgeted at 1,500 hours or more per year (averaging 30 or more hours per week) and their eligible dependents may participate in the county's fringe benefit programs. Coverage for eligible employees and their dependents is effective on the first day of the month following 60 days of employment. Part-time employees in positions budgeted at less than 1,500 hours per year, introductory, temporary, and contract employees are ineligible to participate in these programs, unless stated otherwise.

Section 13 – 3: Group Medical and Dental Insurance

Group medical and dental benefits are described more fully in each plan’s summary of benefits and coverage document. These summaries are provided during the new hire onboarding process and are available on the employee intranet. For further information regarding the county’s medical and dental plan, employees may contact Human Resources.

A. Premium Payment

1. Employee Coverage

The county pays the “employee only” premium for selected medical plans and the dental plan for all eligible employees, certain requirements may be required.

2. Dependent Premium

The medical and dental premiums for eligible dependents are paid by the employee. If an employee chooses dependent coverage, the monthly premiums will be deducted from the employee's bi-weekly paycheck. Plan participants will be notified during open enrollment the amount of premium for dependent medical and dental coverage.

3. Termination of Employment

Benefits under the group medical and dental plans terminate on the last day of month in which an employee separates from employment. Employees will be responsible for the full month premium.

Section 13 – 4: Benefit Continuation (COBRA)

In accordance with the federal Consolidated Omnibus Budget Reconciliation Act (COBRA), employees may continue their medical and dental insurance coverage (i.e., 18 months as the norm) under the county's group 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. Dependents covered on the county's medical and dental plan are also eligible to continue coverage under COBRA.

Each eligible employee will receive and be required to sign a written notice describing their rights granted under COBRA when they become eligible for medical and dental coverage. This notice contains important information about the employee's rights and obligations. After an employee experiences a COBRA qualifying event, they will be sent a more detailed notice and an application for continued coverage. Under COBRA, the employee or beneficiary pays the total cost of providing coverage plus administration fees as provided by law.

Section 13 – 5: Voluntary Life Insurance

A. Basic Life and AD&D Insurance

Eligible employees receive $25,000 in Basic Life Insurance and $25,000 in Accidental Death and Dismemberment (AD&D) Insurance as part of the County's fringe benefit program. The County pays the full cost of this coverage.

B. Voluntary Life

Eligible employees may elect to purchase supplemental term life insurance coverage for themselves and, if eligible under the plan, their spouse and dependent children. If elected, coverage becomes effective on the first day of the month following 60 days of employment.

Premiums for this coverage are paid by the employee through bi-weekly payroll deduction. Employee-paid coverage remains in effect through the end of the month in which employment terminates, provided all required premiums have been paid. Employees are responsible for any premiums necessary to continue coverage through the end of the month.

The provisions of the voluntary life insurance plan are described more fully in the applicable plan documents, which are provided during new hire onboarding and available on the employee intranet. Eligibility, coverage, and claims are governed by the terms of the applicable insurance plan. Employees with questions should contact Human Resources.

Section 13 – 6: Voluntary Short-Term Disability

Eligible employees may elect to purchase short-term disability insurance to provide income protection during a qualifying disability. If elected, coverage becomes effective on the first day of the month following 60 days of employment.

Premiums for this coverage are paid by the employee through bi-weekly payroll deduction. Employee-paid coverage remains in effect through the end of the month in which employment terminates, provided all required premiums have been paid. Employees are responsible for any premiums necessary to continue coverage through the end of the month.

Employees receiving short-term disability benefits may not supplement those benefits with accrued vacation or sick leave. Vacation and sick leave will not accrue while an employee is receiving short-term disability benefits.

The provisions of the short-term disability plan are described more fully in the applicable plan documents, which are provided during new hire onboarding and available on the employee intranet. Eligibility, coverage, and claims are governed by the terms of the applicable insurance plan. Employees with questions should contact Human Resources.

Section 13 – 7: Voluntary Long-Term Disability Insurance

Eligible employees may elect to purchase long-term disability insurance to provide income protection during a qualifying disability. If elected, coverage becomes effective on the first day of the month following 60 days of employment.

Premiums for this coverage are paid by the employee through bi-weekly payroll deduction. Employee-paid coverage remains in effect through the end of the month in which employment terminates, provided all required premiums have been paid. Employees are responsible for any premiums necessary to continue coverage through the end of the month.

The provisions of the long-term disability plan are described more fully in the applicable plan documents, which are provided during new hire onboarding and available on the employee intranet. Eligibility, coverage, and claims are governed by the terms of the applicable insurance plan. Employees with questions should contact Human Resources.

Section 13 – 8: Retirement Plans

A. Missouri Local Government Employee's Retirement System (LAGERS)

Full-time employees and authorized part-time employees who are employed in budgeted positions normally requiring 1,500 hours of work per year will be enrolled in the LAGERS plan after six months of employment. After an employee has completed five years of credited service, they will be vested in LAGERS. The county pays the entire cost of the plan.

The normal retirement age is the age that an employee can retire and begin receiving an unreduced benefit. The normal retirement age for general employees is age 60 and for sheriff deputies and other commissioned officers is age 55. There is a provision for early retirement that allows an employee to receive a reduced retirement amount at an earlier age. The early retirement age for general employees is age 55 and for sheriff deputies and other commissioned officers is age 50. For further information, employees may reference "A Summary of LAGERS" or contact the County Clerk’s Office.

B. County Employees' Retirement Fund (CERF) Pension Plan

The County Employees' Retirement Fund (CERF) was established by Senate Bill 579, effective August 28, 1994. Effective January 1, 1997, CERF began paying annuity payments to eligible retirees. Full-time employees and authorized part-time employees who are employed in a position normally requiring 1,000 hours of work each year will be enrolled in the CERF plan upon employment. Circuit Court employees including juvenile services personnel and bailiffs are ineligible for CERF.

After an employee has completed eight years of credited service, they will be vested in CERF. For those participants who were hired before February 22, 2002, the entire amount contributed

to CERF is paid through the collection of fees and penalties from the Assessor, Collector of Revenue, and Recorder of Deeds offices.

Those employees hired on or after February 22, 2002 are required to pay four (4) percent of their wages through payroll deduction. Non-LAGERS participants (employees in positions requiring less than 1,500 hours of work per year) are required to pay two (2) percent of their wages through a payroll deduction in addition to the four (4) percent if hired after February 22, 2002. The normal retirement age according to CERF is age 62 for eligible employees. There are early retirement provisions that allow an employee to receive a reduced retirement amount beginning at age 55. All active employees are also covered by a $10,000 life insurance benefit. For further information regarding CERF, employees may contact the plan administrator, Boone County National Bank at 1-800-357-8557 or County Clerk's office at 417-829-6297.

Section 13 – 9: Deferred Compensation

A. CERF Smart Savings Plan

Employees who are members of the CERF Pension Plan may participate in the deferred compensation plan sponsored by CERF. The CERF Smart Savings Plan provides employees the opportunity to "defer" a portion of their income before taxes into a savings plan for retirement. In addition, each year the CERF Board may provide a matching contribution (up to the plan limits) to participant's contributions. After an employee has completed five years of service (from date of hire), they will be vested on the matching contribution provided by CERF.

B. Other Deferred Compensation Plans

Eligible employees may subsidize their retirement plan by participating in one of the other county's deferred compensation plans. While there is not a matching contribution for these deferred compensation programs, the plans also provide employees the opportunity to defer a portion of their income before taxes for retirement. The plans authorized by the County Commission are Nationwide Retirement Solutions, Inc. and Lincoln National Deferred Compensation Plan. Interested employees should contact the County Clerk's Office to schedule an appointment with a representative from either company.

Section 13 – 10: Vaccinations

Flu Shots

All full-time and part-time employees may be eligible to receive annual flu shots. Employees may be notified during the fall of each year of the dates, times and location of where the shots will be administered.

Section 13 – 11: Workers' Compensation

The purpose of workers' compensation is to provide legally mandated benefits to workers who are injured at work or who develop a job-related illness as a result of their employment. It is necessary that employees communicate and report all alleged accidents or injuries promptly to their immediate supervisors. Greene County, Missouri is fully-insured and our workers' compensation program is designed, in all cases, to meet, and in some areas, exceed the requirements set forth in Missouri State Statutes regarding Workers' Compensation.

All accidents, injuries and occupational diseases must meet the standard of work being "the prevailing factor" in causing the injury or disease and the injury must arise out of and in the course of

employment. Idiopathic injuries that result from an unknown cause are not covered. Certain injuries that occur when the employee is going to and from work are excluded.

Reporting Requirements

Employees must immediately report work-related injuries to their supervisors. Work-related injuries must be reported by the supervisor to the Human Resources Department the same calendar day. Employees who do not report alleged accidents in a timely manner may forfeit their rights and be denied or obtain reduced benefits under the County's Workers' Compensation Program. If an employee is in violation of a known safety policy, a possible reduction up to fifty (50) percent of benefits may occur. The Human Resources Department outlines and distributes the procedure for reporting a work-related injury.

Selection of a Health Care Provider

According to Missouri Workers' Compensation Law, Section 287.140, Greene County has the right to designate the health care provider for work-related injuries or illness. Employees are not authorized to seek medical care through their private physician and are advised that such care may not be accepted or paid for by Greene County. Supervisors are required to document, in writing, any refusal by the employee to obtain medical treatment.

Modified Duty Assignments

The County supports and encourages the use of modified duty unless the designated medical provider believes modified duty would pose a hindrance to recuperation or an increased risk of re-injury. No employee will be placed on modified duty if the employee's condition would pose a safety or health hazard to fellow employees and/or the general public.

Modified duty status may be revoked, altered, added, or changed at any time as circumstances warrant. Modified duty may be considered until an employee has reached maximum medical improvement. This temporary, modified position may be outside the employee's regular duties and schedule.

Employees whose alleged injuries or illness result in restriction which require modified duty on a permanent basis will be reviewed. A reasonable accommodation may be allowed in accordance with the Americans with Disabilities Act. Eligible employees may elect to apply for disability retirement benefits from LAGERS.

An employee who refuses to return to a modified duty position will not be entitled to any lost wages, and may be subject to disciplinary action up to and including termination of employment. All positions and job duties in the county's modified duty program are temporary in nature and may be changed or terminated at the county's discretion. These positions are not permanent accommodations as defined by the Americans with Disabilities Act.

Restrictions

Employees who are unable to work or are on a modified duty due to Workers' Compensation injury or illness must comply with the restrictions and orders provided by the County's Occupational Medicine facility and our workers' compensation administrator. These restrictions also apply to any outside employment. Failure to follow medical orders may result in the loss of rights under the County's Workers' Compensation Program and serious disciplinary action.

Benefits

A. Lost-Time Compensation

Any employee who sustains a lost-time accident or injury compensable under Missouri's Workers' Compensation Law will be paid sixty-six and two-thirds (66 2/3) percent of the worker's average weekly wage. No further wages or salary will be paid by the county until the employee returns to work. However, accumulated sick leave, vacation leave or compensatory time may be utilized during the first three days of a lost time accident, which does not exceed 14 days. An employee will continue to earn vacation and sick leave accruals while receiving lost-time benefits from the workers' compensation carrier.

B. LAGERS Retirement System

During any one month that an employee is on workers' compensation leave for one (1) or more days during the calendar month **AND** receives two or more workers' compensation loss-time payments, they will receive service credit but will not receive LAGERS credit for any salary received during that month.

Exceptions

Juvenile Court Employees

According to RSMo 105.800, Juvenile Court employees are considered state employees for purposes of workers' compensation. Therefore, Juvenile Court employees will follow the provisions of the State of Missouri's program.

Juvenile Services employees should also consult the Department Supplement section for more details regarding workers' compensation applicable to their department.

Section 13 - 12: Health Insurance Portability and Accountability Act (HIPAA)

Greene County, MO sponsors a group health plan (the Plan) for certain employees and other beneficiaries. This group health plan is covered by the Administrative Simplification Provisions of the Health Insurance Portability and Accountability Act (the Act) (45 C.F.R. parts 160 and 164). Under this Act the plan is considered a covered entity and must follow certain procedures and rules relating to the individually identifiable health information of the participants of the Plan. This includes limits on the information that may be shared with the employer sponsoring the Plan. This information is considered protected health information or PHI. The Plan must strictly limit access to an individual's PHI as required by the Act. For a copy of the entire HIPAA policy, please contact the County's Privacy Officer, the Assistant Human Resources Director.

Section 13 - 13: Termination of Benefits due to Leave of Absence

When an employee is on an approved leave of absence, benefit coverage may continue for up to 90 days after the date in which an employee last physically worked. After 90 days, all group insurance coverage will be terminated. Benefit continuation for medical, dental, and vision will be offered through COBRA. If a leave of absence exceeds 90 days and the employee does not choose to elect COBRA, the employee will be subject to an insurance waiting period upon return to active employment. Health insurance benefits will resume first of the month following 60 days.

Chapter 14: VEHICLE USE AND TRAVEL EXPENSES

Use of Vehicles and Equipment
Vehicle Accident Reporting Procedure
Commercial Driver's License
Driver's License Revocation and Suspension
Travel Expenses

Adoption Date: January 1, 1997
Current Version: August 2026
Individual policies revised at discretion of county commission

Section 14 – 1: Use of Vehicles and Equipment

A. Purpose

According to RSMo 49.275, the Greene County Commission may provide vehicles to elected officials and employees for the purpose of conducting official county business. This policy outlines the guidelines for usage of Greene County vehicles and personal vehicles while on county business.

B. Eligibility Requirements

1. Employees may not drive vehicles for county business without the prior approval of their department administrator. Before approving a driver, each department administrator must verify the existence of the appropriate valid motor vehicle operator's license, check the employee's motor vehicle driving record and pass a drug screen. Employees approved to drive on county business are required to inform their supervisor of any changes that may affect their legal or physical ability to drive or their continued insurability.

2. Department administrators will notify Human Resources when a new driver is hired, so their name may be added to the list of authorized drivers. In addition, Human Resources will periodically request department administrators to provide an updated list of individuals authorized to operate county- owned vehicles and/or equipment.

3. All departments with authorized county drivers, including Emergency Management, Highway, Juvenile, Prosecuting Attorney, Public Administrator, Resource Management (Building Operations, Building Regulations, Environmental, General Services, and Planning and Zoning) and Sheriff Office, are responsible to ensure that all drivers in their respective departments maintain a valid motor vehicle operator's license which has not been revoked or suspended. Periodic motor vehicle records checks may also be initiated by Human Resources to ensure that drivers of county vehicles maintain a valid license.

4. Authorized drivers of county-owned vehicles must, as a condition of employment, be able to meet the driver approval standards of this policy at all times. For all other jobs, driving is considered an incidental function of the position.

C. Acquisition and Assignment of County Vehicles

The Greene County Commission will determine and authorize the distribution and basic utilization of all county-owned vehicles. County vehicles will be permanently assigned to those departments which have demonstrated a continuing need for them. Employees who need transportation in the course of their normal work may be assigned a county vehicle for their use. Any requests for additional vehicles or departmental assignment changes must be requested through the Greene County Highway Department and presented to the County Commission for determination and authorization. However, the Highway Department does have the authority to provide a substitute vehicle whenever one is available and they so deem necessary.

D. Retention of County Vehicles at Private Residence

1. A Greene County employee will not drive a county-owned vehicle to or from the employee's place of residence before or after normal working hours except as authorized herein. The Greene County Commission authorized the following county elected officials and department administrators who are on-call 24 hours a day to retain on a regular basis a county-owned vehicle at their private residence during non-working hours to be used at their discretion.

Officeholders:	Department Administrators:
Presiding Commissioner	Highway Administrator
Commissioner District 1	Building Operations Superintendent
Commissioner District 2	Director of Emergency Management

2. In addition to these positions, an elected official or department administrator may authorize other employees to drive county-owned vehicles to or from their place of residence outside normal working hours when it has been determined that the vehicle is being used for a purpose that serves the county and that the vehicle is not being used solely to provide transportation to or from the employee's place of residence. A list of employees, positions, vehicles assigned, and odometer readings must be provided to the County Commission with the implementation of this policy and before each November 1, for the upcoming period November 1 through October 31. Any additions to the list throughout the year must also be provided to the County Commission.

3. Employees who are assigned police or maintenance vehicles as defined by the IRS are exempt from both taxation and record keeping requirements. All other drivers, who are allowed to drive a county vehicle to or from their place of residence, must maintain records documenting personal use of the vehicle. Commuting to and from work is considered personal use. It is the responsibility of the driver to maintain accurate records. Employees with questions regarding the definition of personal use should contact their tax advisor.

4. Drivers subject to the record keeping requirements must submit annually to the County Commission the odometer reading and the number of personal miles driven in the county-owned vehicle(s) assigned to them during the year. Employees must also certify the accuracy of the information. The value of the personal miles will be considered taxable compensation to all employees who are subject to the record keeping requirements.

E. Maintenance of County Vehicles

1. The maintenance of all Greene County vehicles will be the responsibility of the County Highway Department and those county employees assigned to operate said vehicle(s). Any maintenance difficulty and general management problems associated with the county vehicle fleet should be coordinated through the Highway Department for proper control and supervision. All maintenance problems will be noted on forms supplied and the vehicle will be delivered to the Highway Department by the using department for immediate inspection and repair. Written work orders will be required by the Highway Department and a permanent file will be maintained for all vehicles.

2. Employees must notify the Highway Department 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.

3. Employees must report any accident, theft, or malicious damage involving a county vehicle or personal vehicle used on county business to their supervisor and the Highway Department, regardless of the extent of damage or lack of injuries. Such reports must be made as soon as possible (For further information, refer to Section 14 - 2. Vehicle Accident Reporting Procedure).

4. If a vehicle is disabled for any reason, the Highway Department must be notified. The Highway Department will then determine if a towing agency will be required.

F. Record Keeping

The Greene County Highway Department will keep all administrative, maintenance, and repair records pertaining to county-owned vehicles and equipment. The Highway Department will maintain a register of cars as to authorize usage by department, service and inventory control records for all county vehicles.

G. Employee Responsibility

1. Employees who drive a county-owned or personal vehicle on county business must, in addition to meeting the eligibility requirements previously listed in the policy, exercise due diligence to drive safely; to maintain the security of the vehicle and its contents; and to follow the rules of conduct and other guidelines outlined in this policy. Employees are also responsible for any driving infractions or fines as a result of their driving.

2. To protect the interest and safety of employees and Greene County, the County Commission expects employees who drive county-owned vehicles or personal vehicles on official county business to observe the following safety standards and rules of conduct:

a. Use of Alcohol and Controlled Substances

Employees are not permitted, under any circumstances, to operate a county vehicle or a personal vehicle for county business, when under the influence or using intoxicating beverages or drugs. Prescription drugs will only be taken according to physician requirements. Employees MUST notify their supervisor when using prescription or over-the- counter drugs that may impair their ability to safely operate machinery or a vehicle.

b. Personal Use of County-Owned Vehicle

Greene County employees (with the exception of officeholders and department administrators listed in sub-section (d)1, hereof) will not use a county-owned vehicle for non- business purpose except for de minimis personal use. De minimis (i.e., minor or trivial) personal use is limited to meal and scheduled rest periods. This use is exempt from IRS record keeping requirements. However, employees should contact their department's dispatchers or designated individual(s) in order to log in or out during meal and rest periods or when leaving the vehicle. Use of county vehicles for non-business purposes other than meal and rest periods must be approved by their department administrator prior to use. During overnight trips outside of the Springfield area,

employees may drive county-owned vehicles to restaurants, entertainment, or other limited personal use during non-working hours.

c. Vehicular Ridership

Only employees and other individuals directly involved in the conduct of Greene County business will be permitted ridership in a county-owned vehicle. Under no circumstance may anyone other than an authorized county employee be allowed to operate a county-owned vehicle. Family members, friends, or other personal acquaintances not directly involved in county business will not be allowed to ride in a county vehicle with the exception of out-of- town travel. Any individual riding in a county vehicle must carry supplemental insurance to cover any personal injury including medical bills and loss wages in case of an accident.

d. Seat Belts

In accordance with State Law, seat belts are required to be worn in ALL Greene County motor vehicles.

The improper, careless, negligent, destructive, or unsafe use or operation of county-owned equipment or vehicles, as well as failure to adhere to this policy, can result in disciplinary action up to and including termination of employment

H. Personal Vehicle Usage

1. With the prior approval of their officeholder or department administrator, county employees may use their own vehicles for business purposes. All applicable provisions of this policy, including employee responsibility for safety and conduct, apply to employees using their personal vehicle on county business.

2. Employees who use their personal vehicle for approved business purposes will receive a mileage allowance equal to the maximum mileage allowance used by the State of Missouri for such usage. This allowance is to compensate for the cost of gasoline, oil, depreciation, and insurance. In addition, employees driving on county business may claim reimbursement for parking fees and tolls actually incurred. Mileage reimbursement will not be allowed for personal use including commuting to and from home and work. However, an employee who has gone home after completing a day's work and is subsequently called out after hours to locations other than their regular work site or employees leaving from their residence on out-town-business trips may request reimbursement for this mileage.

3. Employees who use their personal vehicle for business purposes must make sure that their personal vehicle meets any county or legal standards for insurance, maintenance, and drive ability.

4. Employees driving their personal vehicle on county business are responsible for obtaining collision insurance on their personal vehicle and/or paying the cost of deductibles and repairs if their personal vehicle is damaged while on county business.

Section 14 - 2: Vehicle Accident Reporting Procedure

The following procedure has been adopted when an accident occurs involving the use of Greene County vehicles or employees driving their own vehicles while on authorized county business.

A. The proper law enforcement agency must be contacted when a vehicle accident occurs involving a Greene County vehicle or employee(s). An accident report must be completed by the concerned parties. The procedures outlined in the Worker's Compensation policy should be followed in accidents where the employee sustained injuries.

B. The employee(s) at the scene of the accident should obtain as much information as possible from other persons involved in the accident and witnesses, including names, addresses, phone numbers, insurance carrier, driver's license number, and vehicle plate number. Each employee will provide only the information required by law enforcement authorities. In addition, the employee must not sign any statements or talk with an investigator.

C. When a vehicle accident occurs, the Safety Officer, Greene County Highway Department, must be notified as soon as practical by the employee and/or their immediate supervisor. Failure to report an accident, with or without complete details, as soon as practical could result in disciplinary action, up to and including discharge. In addition, any county liability coverage may be withdrawn for failure to cooperate with the county's insurance carrier or county officials.

D. An employee involved in an accident or the appropriate supervisor is required to complete a Greene County Vehicle Accident Report for all accidents. The form must be submitted to the safety officer within one working day following the accident. The safety officer will forward a copy of the above report and police report to the human resources director as soon as possible to file with the county's auto liability carrier and/or county counselor.

E. Employees involved in a county owned vehicle accident must go for a drug screen. Employees must contact their supervisor and call the Human Resources Department 417-868-4116 to get location of testing.

Section 14 – 3: Commercial Drivers' License

Highway Department employees, who operate commercial vehicles, including certain county vehicles, will be required as a condition of employment to maintain the necessary class of commercial drivers license (CDL) for the size and type of vehicle that they are required to drive at their own expense. Employees who are required to have and maintain a Class A or B CDL will also be subject to the Alcohol and Controlled Substance testing policy applicable to Department of Transportation Positions.

**Highway Employees should consult the Highway Department Appendix Supplement section applicable to their department.*

Section 14 – 4: Driver's License Revocation and Suspension

Employees are not permitted, under any circumstances, to operate a Greene County vehicle or a personal vehicle for county business without possessing a valid motor vehicle operator's license. An employee must inform their supervisor immediately any time their license is suspended or revoked. If driving a county vehicle is a requirement of the position, and an employee's license is revoked or suspended, the following policy will apply:

A. Revocation of License

If the employee's license is revoked, whether indefinitely or for a specific period of time, the employee may be terminated from employment with Greene County.

B. Temporary Suspension of License.

If a temporary suspension is imposed by the judiciary system, until such time the Courts render a formal decision, the individual will be demoted or transferred to a position that does not require driving responsibilities, if available. At the end of a temporary suspension period, the elected official or department administrator will review the current status of the suspension.

1. If the legal system removes all driving restrictions and restores the employee's license while working in a non-driving position, the employee may be reinstated to their previous position upon written proof from the Courts and approval by the elected official or department administrator. Reinstatement is not guaranteed.

2. If more than one temporary stay has been offered by the legal system, the elected official or department administrator, at their discretion, may offer a temporary extension to the employee fixing a predetermined expiration date.

3. If at any time during the temporary suspension period, the employee’s license is revoked, whether indefinitely or for a specific period of time, the employee may be terminated from employment with Greene County

Section 14 – 5: Travel Expenses

A. Policy

Greene County will reimburse employees for official travel and related expenses incurred while carrying out official duties or attending professional conferences and training courses which will benefit both the employee and the county. All official travel must be approved in advance by the elected official or department administrator. When approved, the cost of travel, meals and tips (up to the maximum allowable), lodging, and other expenses directly related to accomplishing official travel objectives will be reimbursed by the county. County policy applies to all county employees, regardless if the county is reimbursed by other funding sources or grants with contradictory policies.

B. Travel Advance

A travel advance may be obtained for estimated mileage and meals by submitting a request for cash advance form. The request form must be approved by elected official or department administrator and by the County Commission and forward to the Auditor for processing. Employees should allow ample time for the processing of travel advance requests. A cash advance will not be issued for lodging expenses. If county business requires an employee to stay overnight, they should make reservations in advance of the trip through the Purchasing Department or requisition the payment in advance of the trip.

C. Requirements for Reimbursement

When travel is completed, employees must submit a completed "Greene County Expense Account Report" and a requisition for reimbursement to the Purchasing Department within 30 days. Reports must be accompanied by receipts for all individual expenses. The expense report will include the current procedure and maximum reimbursement amounts for meals and mileage. Employees should contact their supervisor or the purchasing director for guidance and assistance on procedures related to travel arrangements, travel advances, expense reports, reimbursement for specific expenses, or any other business travel issues.

D. Reimbursable Expenses

All efforts will be made to keep travel expenses to a minimum and employees are expected to limit expenses to a reasonable amount. The following expenses for approved travel will be reimbursed according to the established allowances or actual cost when accompanied by receipts or other documentation as required or appropriate:

1. Direct travel including air, bus, taxi, and train fares.
2. Direct travel by personal vehicle at the established rate per mile.
3. Overnight lodging when travel extends beyond 50 miles from the county.
4. Meals and tips (up to the maximum allowable).
5. Rental car (on a case-by-case basis as determined by the Purchasing Director).
6. Other reasonable and related expenses.

E. Non-Reimbursable Expenses

The following travel expenses will not be reimbursable:

- Cost incurred by a spouse or other relative accompanying an employee.
- Personal expenditures such as personal phone calls, movie rentals, valet service, laundry and cleaning, intoxicating beverages, entertainment, or side trips.

F. Personal Travel

Employees on official county travel may be accompanied by a family member or friend, when the presence of a companion will not interfere with the successful completion of business objectives or increase the expense to the county. Generally, employees are also permitted to combine personal travel by personal vehicle and vacation time with a county travel as long as the additional vacation time is approved and any additional personal travel and other personal expenses are paid by the employee.

G. Vehicle Accident Reporting

Employees who are involved in a vehicle accident while on official travel must promptly report the accident to their immediate supervisor. (For further information, refer to Section 14 - 2. Vehicle Accident Reporting Procedure).

H. Meals

Personal meals for Greene County employees traveling on official county business will be reimbursed if an overnight stay is required or the time away from their residence is over twelve (12) hours.

Chapter 15: EMPLOYEE CONDUCT AND GENERAL WORK RULES

Employee Conduct
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Use of Telephone and Mail Systems
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Smoking/Tobacco Use
Safety
Drug Free Workplace Act
Workplace Violence
Children in the Workplace

Adoption Date: January 1, 1997
Current Version: August 2026
Individual policies revised at discretion of county commission

Section 15 – 1: Employee Conduct

A. General Policy

Greene County employees represent the county and are especially susceptible to public criticism. Therefore, it is necessary for all employees to conduct themselves in the best possible manner. Greene County expects honesty from every employee while conducting county business and transactions. County employees should remember that what they do off the job also reflects on the image of the county.

Because county employees are working for the citizens of Greene County, the time spent on the job should be used to the fullest extent in order to maximize efficiency. A friendly and courteous attitude by county employees is also expected toward the public and co-workers at all times. In addition, employees are expected to deliver prompt, thorough, and efficient service to the public to the best of their ability.

B. Guidelines for Appropriate Conduct

To ensure orderly operations and provide the best possible work environment, elected officials and department administrators expect employees to follow rules of conduct that will protect the interests and safety of all employees and the county. Any action which reflects upon the county service is a direct hindrance to the effective performance of the county government functions, which includes unsatisfactory performance, conduct or behavior, will be considered cause for disciplinary action against any employee of the county.

Disciplinary action may be in the form of verbal and/or written reprimand, probation, temporary or indefinite suspension, demotion, reduction in benefits or compensation, transfer or dismissal. Therefore, employees are expected to use good judgment about their actions or performance. Employees should consult their elected official, department administrator or supervisor if uncertain about actions that may cause disciplinary action to be taken.

C. Sheriff Office Personnel Boards

*****_Sheriff's Office employees should also consult the Sheriff's Office Policy and Procedure Manual for more details regarding general employee conduct and the Personnel Boards applicable to their department._

*Highway Employees should consult the Highway Department Appendix Supplement section applicable to their department.

Section 15 – 2: Termination for Cause

A. For Cause Infractions

Listed below are the infractions of rules of conduct that may result in immediate termination for cause:

1. Theft or inappropriate removal or possession of property.
2. Falsification of personnel and other records, including but not limited to employment application forms and time records.
3. Working under the influence of alcohol or illegal drugs.
4. Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating county-owned vehicles or equipment.
5. Fighting or threatening violence in the workplace.

6. Pleads guilty to and/or is convicted of a felony or a misdemeanor.
7. Advocating the overthrow of the government of the United States by means of force or violence.
8. Boisterous or disruptive activity in the workplace or while on duty outside the workplace or while operating county vehicles or equipment.
9. Inducing or attempting to induce an employee of the county or accepting inducement to commit an unlawful department regulation or order.
10. Insubordination or other disrespectful conduct.
11. Violation of safety or health rules.
12. Sexual or other unlawful or unwelcome harassment.
13. Unauthorized possession of dangerous or other unauthorized materials, such as explosives or firearms, in the workplace.
14. Unauthorized absence from a secure duty work station during the workday.
15. Unauthorized engagement in outside activities on county time.
16. Unauthorized use of telephones, mail system, or other county owned equipment, property or services.
17. Unauthorized use of position or authority for personal gain.
18. Willfully allowing access to secure areas within county buildings to individuals lacking proper authorization or right of access.
19. Unauthorized release or disclosure of confidential documents, records or information.

* This is not an inclusive list.

B. For Cause Termination Review Meeting

In the case of a proposed personnel action which involves discharge of a full-time employee for cause, an informal termination review meeting will be held by the elected official or department administrator prior to institution of the disciplinary action if requested in writing by the employee within 24 hours of being notified of the charges or grounds for dismissal. The general purpose of the termination review meeting will be to present the grounds for dismissal of the employee by the supervisor to the department administrator or elected official; to determine the validity of the allegations; and to give the employee the opportunity to respond to the allegations and vindicate their name or record.

1. Procedure

The procedures to convene and conduct an informal for cause termination review meeting prior to termination of employment will include:

- **a.** The employee will be provided with oral or written notice of the charges or grounds for dismissal which will be presented at the termination review meeting;
- **b.** The employee will be provided with written notice of the time and place of the hearing;
- **c.** The employee's supervisor or other appropriate official will present the evidence which supports the grounds for termination or other stigmatizing charge to a decision maker, such as the department administrator or elected official;
- **d.** All witnesses will be re All parties will have the right to be represented by legal counsel at their own expense;
- **e.** Each party will be afforded an opportunity to present witnesses. The employee will be provided an opportunity to fairly refute charges;
- **f.** Each party will be afforded the opportunity to cross-exam witnesses;

g. The employee will be allowed to have the record of the hearing transcribed at their own expense;
h. The decision maker(s) should prepare and deliver to the employee their decision accompanied by written findings based upon the hearing record consisting of a short, written summary of the relevant fact and reasons, if appropriate, for termination of employment.
i. This will be an informal hearing and the formal rules of evidence will not apply.

2. Exclusions

The provisions of this policy will not be available to introductory, temporary, temporary contract employees or department administrators, managers or supervisors who report directly to an elected official. The unanimous agreement of each individual Commissioner is required before discharge of an individual who reports directly to the County Commission.

a. Prosecuting Attorney Office

All assistants, investigators, and stenographic and clerical employees of the Prosecuting Attorney are excluded from Section 15-2 pursuant to Section 56.151, RSMo.

b. Sheriff Office

Assistants and employees of the Sheriff's Office are excluded from Section 15-2 pursuant to Section 57.201, RSMo. Sheriff Deputies are excluded pursuant to sections 57.015 and 57.275.

**Juvenile Court employees should also consult their Department Supplement section for more details regarding this section applicable to their department.*

**Highway Employees should consult the Highway Department Appendix Supplement section applicable to their department.*

Section 15 – 3: Personal Appearance

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image the Greene County employees present to customers and visitors. During business hours, employees are expected to present a clean and neat appearance and to dress according to the requirements of their positions. Modest and conservative attire should be worn at all times to create a professional and respectful appearance.

A. Dress Standards

Employees should wear appropriate business attire. Denim jeans, sweats or casual shorts are not considered to be appropriate business attire unless approved by your office. Appropriate footwear for office work must be worn at all time for safety.

In addition to business attire, employees who may be subject to sometimes dirty and/or physical working conditions (print shop/mail room, building inspection, day custodians, and certain data processing positions) may wear casual attire on a daily basis. However, field and/or service personnel must dress professionally and follow the guidelines for Casual Dress Day outlined below.

Elected officials and department administrators will be responsible for setting the standards for appropriate dress in their office or department. In addition, to these general guidelines, elected officials or department administrators may set additional dress standards at their discretion. Employees should consult their supervisor if they have any questions as to what constitutes appropriate attire.

B. Casual Dress Days

Elected officials or department administrators may authorize certain days as Casual Dress Day when employees may be allowed to wear casual attire, including jeans. However, employees will not be allowed to wear shorts, sweats, tank or midriff tops, cut off shirts, hats, or other inappropriate attire. Attire with offensive and/or inappropriate screened logos, euphemisms, or insignias, including names of alcoholic beverages, is absolutely not permitted. Jeans must not be frayed, torn or have holes. Casual day does not imply that sloppy or inappropriate dress is allowed. The authorization of a casual day is considered a privilege and may be discontinued at any time by the elected official or department administrator.

Section 15 – 4: Uniforms; Clothing Provisions

The county will provide for the uniform and clothing needs of employees who are required to wear uniforms or special clothing.

A. Sheriff Office Deputies and Detention Officers

Sheriff Office deputies and detention officers will receive a prorated, quarterly allocation with a uniform supplier designated by the county to purchase their uniforms. Upon separation of employment, the uniform allowance rate will be prorated daily for that quarter. Sheriff Office employees are responsible for the proper care, use, and dry cleaning of their uniforms.

B. Court Security Personnel

Court security personnel are required to wear a jacket as designated and provided by the county. Employees are responsible for the proper care, use, and dry cleaning of their jackets. Jackets are the property of the county and must be returned upon termination of employment.

C. Building Operations Service Employees

Building Operations service employees are provided with special clothing through the leasing service designated by the county. The service maintains and launders the uniforms. Clothing provided through this service must be returned to the county upon termination of employment.

Section 15 – 5: Use of Telephone and Mail Systems

Office and county-owned, cellular telephones are for Greene County business. Employees should practice discretion in using county telephones for personal use. Personal calls, if allowed on office and cellular phones, should be infrequent and brief. Employees will be required to reimburse the Treasurer for any long-distance, toll call charges or cellular charges resulting from their personal use of the telephone. Employees, who are authorized to use a county cellular telephone, will receive and agree in writing to abide by the guidelines of the Cellular Telephone Policy, which is available in the Purchasing Department. To assure effective telephone communications, employees should always use the approved greeting and speak in a courteous and professional manner. The employee should confirm information received from the caller, and hang up only after the caller has done so.

The mail system is reserved for business purposes only. Employees should refrain from sending or receiving personal mail at the workplace.

Section 15 – 6: Use of Computer and Business Equipment

All electronic and telephonic communication systems and all communications and information transmitted by, received from, or stored in these systems are the property of Greene County and are used solely for job-related purposes. Sunshine Law requests can also include messages sent via the county's E-mail system. The use of any software and business equipment, including, but not limited to, computers, the county's E-mail system, the Internet, facsimiles and copy machines is for county business only. Commercial messages, employee solicitations, or messages of a religious or political nature are not to be distributed using county E-mail. Exceptions are those activities or announcements sponsored or sanctioned by Greene County. Violation of this policy may result in disciplinary action up to and including termination of employment.

Information Systems must be contacted prior to loading any software or hardware or making any internal or external connections to a computer system. Employees are prohibited from opening or working on any computer hardware. Employees are assigned a pass code which entitles them to log into certain areas of access to the computer system. Any access outside these authorized areas will be monitored by the Information Systems and may affect the future ability of logging into the system.

Employees using this equipment for personal purposes do so at their own risk. Improper use of the E-mail system (e.g., spreading offensive or disruptive jokes or remarks), including the Internet, will not be tolerated. To ensure that the use of electronic and telephonic communications systems is consistent with county legitimate business interests, authorized representatives of the Information Systems Department may monitor the use of such equipment from time to time. This includes monitoring of the Internet and county E-mail usage. Employees should be aware that they have no right to privacy in Internet or E-mail communications. Employees should further be aware that messages that have been deleted can be retrieved.

Use of the World Wide Web includes all restrictions which apply generally to the use of the county's E-mail and other electronic and telephonic equipment, as noted above. In addition, the following rules apply with respect to Internet usage:

A. No Browsing of Restricted Content Web Sites

The county has blocked access to a variety of web sites. Blocked site access will need to be approved by the applicable department administrator or officeholder.

B. No Downloading of Nonbusiness Related Data

The county allows the download of files from the Internet. However, downloading should be limited to those which relate directly to county business.

C. No Downloading of Application Programs

The county does not permit the download or installation on county computers of application software from the Internet. Such software may not only contain embedded viruses, but also is untested and may interfere with the functioning of standard county applications.

D. No Violation of Copyright

Many of the materials on the Internet are protected by copyright. Even though they may seem to be freely accessible, many of the intellectual property laws which apply to print media still apply to

software and material published on the Internet. Employees are permitted to print out Web pages and to download material from the Internet for informational purposes as long as the purpose for such copying falls into the category of "fair use". Employees shall not copy or disseminate material which is copyrighted.

E. Research and Support

Information Systems will only research and give support to job-related problems with Internet sites. If an employee calls for help with a site, they may be asked how it applies to their job duties. If the use is not job-related, it will need to be approved by the applicable department administrator or officeholder.

**Juvenile Court employees should also consult their Department Supplement section for more details regarding this section applicable to their department*

Section 15 – 7: Use of Personal Communication Devices for Business Purposes

A. Purpose

Greene County recognizes certain positions dictate an employee be available via personal communication device(s) when they are not working in a physical office space. The purpose of this policy is to establish guidelines for using communication devices for business purposes and defines employees that are eligible to receive monthly cell phone stipends.

B. Safety

Employees are prohibited from using cell phones or portable electronic devices, (personal communication devices), including, technology which allows hands free communication, to either, send, receive, listen to and/or review communications at any time while driving or operating County owned vehicles for any purpose or while driving their personal vehicles on County business. For the purpose of this policy, “operating” includes all times other than when the vehicle is in a safe location and placed in park (or equivalent). This policy also applies while operating, moving and/or in-gear motorized off-road equipment or when in use for excavating or material handling when safely parked. If communication is necessary using a personal communications device either outgoing or incoming, the driver is to wait until he/she reaches a safe place to stop and park the vehicle before placing or receiving calls, conversing on the cell phone, engage in reading or sending text messages, emails, or surfing the internet.

Exceptions to this policy include the following:

The use of County issued two-way radio that operates with push-to talk technology is allowed to be used by the driver/ operator only in situations when there is no passenger employee present in the cab or vehicle who is able to use the radio communication, provided however, usage should be kept to a minimum while operating a County vehicle. If an extended conversation is necessary, the vehicle operator shall park the vehicle in a safe area.

The use of a personal communications device by first responders for official emergency communications;

The use by Deputy Sheriffs or Sheriff Office issued laptop/notebook computers for Sheriff Office vehicles; and

The use of a wireless communication device to contact a 9-1-1 system.

Highway Department personnel who operate a vehicle less than 1-ton in size, and who is working a Highway Department declared emergency event, may operate a cell phone ONLY using hands free mode. These conversations are to be kept to a minimum and apply only to work related conversations. This exception to the policy facilitates public safety by allowing our emergency workers to continue to their next destination uninterrupted. If a longer conversation is necessary, the employee is required to find a safe place to park the vehicle to continue the conversation.

Commissioned officers with the Greene County Sheriff's Office will refer to and comply with department policy regarding usage of electronic devices. All other G.C.S.O. employees must comply with this policy.

C. Employees authorized to use personal cell phones under this policy will receive a monthly stipend based on their position and estimated use of the device. Monthly stipend amounts will be determined by the Greene County Commission. Monthly stipends are not intended to cover the entire cost of a monthly cell phone bill. If an employee obtains or currently has a plan that exceeds the monthly stipend, Greene County will not be liable for the cost difference. Greene County will award monthly stipends based on the following three tier system. Elected officials and department administrators will determine which tier an employee is assigned.

Tier One (1)

24/7 Access Employee: Day-to-day job responsibilities require routine response to urgent (immediate action required) Greene County business at any time of the day or night; or employees whose decision-making abilities could impede business operations without a response, usually reserved for management.

Tier Two (2)

Mobile Employee: Job requires routine field work and need to communicate real time with office or department to give or receive direction. These employees occasionally need to be contacted after assigned working hours.

Tier Three (3)

Daily Operations Employee: Job requires employee to frequently be away from office computer and/or phone; or employee does not have physical working office space and must be available via e-mail, text message, and/or phone call during regular assigned working hours.

Monthly stipends will be temporarily suspended for any employee during an unpaid leave of absence.

Employees must have a completed cell phone stipend acknowledgement form on file with the Greene County Human Resources Department. Employees who have not received authorization in writing from their respective management and who have not provided written consent will not be permitted to use personal communication devices for business purposes.

D. Access

Personal devices are not permitted on the County's secure network. The County does provide a public access wireless network for personal devices to be used at the employee's own risk. The County recommends that any user that accesses County resources from any personal device:

1. Keep the device and all apps current on security updates.
2. Secure the device with a passcode or locking mechanism.
3. Be aware that personal devices are prime targets for malware and precautions be taken when accessing County resources.
4. Secure the device with antivirus if it uses Windows, Mac, or Linux operating system.
5. The County recommends for any employee or representative of the County, while on campus or when serving as a County representative off-campus:
6. The device should either be set to silent /vibrate only or to a factory default ringtone for calls and notifications (new text message, new email, etc.).
7. Other customization options, including but not limited to, wallpaper, lock screen, and phone cases, should be set to factory default settings or a custom option appropriate for the workplace.
8. All communication that is not of a public nature should be conducted in a private area and professional communication is expected on all calls (no shouting, offensive language, etc.).
9. When working with or around the public, or in public spaces, be sure the content on the device is workplace appropriate.

The County strongly recommends never using public terminals to access County information or resources and never using rooted or jailbroken devices.

Failure to follow procedures outlined in this policy may result in disciplinary action, up to and including termination of employment.

Section 15 – 8: Social Network & Social Media

Greene County personnel both paid and volunteer, shall not use any form of social media or social networking, including Facebook, Twitter, MySpace, LinkedIn, Foursquare, online forums, message boards or bulletin boards, blogs and other similarly developed formats, in any way so as to tarnish the County's reputation. As personnel of Greene County, you are embodiments of our mission. It is vital that each employee or volunteer accept their role as ambassadors of Greene County, striving to maintain public trust and confidence, not only in their professional actions, but also in their personal and online actions. By virtue of your position as an employee or volunteer of Greene County, you are held to a higher standard than general members of the public and your online activities should reflect such professional expectations and standards. Any online actions taken that detract from the mission of Greene County, reflect negatively on your position as a Greene County employee or bring discredit to peers, or to the citizens of Greene County will be viewed as a direct violation of this policy which could lead to disciplinary actions up to and including termination. Unless authorized by an Office Holder or Department Head, use of social networking and social media is limited to "off the clock" county time.

Greene County personnel who choose to maintain or participate in social media or social networking platforms while off duty shall conduct themselves with professionalism and in such a manner that will not reflect negatively upon Greene County and its mission.

**Sheriff's Office employees should also consult the Sheriff's Office Policy and Procedure Manual regarding this section applicable to their department.*

Adoption Date: January 1, 1997
Current Version: August 2026
Individual policies revised at discretion of county commission

**Prosecuting Attorney's Office employees should also consult the Policy and Procedure Manual regarding this section applicable to their department*

Section 15 – 9: Solicitation

In an effort to assure a productive and harmonious work environment, persons not employed by Greene County may not solicit or distribute literature in the workplace at any time for any purpose, unless approved by the department's elected official or department administrator and the County Commission. In addition, employees may not distribute literature or printed materials of any kind, solicit financial contributions, or solicit for any other cause during working time. Working time does not include lunch periods, work breaks, or any other periods in which employees are not on duty. Unless approved by your elected official or department administrator, employees may not distribute literature or printed material of any kind in working areas at any time. Greene County acknowledges that many of you support our community through volunteering for a charity or fundraiser. If you would like to communicate or distribute your information via email to all Greene County employees; please send your request to the Human Resources Department. Once a request has been received, Human Resources will bring it to the attention of the Commissioners. If approved, an email will be sent to all Greene County employees with the information regarding the charitable event.

Our Rotunda newsletter or approved bulletin boards are available to use if you would like to advertise a "personal" item such as buy/sell a car, animal or house.

Section 15 – 10: Bulletin Boards

To maintain an effective avenue for communicating with employees, Greene County maintains employee bulletin boards. These bulletin boards are glass enclosed, locked for security and cleanliness purposes and are located in the lower level of the Historic Courthouse and the first floor of the Judicial Courts Facility. They are used to communicate official federal and state employment law, job postings, internal memorandum, notices announcing special events, and other important information.

The Human Resources Office maintains the keys and is responsible for keeping the postings up-to-date and attractive on employment bulletin boards. Employees or outside parties may not post, tape, tack, or affix in any way any form of literature, printed or written materials, photographs, advertisements or notices of any kind on any county bulletin boards or their glass coverings, on the walls, in time clock areas, or anywhere else on county property with the exception of the public bulletin board which is also located in the lower level of the Historic Courthouse. This public bulletin board is available to use if you would like to advertise a "personal" item such as buy/sell a car, animal or house.

Section 15 – 11: Confidentiality of Information

Confidential records, including personnel files, medical records and other records protected by law are required to be kept confidential. County employees who have access to or knowledge about this information must use discretion in keeping this information confidential. All documents, records, computer files, etc. which are not open to public inspection are the property of the county and the information contained in these records must not be disseminated to anyone without approval of the elected official or department administrator.

While county employee names, positions, addresses, salaries and length of service are open to the public, county employees who have access to or knowledge of this information shall only release or communicate this information to other county employees (except for legitimate business reasons) and the public if a written request is received from the individual requesting the information and it is

approved by the County Clerk in accordance with RSMo 610.023. Violation of this policy may result in disciplinary action up to and including termination of employment.

Section 15 – 12: Payment of County Taxes

No person who is in arrears for any County taxes, and after 60 days' notice thereof, will be entitled to become employed or remain employed with Greene County.

Section 15 – 13: County's Right to Search

To safeguard the property of Greene County and its employees and to help prevent the possession, sale, and use of illegal drugs on county's premises, the county reserves the right to question employees and all other persons entering and leaving premises, and to inspect any packages, parcels, purses, handbags, briefcases, lunch boxes, or any other possessions or articles carried to and from county-owned property.

Greene County reserves the right to search any employee's office, desk, files, locker, or any other area, as well as the articles found within them, at any time by an officeholder, department administrator or representative at any time, with or without notice, when the county has reason to believe an employee is violating any policy regarding contraband, controlled substances or other rules. Entry on the county premises constitutes consent to searches and inspections. Refusal to consent to a search or inspection when requested by an authorized county representative constitutes insubordination and a violation of county policy subject to disciplinary action up to and including termination.

Section 15 – 14: Smoking/Tobacco Use

The use of tobacco or smoking poses a significant risk to the health of employees. In addition, there is increasing evidence that smoking is also hazardous to nonsmokers. To maintain a safe and comfortable working environment and to ensure compliance with applicable laws, the members of the Greene County Commission have approved a "No Tobacco" policy on our campus. This policy will apply to all employees and visitors in all Greene County-owned buildings, stairwells, and attachments thereof. Employees smoking or using tobacco in any nonsmoking/nontobacco area may be subject to disciplinary action.

Section 15 – 15: Safety

Greene County is committed to providing a safe and healthful working environment. To accomplish this objective, all county employees are expected to work diligently to maintain safe and healthful working conditions and to adhere to proper operating practices and procedures designed to prevent injuries and illnesses.

Information is provided 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. If an employee is in doubt about the proper procedures to follow on the job, they should consult their 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. There could also be a possible reduction in workers' compensation benefits for not following safety polices. Each employee is expected to obey safety rules and to exercise caution in all work activities. The responsibilities of all employees in this regard include:

- Exercising maximum care and good judgment at all times to prevent accidents and injuries;

- Reporting to supervisors and seeking first aid for all injuries, regardless of how insignificant the injury may appear;
- Immediately reporting unsafe conditions, equipment, or practices to supervisory personnel;
- Using safety equipment provided by the county at all times;
- Observing conscientiously all safety rules and regulations at all times; and;
- Notifying their supervisors, before the beginning of the workday, of any medication they are taking that may cause drowsiness or other side effects that could lead to injury to them and their coworkers.

Section 15 – 16: Drug Free Workplace Act

The Drug Free Workplace Act requires recipients of federal grants to maintain policies prohibiting the possession and distribution of a controlled substance. Therefore, it is the policy of Greene County to create a safe and drug-free workplace in keeping with the spirit and intent of the Drug-Free Workplace Act. The provisions of this policy will apply to all county employees and to all applicants for county positions.

A. Statement of Policy

While on county premises and while conducting business-related activities off the county premises, the unlawful manufacture, distribution, dispensation, possession, sale, or use of a controlled substance or alcohol is strictly prohibited. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.

B. Consequences of Violation of the Policy

Violations of this policy will lead to severe disciplinary action, up to and including immediate termination of employment and or required participation in a substance abuse rehabilitation or treatment program at the employee's expense. Such violations may also have legal consequences.

C. Notification of Employees

In accordance with the provisions of the Drug-Free Workplace Act, every employee who is engaged in the performance of any work connected with a federal grant will be given a copy of this policy and will, as a condition of employment:

1. Abide by the terms of the Substance Abuse Policy;

2. Notify Greene County of a criminal conviction of controlled substance-related violation in the workplace, including pleas of nolo contendere (i.e., no contest), within five days of such conviction or plea. Greene County will notify the federal agency through which a grant is administered within 10 days after receiving notice from an employee or otherwise receiving actual notice of such conviction.

D. Drug-Free Awareness Program

Employees will periodically receive information to educate employees about the dangers and effects of substance abuse; the county's policy of maintaining a drug-free workplace; the

penalties that may be imposed upon employees for drug abuse violations occurring in the workplace; and rehabilitation resources available to employees.

E. Health Insurance Benefits for Chemical Dependency

Employees with drug or alcohol problems that have not resulted in, and are not the immediate subject of, disciplinary action may request approval to take available sick and/or unpaid leave to participate in a rehabilitation or treatment program. The county's health insurance program provides benefits for treatment of chemical dependency, including alcoholism, as part of the overall medical benefits program for eligible full- time employees. For further information please contact the Human Resources Department.

F. Alcohol and Controlled Substance Testing

Employees whose jobs are classified as safety-sensitive are subject to alcohol and controlled substance testing. Employees in these positions will be provided a copy of the applicable alcohol and controlled substance testing policy and will be required to sign an acknowledgment of receipt of the policy.

1. DOT Drivers - Highway Department

Employees whose jobs are classified as safety-sensitive and/or require a Class A or B Commercial Driver's License (CDL) to operate commercial motor vehicles are subject to the Alcohol and Controlled Substance Testing Policy Applicable to Department of Transportation Covered Positions detailed in Appendix B of this manual.

Non-DOT Employees and Safety-Sensitive Positions

Authorized drivers of county vehicles and/or employees, who are required to perform safety sensitive functions as part of their position, will be subject to the provisions of the Alcohol and Controlled Substance Testing Policy. Applicable to Non-DOT drivers and safety sensitive positions. Refer to Appendix A.

2. Sheriff's Office

Sheriff's Office employees are subject to the alcohol and controlled substance testing provisions of the Greene County Sheriff's Office Drug Free Workplace Policy and Procedure. (Refer to Sheriff's Office Policy and Procedure Manual)

3. Juvenile Services

Juvenile Services employees, whose job duties require performing safety- sensitive functions including direct contact with and/or temporary custody of juveniles as part of their job duties and/or operating county-owned vehicles are subject to the Juvenile Services Alcohol and Controlled Substance Testing Policy. (Refer to Juvenile Department Supplement Appendix.)

4. Prosecuting Attorney's Office

Prosecuting Attorney's Office investigators licensed by the Peace Officer Standards and Training Commission (POST) are subject to the alcohol and controlled substance testing provisions of the Greene County Sheriff's Office Drug Free Workplace Policy and Procedure. (Refer to Sheriff's Office Policy and Procedure Manual)

Section 15 – 17: Workplace Violence

Due to the increased violence in society, which has also filtered into many workplaces throughout the United States, it is the policy of Greene County to expressly prohibit any acts or threats of violence by any county employee or former employee against any other employee, visitor, or customer on county property or elsewhere at any time.

Workplace violence includes but is not limited to physical assaults, verbal assaults, harassment, threats, abusive language, carrying concealed weapons, stalking, or intimidation. Therefore,

- Any employee who engages in workplace violence or in violence/harassment off-the-job that is work related will be subject to severe disciplinary action, up to and including immediate termination.
- The county will take appropriate action when dealing with employees, former employees, or visitors to county facilities who engage in violent behavior. Such action may include notifying the sheriff, police or other law enforcement personnel and prosecuting violators of this policy to the maximum extent of the law.
- With the exception of law enforcement personnel authorized to possess firearms by the Sheriff, the county prohibits employees, former employees, and visitors from bringing unauthorized firearms or other weapons into areas where it has been posted that they are prohibited.
- Any employee who is the victim of violence or observes such activity is responsible for reporting it to their elected official or department administrator. Employee reports made pursuant to this policy will be held in confidence to the maximum extent possible.

Section 15 – 18: Children in the Workplace

It is the responsibility of the County's elected officeholders and departmental supervisors to ensure that work on the County's campus is accomplished in an environment which respects employee health and safety concerns and work- related disruptions are minimized.

Prior approval from an elected official or department head is needed for employees to permit a visit by their minor children or other persons under their care, hereinafter referred to as dependents. The nature of an approved visit should be brief and non-compromising the nature of the office. Having dependents visit the work place is the exception not the rule. A dependent visit during the employee's work day may result in a lack of regard for the safety of such person, the creation of disruptions in the work flow and work activities of the employee and co-workers, compromise confidentiality and present a distraction from a professional work environment. Obviously, dependents exhibiting symptoms of potentially contagious illnesses should not be brought into the workplace.

The workplace may not be used as an alternative for daycare. When daycare arrangements breakdown, an employee should seek other alternatives. The County Personnel Policy Manual, Section 10-1(b), contains provisions that allow employees to use earned sick leave for the purpose of caring for family members.

Any employee who violates this policy will be requested to remove the dependent from the County facility. Any employee refusing to remove the dependent from the County facility is subject to being escorted from the facility with the dependent. In addition, violation of this policy may result in disciplinary action up to and including termination of employment.

Chapter 16: SEPARATION OF EMPLOYMENT

Employment at Will
Resignation
Retirement
Reduction in Workforce/Layoff
Discharge
Final Check
Return of County Property
Exit Interviews

Adoption Date: January 1, 1997
Current Version: August 2026
Individual policies revised at discretion of county commission

Section 16 – 1: Employment at Will

Separation of employment is an inevitable part of personnel activity within any organization. Since employment with Greene County is based on mutual consent, both the employee and the county have the right to terminate employment at will, with or without cause, at any time.

Section 16 – 2: Resignation

An employee who chooses to resign should give their supervisor written notice stating the reason for leaving as far in advance as possible. To be considered as resigning in good standing, a period of two weeks written notice prior to departure is recommended.

Section 16 – 3: Retirement

An employee who chooses to retire should give their supervisor written notice as far in advance as possible and contact the County Clerk's Office to file their application for retirement at least 30 days, but no more than 90 days, from the date it is to be effective. All LAGERS and CERF retirements are effective on the first day of the month. When an employee retires under an authorized Greene County retirement system, they will receive payment for one- half of their accumulated paid sick leave in addition to accrued vacation, scheduled holidays, and compensatory time. Retirement recognition may be presented to each person retiring from service of the county. Refer to Chapter 10 section 8 for more information on retirement benefits.

Section 16 – 4: Reduction in Workforce/Layoff

An elected official or department administrator may separate an employee for non-disciplinary reasons because of lack of funds, lack of work or the elimination of a department or position after giving proper notice. An elected official or department administrator may appoint an employee who is to be laid off to any existing vacancy in a lower job classification for which the employee is qualified. Employees' qualifications, abilities, and demonstrated individual performance will be considered when determining who will be laid off. The county will provide at least two weeks' notice or equivalent compensation to persons being laid off. Recalls will be made in inverse order of layoff, providing that the recall occurs within 12 months of layoff.

Section 16 – 5: Discharge

An employee may be discharged with or without cause by the county. An employee who is discharged for cause may be denied payment of scheduled holidays and unused vacation time at the discretion of the elected official or department administrator.

Section 16 – 6: Final Check

The official date of termination shall be the date of the employee's last day in attendance at work. Provided the policies in this section have been adhered to, payments due an employee who resigns, retires or is discharged, including eligible leave benefits, shall be made as follows:

Final checks for wages due and payable the employee at the time of termination will be paid on the next regular payday unless an employee submits a written request to the elected County official or department head that has supervisory authority over said employee for payment to be made within seven (7) days. All accrued vacation, scheduled holidays, and compensatory time will be paid unless specified otherwise in this manual. All final paychecks of employees separating from employment with Greene County will be issued through direct deposit. To receive a final check, the employee must turn in all equipment, County property and have a zero balance on all supplementary

premiums. If an employee owes the county funds, those funds may be taken out of the final check. Final checks will be released by the elected official, department administrator or designee.

Some benefits may be continued at the employee's expense. The employee will be notified in writing of the benefits that may be continued and the terms, conditions, and limitations of such continuance.

Section 16 – 7: Return of County Property

All separating employees are required to return all Greene County property, materials, equipment, keys, identification cards including commissions for law enforcement personnel, or other written information issued to them or in their possession or control prior to separation of employment. The county may withhold from the employee's final paycheck the cost of any items that are not returned or for damaged county property provided that the employee receives at least the current minimum wage as required by federal and state wage and hour laws. Benefits otherwise due to the employee may also be withheld. In addition, the county may take legal actions to recover its property.

Section 16 – 8: Exit Interviews

Exit interviews with the Human Resources Department may be scheduled for employees who leave employment with the county within the final two-week period of employment. The purpose of these interviews is to review eligibility for benefit continuation and to provide employees with an opportunity to discuss concerns and working conditions at the county. Information gathered during the exit interview will be used for business purposes only and is considered confidential.

Appendix A

Alcohol and Controlled Substances Testing Policy (Non-DOT)

A. PURPOSE

The purpose of this policy is to provide safe, dependable and quality services to the citizens of Greene County, to provide safe working conditions for its employees, and to comply with the requirements of federal law. It is the purpose of this policy to ensure that its employees are not impaired in their abilities to perform assigned duties in a safe, productive and healthy manner; to create a work environment free from the adverse effect of alcohol and controlled substances abuse or misuse; to prohibit the unlawful manufacture, distribution, dispensing, possession or use of alcohol and controlled substances; and to encourage employees to seek professional assistance when personal problems, including alcohol and controlled substance dependency, adversely affect their ability to perform assigned duties.

Greene County has implemented a controlled substances and alcohol testing policy. Random and pre-employment testing may be conducted on authorized drivers of county-owned vehicles, employees who perform safety-sensitive functions, or positions designated by an elected official or department administrator. Post-accident, reasonable suspicion, follow-up and return to duty testing may be conducted on employees regardless of status or position. Refer to Section V – Controlled Substance and Alcohol Testing for further information.

II. APPLICABILITY

Employees who are Non-DOT authorized drivers, perform safety-sensitive functions, or positions designated by an elected official or department administrator in the following departments are subject to the provisions of this policy which includes pre-employment and random controlled substance and alcohol testing.

a) All Greene County Commission Departments
b) Assessor
c) Collector
d) Highway *(Non-DOT employees)*
e) Prosecuting Attorney
f) Public Administrator
g) *Sheriff's Office
h) Treasurer's Office

All Greene County employees in the following departments are subject to the provisions of this policy which includes post-accident, reasonable suspicion, follow-up, and return to duty-controlled substance and alcohol testing.

a) All Greene County Commission Departments
b) Assessor
c) Auditor
d) Collector
e) County Clerk
f) Highway *(Non-DOT employees)*
g) Prosecuting Attorney
h) Public Administrator
i) Recorder

j) *Sheriff's Office
k) Treasurer's Office

**Refer to Greene County Sheriff's Office drug and alcohol testing policies for additional instructions*

III. DEFINITIONS

Alcohol- refers to the intoxicating agent in beverage alcohol, ethyl alcohol or other alcohols including methyl and isopropyl alcohol.

Alcohol Concentration - is the alcohol in volume of breath in terms of grams of alcohol in 210 liters of breath as indicated by an evidential breath test as described in this policy.

Alcohol Use - refers to the consumption of any beverage, mixture or preparation, including medication, which contains alcohol.

Adulterated Sample – a urine specimen that contains substance that is not expected to be present in human urine, or contains a substance expected to be present but is at a concentration level so high that it is not consistent with human urine. Any specimen determined to be an adulterated sample will be treated as a positive controlled substance test.

Authorized Driver – an employee who is authorized to drive a county-owned vehicle and/or an employee required to maintain a valid motor vehicle license for their position.

Breath Alcohol Technician or BAT - an individual who instructs and assists persons in the alcohol testing process and operates an EBT.

Confirmation Test - (1) For alcohol, means a second test, following a screening test with a result of 0.02 or greater, which provides quantitative results of alcohol concentration; (2) For controlled substances, this means a second analytical procedure to verify the presence of a specific drug. Gas Chromatography/mass spectrometry is the authorized method for controlled substances, as defined in this policy.

Collection Site Person - a person who instructs and assists individuals at the collection site and who receives/renders an initial exam of urine specimens. This could be a direct observation; Greene County will comply with 49CFR subtitle A 40.67.

Controlled substances - are those listed as such by the federal government but which are not being used for prescribed purposes or in a prescribed manner. This includes, but is not limited to, prescribed drugs being used by, or in the possession of, someone other than the person to whom they were lawfully prescribed.

Illegal drugs - (1) drugs and controlled substances the possession or use of which are unlawful pursuant to any federal, state, county, or local laws and regulations governing drugs and controlled substances that are not legally obtainable, (2) drugs and controlled substances which are legally obtainable but which have not been legally obtained, and (3) controlled substances that were legally obtained but which are being abused. Examples

include, but are not limited to, street drugs such as cocaine, heroin, and marijuana, and controlled substances such as amphetamine, methamphetamine, and barbiturates.

Medical Review Officer (MRO) - a licensed doctor of medicine or osteopathy with a knowledge of drug abuse disorders who is employed or used by the county to conduct drug testing in accordance with Federal law; responsible for receiving laboratory results generated by the county's drug testing program who has been medically trained to interpret and any other relevant biomedical information.

On Duty - includes all working hours, as well as meal periods and break periods, regardless of whether on premises.

Reasonable Suspicion - is the belief that an employee has violated the alcohol or controlled substances prohibitions, based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech or body odors, or employee admission.

Rehabilitation – employees are allowed a one-time rehabilitation option during their employment at Greene County. Employees must invoke their one-time option prior to being selected for a drug screening. The rehabilitation option does not apply to reasonable suspicion or post-accident testing for alcohol or controlled substances. Employees who elect to utilize this option will be required to submit a Fit for Duty evaluation and follow up testing as outlined in this policy.

Refusal to Submit - refers to refusal to submit to an alcohol or controlled substance test and means that a driver: (1) Fails to provide adequate breath for testing without a valid medical explanation after he/she has received notice of the requirement for breath testing; (2) Fails to provide adequate urine for controlled substances testing without a valid medical explanation after he/she had received notice of the requirement for urine testing; (3) Engages in conduct that clearly obstructs the testing process.

Safety-Sensitive - a position that requires utilization of power tools or works around motorized equipment, carries a firearm, performs security functions, works in the correctional field, provides guardianship or conservatorship for incapacitated or disabled individuals, or inspects, services or conditions a vehicle, motorized equipment, or electrical systems.

Substance Abuse Professional or SAP - refers to a licensed physician, or a licensed or certified psychologist, social worker, employee assistance professional or addiction counselor (certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission) with knowledge of and clinical experience in the diagnosis and treatment of alcohol and controlled substance-related disorders.

IV. CONDUCT PROHIBITED BY THIS POLICY

A. ALCOHOL

1. No employee shall report for duty or remain on duty while having an alcohol concentration of 0.02 or greater. No supervisor having actual knowledge that a driver has an alcohol concentration of 0.02 or greater shall allow an employee to perform driving functions.

2. No employee shall perform driving functions for business purposes within four hours after using alcohol. No supervisor having actual knowledge that a driver has used alcohol within four hours shall permit a driver to perform or continue to perform a driving function.

3. No employee shall possess any quantity of alcohol while on duty or while performing a driving function. This includes any medicines, both prescription and over-the-counter, that contain alcohol, unless the packaging seal is unbroken. No supervisor having actual knowledge of the possession of alcohol may permit an employee to drive or continue to drive a motor vehicle.

4. No employee shall use alcohol while performing a driving function.

5. When involved in a work-related accident, the employee may be subject to a post-accident alcohol test, the employer shall not use alcohol within eight hours of the accident or prior to submitting to a post-accident test, whichever comes first. If a test is required it must be conducted as soon as possible.

6. Any employee convicted of illegal conduct related to alcohol or who fails to report such a conviction to their supervisor shall be subject to disciplinary action, up to and including termination of employment.

B. CONTROLLED SUBSTANCES

1. No employee shall report for duty or remain on duty when using a controlled substance, except when the use is pursuant to the instruction of a physician who has advised the employee that the substance does not adversely affect the user's ability to safely complete job duties or operate a motor vehicle. The physician needs to put into writing that the prescribed medication will have no adverse action to the safety functions of the employee. The employee must submit a copy of this letter to their supervisor. No supervisor having actual knowledge that a driver has used a controlled substance shall permit the driver to perform or continue to perform driving functions.

2. No employee shall report for duty or remain on duty if the employee tests positive for controlled substances. No supervisor who has actual knowledge that an employee has tested positive for controlled substances shall permit the employee to perform or continue to perform safety-sensitive or driving functions.

3. Any employee who is using over the counter medication with a warning label indicating it might alter their ability to drive or do safety sensitive duties must notify their supervisor prior to engaging in any work-related activity.

4. Any employee convicted of illegal conduct related to controlled substances or who fails to report such a conviction to their supervisor shall be subject to disciplinary action, up to and including termination of employment.

5. When involved in an accident, the employee may be subject to a post-accident drug test. If a test is required it must be conducted as soon as possible.

No employee shall refuse an alcohol or controlled substances test as required by this policy. An employee who refuses to submit to testing will be subject to disciplinary action, up to and including, termination of employment.

V. CONTROLLED SUBSTANCE AND ALCOHOL TESTING

Greene County shall provide, for all positions covered by this policy, the tests listed below. Specimens subject to testing may include urine, breath, hair, oral fluids, or blood. Claimed use of CBD oil, hemp products, or any other substance derived from a prohibited narcotic does not constitute an excuse for a failed drug screen.

- Pre-employment
- Random testing
- Reasonable suspicion testing
- Post-accident testing
- Return-to-duty
- Follow-up testing

A. PRE-EMPLOYMENT TESTING (Controlled Substance Testing Only)

Any employee receiving a contingent offer of employee to perform safety-sensitive functions or drive as part of their position will be tested for controlled substances prior to performing job-related functions for the county. These prospective employees will be notified that a urine sample will be tested for controlled substance.

Greene County will not allow a prospective employee to perform a driving or safety-sensitive function unless the results of the controlled substances test is negative, and verified by the MRO.

Any person who refuses to submit to a controlled substance test, or who tests positive for controlled substances will not be offered employment with the county.

B. RANDOM TESTING

1. Random tests for alcohol will be conducted and shall equal or exceed 10% annually of the persons to whom this policy applies as set forth in Section II - Applicability hereof. Random tests for controlled substances will be conducted and shall equal or exceed 50% annually of the persons to whom this policy applies as set forth in Section II - Applicability hereof.

2. The selection of employees for random alcohol or controlled substances testing shall be conducted by a scientifically valid method and each employee shall have an equal chance of being tested each time selections are made.

3. Random testing under this section shall be unannounced and the dates for such testing shall be spread reasonably throughout the calendar year.

4. After an employee is selected for a test, they must proceed immediately to the testing site.

C. REASONABLE SUSPICION TESTING

Reasonable suspicion testing applies to all Greene County employees regardless of their status or position. Reasonable suspicion testing shall be used to determine a fitness for duty evaluation, including appropriate urine and/or breath testing.

1. Conduct by employee constituting reasonable suspicion for alcohol or controlled substances must be witnessed by a supervisor or another employee. The supervisor or an employee who has reasonable suspicion of violation of this policy by an employee shall report the matter to their officeholder or department administrator. Failure to do so shall subject the supervisor or the trained employee who has actual knowledge of the violation to disciplinary action, up to and including termination. This observation must be based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odors of the employee or based on employee admission. Refer to the "Fit for Duty" evaluation form for the outline of steps and procedures for suspicion observations. If at all possible, a second supervisory employee or co-worker should witness and confirm any observed deterioration in the employee's performance or behavior.

2. Reasonable suspicion testing for alcohol or controlled substances is authorized for all employees while on-duty. A reasonable suspicion test for alcohol or controlled substance must be conducted within two hours after the employee was notified. If the test is not conducted within two hours, a written record stating the reasons for the delay must be done. If the test is not done within eight hours following the notification, the county shall cease its attempts and state in the record the reason for not administering the test.

3. A written record shall be made documenting the employees conduct with respect to reasonable suspicion and signed by the supervisor who observed the behavior within 24 hours of the observation or before the results of the alcohol test are released, whichever is earlier.

D. POST-ACCIDENT TESTING

Post-accident testing applies to all Greene County employees regardless of their status or position. Nothing in this policy shall be construed as to require the delay of necessary medical attention for injured persons following an accident, or to prohibit an employee from obtaining necessary emergency medical care.

1. A surviving employee shall provide a breath sample to be tested for the use of alcohol or urine sample to be tested for controlled substances as soon as possible following an accident involving a fatality or injury.

2. The alcohol test must take place within two hours and a controlled substances test must take place within 32 hours of the accident. If the alcohol test is not accomplished within two hours, a written record shall be made stating the reason. If the test is not conducted within eight hours following the accident, the county shall cease its attempts, and make a written record of the reasons the test was not administered. The record shall be retained pursuant to Article IX hereof and shall not

be released or open to inspection without the review and authorization of the County Counselor.

3. An employee who is injured and cannot provide a breath or urine specimen at the time of the accident shall provide the necessary authorization for obtaining medical reports and other documents which indicate whether there was any alcohol in his/her system at the time of the accident.

4. An employee who is subject to post accident testing shall remain readily available for testing but may leave the scene to obtain needed medical services. Refusal to submit to post accident testing will result in disciplinary action, up to and including, termination of employment.

5. An employee subject to testing must refrain from alcohol use for eight hours after an accident, or until after the alcohol test, whichever comes first.

E. RETURN-TO-DUTY

Return-to-duty testing applies to all Greene County employees regardless of their status or position. Before an employee returns to duty after engaging in prohibited conduct regarding alcohol misuse, the employee will be required to take an alcohol test. To return to duty, an employee must have a breath alcohol of under 0.02. Before an employee returns to duty after engaging in prohibited conduct regarding controlled substance use, the employee will be tested for controlled substances. To return to duty, an employee must have a negative test for controlled substances.

F. FOLLOW-UP AFTER REHABILITATION:

Follow-up testing applies to all Greene County employees regardless of their status or position. Any employee who invokes their one-time option for rehabilitation is subject to unannounced follow-up alcohol or controlled substances testing. The number and frequency of the tests shall be determined by a substance abuse professional (SAP) following the employee's return-to-duty. The duration of the follow up testing and frequency of such testing shall be at the discretion of the office holder or department head after review of the SAP's evaluation. A positive follow-up test for alcohol or controlled substances may result in termination of employment.

VI. CONSEQUENCES OF SUBSTANCE MISUSE OR ABUSE

Greene County has zero tolerance for alcohol or controlled substances misuse or abuse. An employee that tests positive for an alcohol concentration of 0.02 or greater or tests positive for a controlled substance may receive disciplinary action up to and including termination.

An employee must request their one-time rehabilitation option prior to being selected for a drug or alcohol screen.

Federal regulations require breath testing to be conducted on approved devices. An employee who tests with a blood alcohol concentration of 0.02 or greater must conduct a second confirmation test. After a second confirmation test reveals an alcohol concentration of 0.02 or greater it is considered a positive test and will be subject to discipline, up to and including termination.

If an elected official or department head approves discipline, the first-time offender who tests positive for an alcohol concentration of 0.02 or greater or tests positive for a controlled substance will be suspended for at least 30 days without pay. The employee will not be eligible for sick leave or vacation leave during the suspension.

During the suspension, the employee will be referred to a substance abuse professional, who can determine what action is needed to assist the employee in resolving their problem of alcohol or controlled substance use. The cost of rehabilitation will be the responsibility of the employee. However, a portion of the medical expenses may be covered by the county group medical insurance plan. An employee's refusal to seek treatment will result in immediate termination of employment.

At the end of the suspension and before returning to work, the employee will not perform driving or safety-sensitive functions unless the employee has:

1. Been advised of the resources available for evaluating and treating alcohol and/or controlled substance abuse;

2. Been evaluated by a substance abuse professional to determine what rehabilitation, if any, is required by the employee and a determination that the employee has successfully complied with any required rehabilitation; and taken a return-to-duty test with either a negative test result for substance abuse or a result of less than 0.02 for alcohol concentration, as applicable. A return-to- duty test that is positive for a controlled substance or greater than 0.02 for alcohol, as applicable, will result in termination of employment with the county.

If at any time an employee tests positive a second time, the employee will be terminated immediately from employment with the county.

VII. TESTING PROCEDURES

A Medical Review Officer (MRO) shall be designated by the Greene County Commission to perform the designated functions under this policy. Greene County shall engage the services of an independent MRO who is properly credentialed and trained in compliance with federal regulations, and who shall not be an employee of Greene County. The MRO shall provide the required reports necessary for Greene County to comply with the federal reporting requirements. All testing shall be performed in accordance with the accepted scientific standards. Due care shall be taken by the MRO to respect the dignity and privacy of individuals required to give sample tests

A. CONTROLLED SUBSTANCES: SAMPLE COLLECTION AND TESTING REQUIREMENTS

1. The MRO shall be responsible for maintaining appropriate chain of custody procedures for all test samples. The MRO will review the controlled substance testing results prior to transmission of the results to the county.

2. A urine sample will be used for all controlled substance tests provided for herein. An employee whose urine sample has tested positive can have it retested per this policy.

3. An employee who questions the results of a required urine test under this policy may request that an additional test be conducted. The test must be conducted on the same original sample collected. The test analysis shall be conducted at a different qualified laboratory than where the original test was conducted. All costs for testing that is requested by the employee shall be paid by the employee. An employee's request for a re-test must be made in writing to the Medical Review Officer (MRO) within seventy-two (72) hours of the initial test result. Requests made by the employee after the seventy-two (72) hour limit will only be accepted if the delay was due to documented circumstances that were beyond the control of the employee.

B. ALCOHOL: SAMPLE COLLECTION AND TESTING REQUIREMENTS

1. A breath sample will be used for alcohol tests required and provided herein.

2. All "Breath Alcohol Technicians (BAT's)" will be trained in proficient operation of the EBT and alcohol testing procedures.

3. Greene County (or its third-party vendor) will conduct alcohol testing in a location that allows visual and actual privacy to the individual being tested, sufficient to prevent unauthorized persons from seeing or hearing test results.

4. No unauthorized persons will be permitted access to the testing location when the EBT remains unsecured or in order to prevent such persons from seeing or hearing a test result, at any time when testing is being conducted.

C. SPECIMEN COLLECTION

1. A collection site will be designated by Greene County.
2. Security measures will be taken to prevent unauthorized access which could compromise the integrity of the collection process of the specimen.
3. The chain of custody of the urine sample will be carefully documented.
4. Special precautions will be taken to assure that access to urine specimens is restricted to authorized personnel.
5. Procedures for collecting urine specimens will allow individual privacy, except under circumstances indicating that a particular individual may alter or substitute the specimen.
6. Rules designed to preserve the integrity and identity of urine specimens will be carefully followed.
7. Controlled collections and transportation of collections to the laboratory will be handled by the county or its third-party vendor.

VIII. REPORTING AND REVIEW OF RESULTS BY THE MEDICAL REVIEW OFFICER

A. The drugs to be tested under this policy include but are not limited to: Marijuana (THC metabolite), Cocaine, Amphetamines, Opiates (including heroin) and Phencyclidine (PCP). The testing shall occur in two to three steps. The initial test shall be a screen test and for positive screen tests a confirmation test shall be conducted. The positive results shall be reviewed by the Medical Review Officer (MRO) to evaluate the results and rule out any false positives.

B. Prior to final verification of positive test results, the MRO will give the employee an opportunity to discuss the test results. During this conversation, an employee can ask to have their initial sample re-tested. The re-test would be an additional cost to the employee. This request cannot just be a verbal one to the MRO. It MUST be in writing to the MRO within 72 hours of notification.

C. The MRO shall immediately, upon the completion of the controlled substance testing of an employee, report to Greene County the results of the test. The MRO shall issue to the county a report that is in writing and signed by the MRO attesting to the following:

1. The controlled substance test being reported is conducted in compliance with this policy.
2. The name of the individual for whom the test results are being reported.
3. The type of test indicated on the custody and control form.
4. The date and location of the test collection.
5. The identities of the person or entities performing the collection, analysis of the specimens, and serving as medical review officer for the specific test.
6. The verified results of the controlled substance(s) for which the test was verified positive.

D. The MRO shall report to Greene County that the officer has made all reasonable efforts to contact the employee, but the employee has failed to show for the administration of the test. Upon receipt of this information Greene County shall dispatch the employee to the MRO immediately or within twenty-four hours, whichever is earlier. An employee's refusal to submit to the test shall result in disciplinary action, up to and including termination of employment.

E. The MRO shall maintain all dated records and notification, identified by individual if it pertains with the procedures established in 49 CFR Part 40.

F. The MRO shall maintain all dated records and notification, identified by individual, for a minimum of one (1) year for negative and concealed controlled substance test results.

G. The county's contract with laboratories and the MRO will require the laboratory and the MRO to maintain all employees test records in confidence.

H. Any employee who is the subject of a drug or alcohol test shall, upon written request, have access to any records relating to his or her drug or alcohol test and any records relating to testing results.

IX. RECORD RETENTION AND CONFIDENTIALITY

A. All records pertaining to alcohol and controlled substance testing required by this policy shall be maintained in a secure location with controlled access, separate from personnel records. The records shall be maintained in accordance with the State of Missouri retention schedule.

B. Except as provided in another provision herein, an employee, upon written request, shall receive copies of any records pertaining to the tests for alcohol and/or controlled

substances required herein. The county shall have an approved form for the employee to request records.

C. An employee may authorize the release of confidential information required to be maintained in this policy to a third party or subsequent employer upon written consent of the employee on a form provided for release of information to a third party.

D. The confidential records maintained pursuant to this policy may be released to a court of law, administrative agency or decision maker considering discipline or the right of the employee to a benefit or privilege, or any other proceeding initiated by the employee or initiated in the employee's behalf, and involving the results of the alcohol/controlled substance tests required by this policy. The county may release records required to be maintained herein upon a proper request to a party in a Workers' Compensation, Unemployment Compensation, or any other case relating to a benefit sought by the employee.

X. GENERAL

A. A copy of this policy shall be distributed to all Greene County employees covered by this policy before testing commences. Any employee who is transferred into a position covered by this policy after the required testing herein commences, shall be given the policy before they commence any driving function. The original will be maintained in the employee's personnel file.

B. This policy is not intended to limit Greene County's right to further discipline, up to and including discharge, an employee for improper or illegal conduct engaged in while under the influence of prohibited drugs and alcohol.

C. This policy does not constitute a contract for employment, nor does it constitute a guarantee of employment for any particular time period or duration. This policy may be amended or supplemented by Greene County at any time in the sole discretion of management.

Statement of Recognition

I hereby certify that I have read the Alcohol and Controlled Substance Testing Policy and fully understand the terms thereof.

I further agree to comply with the procedures and requirements set forth in the policy.

I acknowledge that I understand the penalties for non-compliance with this policy and procedure.

Print Name	**Department**
…….	……..
Signature	**Date**
……	……

Adoption Date: January 1, 1997
Current Version: August 2026
Individual policies revised at discretion of county commission

Appendix B

Alcohol and Controlled Substances Testing Policy: Department of Transportation (DOT) Regulated Positions

I. PURPOSE

The purpose of this policy is to provide safe, dependable and quality services to the citizens of Greene County, to provide safe working conditions for its employees, and to comply with the requirements of federal law. This policy will follow the Department of Transportation Regulation pursuant to the Omnibus Transportation Employee Testing Act of 1991. It is the purpose of this policy to ensure that its employees are not impaired in their abilities to perform assigned duties in a safe, productive and healthy manner; to create a work environment free from the adverse effect of alcohol and controlled substances abuse or misuse; to prohibit the unlawful manufacture, distribution, dispensing, possession or use of alcohol and controlled substances; and to encourage employees to seek professional assistance when personal problems, including alcohol and controlled substance dependency, adversely affect their ability to perform assigned duties. Greene County has implemented a controlled substances and alcohol testing policy for employees required to maintain a commercial driver's license (CDL) or perform Department of Transportation safety-sensitive functions.

II. DEFINITIONS

Alcohol - refers to the intoxicating agent in beverage alcohol, ethyl alcohol or other alcohols including methyl and isopropyl alcohol.

Alcohol Concentration - is the alcohol in volume of breath in terms of grams of alcohol in 210 liters of breath as indicated by an evidential breath test as described in this policy.

Alcohol Use - refers to the consumption of any beverage, mixture or preparation, including medication, which contains alcohol.

Adulterated Sample – a urine specimen that contains substance that is not expected to be present in human urine, or contains a substance expected to be present but is at a concentration level so high that it is not consistent with human urine. Any specimen determined to be an adulterated sample will be treated as a positive controlled substance test.

Breath Alcohol Technician or BAT - an individual who instructs and assists persons in the alcohol testing process and operates an EBT.

Confirmation Test - (1) For alcohol, means a second test, following a screening test with a result of 0.02 or greater, which provides quantitative results of alcohol concentration; (2) For controlled substances, this means a second analytical procedure to verify the presence of a specific drug.

Chromatography/mass spectrometry - is the authorized method for controlled substances, as defined in this policy.

Collection Site Person - a person who instructs and assists individuals at the collection site and who receives/renders an initial exam of urine specimens. This could be a direct observation; Greene County will comply with 49CFR subtitle A 40.67.

Controlled Substances – are those listed as such by the federal government but which are not being used for prescribed purposes or in a prescribed manner. This includes, but is not limited to, prescribed drugs being used by, or in the possession of, someone other than the person to whom they were lawfully prescribed.

Driver - An employee required to maintain a valid motor vehicle license for their position.

Illegal drugs - (1) drugs and controlled substances the possession or use of which are unlawful pursuant to any federal, state, county, or local laws and regulations governing drugs and controlled substances that are not legally obtainable, (2) drugs and controlled substances which are legally obtainable but which have not been legally obtained, and (3) controlled substances that were legally obtained but which are being abused. Examples include, but are not limited to, street drugs such as cocaine, heroin, and marijuana, and controlled substances such as amphetamine, methamphetamine, and barbiturates.

Medical Review Officer (MRO) - a licensed doctor of medicine or osteopathy with a knowledge of drug abuse disorders who is employed or used by the county to conduct drug testing in accordance with Federal law; responsible for receiving laboratory results generated by the county's drug testing program who has been medically trained to interpret and any other relevant biomedical information.

On Duty - includes all working hours, as well as meal periods and break periods, regardless of whether on premises.

Reasonable Suspicion - is the belief that a driver has violated the alcohol or controlled substances prohibitions, based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech or body odors of the driver, or employee admission.

Rehabilitation – employees are allowed a one-time rehabilitation option during their employment at Greene County. Employees must invoke their one-time option prior to being selected for a drug screening. The rehabilitation option does not apply to reasonable suspicion or post- accident testing for alcohol or controlled substances. Employees who elect to utilize this option will be required to submit a Fit for Duty evaluation and follow up testing as outlined in this policy.

Refusal to Submit - refers to refusal to submit to an alcohol or controlled substance test and means that a driver: Fails to provide adequate breath for testing without a valid medical explanation after he/she has received notice of the requirement for breath testing; (2) Fails to provide adequate urine for controlled substances testing without a valid medical explanation after he/she had received notice of the requirement for urine testing; (3) Engages in conduct that clearly obstructs the testing process.

DOT/Safety Sensitive Positions - those positions (paid or unpaid) whose requirements and activities are defined in the Omnibus Transportation Employee Testing Act of 1991, and its implementing regulations, including but not limited to persons who are required to possess a CDL license for the operation of a commercial vehicle. Greene County requires compliance with CDL licensure and alcohol and controlled substance testing regardless of the location where the equipment is being operated.

Safety Sensitive Function – means any of the 'on-duty' functions described in section 396.2 of the Federal Motor Carrier Safety Administration regulations and described below: (1) all time

at any facility owned or otherwise, waiting to be dispatched, unless the driver has been relieved from duty by the motor carrier; (2) all time inspecting equipment as required by the regulations; (3) all driving time as defined by the regulations; (4) all time, other than driving, in any commercial motor vehicle except time spent resting in a sleeper berth; (5) all time loading or unloading a vehicle, supervising, or assisting in the process; (6) all time spent performing the requirements specified in sections 392.40 and 392.41 of the Federal Motor Carrier Safety Administration regulations relating to accidents; (7) all time repairing, obtaining assistance or remaining in attendance of a disabled vehicle; (8) all time spent providing a breath or urine specimen, including travel time to and from collection site, in order to comply with the random, reasonable suspicion, post-accident of follow up testing required by this policy; (9) performing any other work in the capacity of, or in the employ or service of, a common, contract or private carrier; (10) performing any compensated work for any non-motor carrier entity.

Substance Abuse Professional or SAP - refers to a licensed physician, or a licensed or certified psychologist, social worker, employee assistance professional or addiction counselor (certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission) with knowledge of and clinical experience in the diagnosis and treatment of alcohol and controlled substance-related disorders.

IV. CONDUCT PROHIBITED BY THIS POLICY

A. ALCOHOL

1. No employee shall report for duty or remain on duty while having an alcohol concentration of 0.02 or greater. No supervisor having actual knowledge that a driver has an alcohol concentration of 0.02 or greater shall allow an employee to perform driving or safety sensitive related functions.

2. No employee shall perform driving functions for business purposes within four hours after using alcohol. No supervisor having actual knowledge that a driver has used alcohol within four hours shall permit a driver to perform or continue to perform a driving or safety sensitive related function.

3. No employee shall possess any quantity of alcohol while on duty or while performing a driving function. This includes any medicines, both prescription and over-the-counter, that contain alcohol, unless the packaging seal is unbroken. No supervisor having actual knowledge of the possession of alcohol may permit an employee to drive or continue to drive a motor vehicle or perform safety sensitive related functions.

4. No employee shall use alcohol while on duty or on the premises.

5. When involved in a work-related accident, the employee may be subject to a post-accident alcohol test, the employer shall not use alcohol within eight hours of the accident or prior to submitting to a post-accident test, whichever comes first. If a test is required it must be conducted as soon as possible.

6. Any employee convicted of illegal conduct related to alcohol or who fails to report such a conviction to their supervisor shall be subject to disciplinary action, up to and including termination of employment.

B. CONTROLLED SUBSTANCES

1. No employee shall report for duty or remain on duty when using a controlled substance, except when the use is pursuant to the instruction of a physician who has advised the employee that the substance does not adversely affect the user's ability to safely complete job duties or operate a motor vehicle. The physician needs to put into writing that the prescribed medication will have no adverse action to the safety functions of the employee. The employee must submit a copy of this letter to their supervisor. No supervisor having actual knowledge that a driver has used a controlled substance shall permit the employee to perform or continue to perform driving or safety sensitive functions.

2. No employee shall report for duty or remain on duty if the employee tests positive for controlled substances. No supervisor who has actual knowledge that an employee has tested positive for controlled substances shall permit the employee to perform or continue to perform safety-sensitive or driving functions.

3. Any employee who is using over the counter medication with a warning label indicating it might alter their ability to drive or do safety sensitive duties must notify their supervisor prior to engaging in any work-related activity. Failure to disclose this information may result in disciplinary action, up to and including termination.

4. Any employee convicted of illegal conduct related to controlled substances or who fails to report such a conviction to their supervisor shall be subject to disciplinary action, up to and including termination of employment.

5. When involved in an accident, the employee may be subject to a post-accident drug test. If a test is required it must be conducted as soon as possible.

No employee shall refuse an alcohol or controlled substances test as required by this policy. An employee who refuses to submit to testing will be subject to disciplinary action, up to and including, termination of employment.

V. CONTROLLED SUBSTANCE AND ALCOHOL TESTING

Greene County shall provide, for all positions covered by this policy, the tests listed below. Specimens subject to testing may include urine or breath. Claimed use of CBD oil, hemp products, or any other substance derived from a prohibited narcotic does not constitute an excuse for a failed drug screen.

- Pre-employment
- Random testing
- Reasonable suspicion testing
- Post-accident testing
- Return-to-duty
- Follow-up testing

A. PRE-EMPLOYMENT TESTING (Controlled Substance Testing Only)

Any employee receiving a contingent offer of employee to perform safety-sensitive functions or drive as part of their position will be tested for controlled substances prior to performing job-related functions for the county. These prospective employees will be notified that a urine sample will be tested for controlled substances.

Greene County will not allow a prospective employee to perform a driving or safety-sensitive function unless the results of the controlled substances test is negative, and verified by the MRO.

Any person who refuses to submit to a controlled substance test, or who tests positive for controlled substances will not be offered employment with the county.

B. RANDOM TESTING

1. Random tests for alcohol will be conducted and shall equal or exceed 10% annually of the persons to whom this policy applies as set forth in Section II – Applicability of the Federal Motor Carrier Safety Administration guidelines. Random tests for controlled substances will be conducted and shall equal or exceed 50% annually of the persons to whom this policy applies as set forth in Section II - Applicability of the Federal Motor Carrier Safety Administration guidelines.

2. The selection of employees for random alcohol or controlled substances testing shall be conducted by a scientifically valid method and each employee shall have an equal chance of being tested each time selections are made.

3. Random testing under this section shall be unannounced and the dates for such testing shall be spread reasonably throughout the calendar year.

4. After an employee is selected for a test, they must proceed immediately to the testing site.

C. REASONABLE SUSPICION TESTING

Reasonable suspicion testing applies to all Greene County employees regardless of their status or position. Reasonable suspicion testing shall be used to determine a fitness for duty evaluation, including appropriate urine and/or breath testing.

1. Admission or conduct by an employee constituting reasonable suspicion for alcohol or controlled substances must be witnessed by a supervisor or another employee. The supervisor or an employee who has reasonable suspicion of violation of this policy by an employee shall report the matter to their officeholder or department administrator. Failure to do so shall subject the supervisor or the employee who has actual knowledge of the violation to disciplinary action, up to and including termination. This observation must be based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odors of the employee or based on employee admission. Refer to the “Fit for Duty” evaluation form for the outline of steps and procedures for suspicion observations. If

at all possible, a second supervisory employee or co-worker should witness and confirm any observed deterioration in the employee's performance or behavior.

2. Reasonable suspicion testing for alcohol or controlled substances is authorized for all employees while on-duty. A reasonable suspicion test for alcohol or controlled substance must be conducted within two hours after the employee was notified. If the test is not conducted within two hours, a written record stating the reasons for the delay must be done. If the test is not done within eight hours following the notification, the county must state in the record the reason for not administering the test.

3. A written record shall be made documenting the employees conduct with respect to reasonable suspicion and signed by the supervisor who observed the behavior within 24 hours of the observation or before the results of the alcohol test are released, whichever is earlier.

D. POST-ACCIDENT TESTING

Nothing in this policy shall be construed as to require the delay of necessary medical attention for injured persons following an accident, or to prohibit an employee from obtaining necessary emergency medical care.

1. A surviving employee shall provide a breath sample to be tested for the use of alcohol or urine sample to be tested for controlled substances as soon as possible following an accident involving a fatality or recordable incident.

2. The alcohol test must take place within two hours and a controlled substances test must take place within 32 hours of the accident. If the alcohol test is not accomplished within two hours, a written record shall be made stating the reason. If the alcohol test is not conducted within eight hours following the accident, the county shall cease its attempts and must make a written record of the reasons the test was not administered. The record shall be retained pursuant to Article IX hereof and shall not be released or open to inspection without the review and authorization of the County Counselor.

3. An employee who is injured and cannot provide a breath or urine specimen at the time of the accident shall provide the necessary authorization for obtaining medical reports and other documents which indicate whether there was any alcohol or controlled substances in his/her system at the time of the accident.

4. An employee who is subject to post accident testing shall remain readily available for testing but may leave the scene to obtain needed medical services. Refusal to submit to post accident testing will result in disciplinary action, up to and including, termination of employment.

5. An employee subject to testing must refrain from alcohol use for eight hours after an accident, or until after the alcohol test, whichever comes first.

6. An employee who is scheduled to receive a post-accident alcohol or controlled substances test will not be permitted to drive or perform safety sensitive duties until the test is confirmed negative.

E. RETURN-TO-DUTY

Before an employee returns to duty after engaging in prohibited conduct regarding alcohol misuse, the employee will be required to take an alcohol test. To return to duty, an employee must have a breath alcohol of under 0.02. Before an employee returns to duty after engaging in prohibited conduct regarding controlled substance use, the employee will be tested for controlled substances. To return to duty, an employee must have a negative test for controlled substances.

F. FOLLOW-UP AFTER REHABILITATION

Any employee who invokes their one-time option for rehabilitation is subject to unannounced follow-up alcohol or controlled substances testing. The number and frequency of the tests shall be recommended by a substance abuse professional (SAP) following the employee's return-to-duty. The duration of the follow up testing and frequency of such testing shall be at the discretion of the office holder or department head after review of the SAP's evaluation. A positive follow-up test for alcohol or controlled substances may result in termination of employment.

VI. CONSEQUENCES OF SUBSTANCE MISUSE OR ABUSE

Greene County has zero tolerance for alcohol or controlled substances misuse or abuse for employees or positions classified under Appendix B.

VII. TESTING PROCEDURES

A Medical Review Officer (MRO) shall be designated by the Greene County Commission to perform the designated functions under this policy. Greene County shall engage the services of an independent MRO who is properly credentialed and trained in compliance with federal regulations, and who shall not be an employee of Greene County. The MRO shall provide the required reports necessary for Greene County to comply with the federal reporting requirements. All testing shall be performed in accordance with the accepted scientific standards. Due care shall be taken by the MRO to respect the dignity and privacy of individuals required to give sample tests

A. Controlled Substances: Sample Collection and Testing Requirements

1. The MRO shall be responsible for maintaining appropriate chain of custody procedures for all test samples. The MRO will review the controlled substance testing results prior to transmission of the results to the county.

2. A urine sample will be used for all controlled substance tests provided for herein. An employee whose urine sample has tested positive can have it retested per this policy.

3. An employee who questions the results of a required urine test under this policy may request that an additional test be conducted. The test must be conducted on the same original sample collected. The test analysis shall be conducted at a different qualified

laboratory than where the original test was conducted. All costs for testing that is requested by the employee shall be paid by the employee. An employee's request for a re-test must be made in writing to the Medical Review Officer (MRO) within seventy-two (72) hours of the initial test result. Requests made by the employee after the seventy-two (72) hour limit will only be accepted if the delay was due to documented circumstances that were beyond the control of the employee.

I. ALCOHOL: SAMPLE COLLECTION AND TESTING REQUIREMENTS

A. A breath sample will be used for alcohol tests required and provided herein.

B. All "Breath Alcohol Technicians (BAT's)" will be trained in proficient operation of the EBT and alcohol testing procedures.

C. Greene County (or its third-party vendor) will conduct alcohol testing in a location that allows visual and actual privacy to the individual being tested, sufficient to prevent unauthorized persons from seeing or hearing test results.

D. No unauthorized persons will be permitted access to the testing location when the EBT remains unsecured or in order to prevent such persons from seeing or hearing a test result, at any time when testing is being conducted.

C. SPECIMEN COLLECTION

1. A collection site will be designated by Greene County.

2. Security measures will be taken to prevent unauthorized access which could compromise the integrity of the collection process of the specimen.

3. The chain of custody of the urine sample will be carefully documented.

4. Special precautions will be taken to assure that access to urine specimens is restricted to authorized personnel.

5. Procedures for collecting urine specimens will allow individual privacy, except under circumstances indicating that a particular individual may alter or substitute the specimen.

6. Rules designed to preserve the integrity and identity of urine specimens will be carefully followed.

7. Controlled collections and transportation of collections to the laboratory will be handled by the county or its third-party vendor.

VIII. REPORTING AND REVIEW OF RESULTS BY THE MEDICAL REVIEW OFFICER

A. The drugs to be tested under this policy include but are not limited to: Marijuana (THC metabolite), Cocaine, Amphetamines, Opiates (including heroin) and Phencyclidine (PCP). The testing shall occur in two to three steps. The initial test shall be a screen test

and for positive screen tests a confirmation test shall be conducted. The positive results shall be reviewed by the Medical Review Officer (MRO) to evaluate the results and rule out any false positives.

B. Prior to final verification of positive test results, the MRO will give the employee an opportunity to discuss the test results. During this conversation, an employee can ask to have their initial sample re-tested. The re-test would be an additional cost to the employee. This request cannot just be a verbal one to the MRO. It MUST be in writing to the MRO within 72 hours of notification.

C. The MRO shall immediately, upon the completion of the controlled substance testing of an employee, report to Greene County the results of the test. The MRO shall issue to the county a report that is in writing and signed by the MRO attesting to the following:

1. The controlled substance test being reported is conducted in compliance with this policy.
2. The name of the individual for whom the test results are being reported.
3. The type of test indicated on the custody and control form.
4. The date and location of the test collection.
5. The identities of the person or entities performing the collection, analysis of the specimens, and serving as medical review officer for the specific test.
6. The verified results of the controlled substance(s) for which the test was verified positive.

D. The MRO shall report to Greene County that the officer has made all reasonable efforts to contact the employee, but the employee has failed to show for the administration of the test. Upon receipt of this information Greene County shall dispatch the employee to the MRO immediately or within twenty-four hours, whichever is earlier. An employee's refusal to submit to the test shall result in disciplinary action, up to and including termination of employment.

E. The MRO shall maintain all dated records and notification, identified by individual if it pertains with the procedures established in 49 CFR Part 40.

F. The MRO shall maintain all dated records and notification, identified by individual, for a minimum of one (1) year for negative and concealed controlled substance test results.

G. The county's contract with laboratories and the MRO will require the laboratory and the MRO to maintain all employees test records in confidence.

H. Any employee who is the subject of a drug or alcohol test shall, upon written request, have access to any records relating to his or her drug or alcohol test and any records relating to testing results.

IX. RECORD RETENTION AND CONFIDENTIALITY

A. All records pertaining to alcohol and controlled substance testing required by this policy shall be maintained in a secure location with controlled access, separate from personnel

records. The records shall be maintained in accordance with the State of Missouri retention schedule.

B. Except as provided in another provision herein, an employee, upon written request, shall receive copies of any records pertaining to the tests for alcohol and/or controlled substances required herein. The county shall have an approved form for the employee to request records.

C. An employee may authorize the release of confidential information required to be maintained in this policy to a third party or subsequent employer upon written consent of the employee on a form provided for release of information to a third party.

D. The confidential records maintained pursuant to this policy may be released to a court of law, administrative agency or decision maker considering discipline or the right of the employee to a benefit or privilege, or any other proceeding initiated by the employee or initiated in the employee's behalf, and involving the results of the alcohol/controlled substance tests required by this policy. The county may release records required to be maintained herein upon a proper request to a party in a Workers' Compensation, Unemployment Compensation, or any other case relating to a benefit sought by the employee.

X. GENERAL

A. A copy of this policy shall be distributed to all Greene County employees covered by this policy before testing commences. Any employee who is transferred into a position covered by this policy after the required testing herein commences, shall be given the policy before they commence any driving function. The original will be maintained in the employee’s personnel file.

B. This policy is not intended to limit Greene County’s right to further discipline, up to and including discharge, an employee for improper or illegal conduct engaged in while under the influence of prohibited drugs and alcohol.

C. This policy does not constitute a contract for employment, nor does it constitute a guarantee of employment for any particular time period or duration. This policy may be amended or supplemented by Greene County at any time in the sole discretion of management.

Statement of Recognition

I hereby certify that I have received a copy and read the Alcohol and Controlled Substance Testing Policy and fully understand the terms thereof.

I further agree to comply with the procedures and requirements set forth in the policy.

I acknowledge that I understand the penalties for non-compliance with this policy and procedure.

Print Name **Department**

Signature **Date**

Adoption Date: January 1, 1997
Current Version: August 2026
Individual policies revised at discretion of county commission

Department Supplements

Office of Assessor

In addition to the policies statements set forth in the main section of the manual, the following provisions apply to employees working in the Office of the Assessor.

Section 9 - 7: Vacation Scheduling

Vacation time may not be taken by employees in the Personal Property or Real Estate departments from November 1 of any calendar year to May 15 of the following calendar year, unless approved in advance by the department supervisor and the Assessor. Any request for vacation leave during this time should be of an urgent nature.

Juvenile Services

In addition to the policies statements set forth in main section of the manual, the following provisions apply to employees working in Juvenile Services.

Pursuant to RSMo 211.351, a grievance review committee will be appointed by the Circuit Court En Banc to serve as the final administrative authority of a grievance regarding personnel policy or action that negatively affects an employee of the Juvenile Court. The grievance review committee may be comprised of either the Circuit Court En Banc, a committee of not less than three (3) circuit court or associate court judges, or other body established by the Court En Banc.

Alcohol and Controlled Substances Testing Policy

A. GENERAL POLICY STATEMENT

Greene County Juvenile Services is dedicated to providing safe and efficient service to the citizens of Greene County. Therefore, Juvenile Services will not tolerate the unauthorized use, abuse, possession or sale of controlled substances by its employees. Unauthorized use, abuse or possession of alcohol will also not be tolerated.

B. PURPOSE

The purpose of this policy is to promote safety for all employees and citizens of Greene County by implementing a controlled substances and alcohol testing policy for applicable Juvenile Services employees positions whose jobs are considered to be safety sensitive.

C. APPLICABILITY

This policy applies to all employees of Greene County Juvenile Services whose jobs duties require performing safety-sensitive functions including direct contact with and/or temporary custody of juveniles as part of their job duties and/or operating county-owned vehicles.

D. DEFINITIONS

Alcohol - refers to the intoxicating agent in beverage alcohol, ethyl alcohol or other alcohols including methyl and isopropyl alcohol.

Alcohol Concentration - is the alcohol in volume of breath in terms of grams of alcohol in 210 liters of breath as indicated by an evidential breath test as described in this policy.

Alcohol Use - refers to the consumption of any beverage, mixture or preparation, including medication, which contains alcohol.

Breath Alcohol Technician or BAT - an individual who instructs and assists persons in the alcohol testing process and operates an EBT.

Confirmation Test - (1) For alcohol, means a second test, following a screening test with a result of 0.04 or greater, that provides quantitative results of alcohol concentration; (2) For controlled substances, this means a second analytical procedure to verify the presence of a specific drug. Gas Chromatography/mass spectrometry is the only authorized method for controlled substances, as defined in this policy.

Collection Site Person - a person who instructs and assists individuals at a collection site and who receives/renders an initial exam of urine specimens.

Controlled Substances - refers to Amphetamine/Methamphetamine (Aspeed@): 300 ng/ml.; Barbituates (Adowners@): 300 ng/ml.; Benzodiazephines (tranquilizers, such as valium and libruim): 300 ng/ml.; Cannabinoids (marijuana, hashish): 50 ng/ml.; Cocaine: 300 ng/ml.; Methadone: 500 ng/ml.; Methaqualone (quaaludes): 1 mcg/ml.; Opiates (codeine, heroin, morphine): 300 ng/ml.; Phencyclidine (PCP, Aangel dust@): 75 ng/ml.; Propoxyphene (Darvon): 300 ng/ml.; and any prescription drugs as that term in used in chapter 195, RSMo.

Juvenile Services Employee - includes, but is not limited to, individuals who are appointed to the following positions and/or classifications on a full-time or part-time that performs safety-sensitive functions:

Family Court and Juvenile Division Administrator

Chief Officer, Domestic Relations

Supervisor, Juvenile Officer

Supervisor, Juvenile Probation

Juvenile Probation Officers

Deputy Juvenile Officers

Domestic Relations Officers

Juvenile Court Investigator

Victim Witness Advocate

Juvenile Detention Supt/Chief DJO

Deputy Juvenile Officers – Detention

Youth Leaders, Detention

Facility Manager Group Leaders

Youth Specialists

Applicable Grant Positions

Other Administrative Positions Required to Operate County-Owned Vehicles

Drug - includes controlled substances as defined above, as well as any other illegal substance or drug as defined by chapter 195, RSMo.

Medical Review Officer - a licensed doctor of medicine or osteopathy with a knowledge of drug abuse disorders who is employed or used by the county to conduct drug testing in accordance with Federal law; responsible for receiving laboratory results generated by the county's drug testing program who has been medically trained to interpret and any other relevant biomedical information.

On Duty - includes all working hours, as well as meal periods and break periods, regardless of whether on premises.

Reasonable Suspicion - refers to a suspicion based upon objective facts and circumstances from which an ordinarily careful and prudent supervisor could conclude that an individual is in possession of or under the influence of drugs or alcohol while on duty. Circumstances which constitutes a basis for determining reasonable suspicion include, but are not limited to:

1. A pattern of abnormal or erratic behavior while on duty.
2. Information provided by a reliable and credible source.
3. Direct observation of drug or alcohol possession or use.
4. Presence of the physical symptoms of drug or alcohol use, such as glassy or bloodshot eyes, odor of intoxicants on breath, slurred speech, poor coordination, or impaired reflexes.
5. An admission of possession or use of drugs or alcohol by the employee.

Refusal to Submit - refers to refusal to submit to an alcohol or controlled substance test and means that a Juvenile Services employee: (1) Fails to provide adequate breath for testing without a valid medical explanation after he/she has received notice of the requirement for breath testing; (2) Fails to provide adequate urine for controlled substances testing without a valid medical explanation after he/she had received notice of the requirement for urine testing; (3) Engages in conduct that clearly obstructs the testing process.

Safety Sensitive Function - means any function that requires direct contact with and/or temporary custody of juveniles as part of their job duties and/or operating county-owned vehicles while an employee is Aon duty.

Substance Abuse Professional or SAP - refers to a licensed physician, or a licensed or certified psychologist, social worker, employee assistance professional or addiction counselor (certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission) with knowledge of and clinical experience in the diagnosis and treatment of alcohol and controlled substance-related disorders.

E. CONDUCT PROHIBITED BY THIS POLICY

1. ALCOHOL

a. No Juvenile Services employee shall report for duty or remain on duty while having an alcohol concentration of 0.04 or greater. No supervisor having actual knowledge that an employee has an alcohol concentration of 0.04 or greater shall allow an employee to remain on duty.

b. No Juvenile Services employee shall report to duty within four hours after using alcohol. No supervisor having actual knowledge that an employee has used alcohol within four hours shall permit a Juvenile Services employee to report to duty or remain on duty.
c. No Juvenile Services employee shall possess any quantity of alcohol while on duty. No supervisor having actual knowledge of the possession of alcohol may permit an employee to report to duty or remain on duty.
d. No Juvenile Services employee shall use alcohol while on duty.
e. When involved in an accident that requires a post-accident alcohol test, the Juvenile Services employee shall not use alcohol within eight hours of the accident or prior to submitting to a post-accident test, whichever comes first.
f. No Juvenile Services employee shall refuse an alcohol test as required by this policy. An employee who refuses to submit to testing will be subject to disciplinary action, up to and including, termination of employment.

F. CONTROLLED SUBSTANCES

1. No Juvenile Services employee shall report for duty or remain on duty when using controlled substance, except when the use is pursuant to the instruction of a physician who has advised the employee that the substance does not adversely affect the user=s ability to perform the safety sensitive functions of their position. Juvenile Services employees performing safety sensitive jobs shall notify their supervisor if they are using prescription or over the counter drugs that may affect their job performance. No supervisor having actual knowledge that an employee has used a controlled substance shall permit the employee to report to duty or remain on duty.
2. No Juvenile Services employee shall report for duty or remain on duty if the employee tests positive for controlled substances. No supervisor who has actual knowledge that an employee has tested positive for controlled substances shall permit the Juvenile Services employee to report to duty or remain on duty.
3. No Juvenile Services employee shall refuse a controlled substance test as required by this policy. An employee who refuses to submit to testing will be subject to disciplinary action, up to and including, termination of employment.

G. CONTROLLED SUBSTANCE AND ALCOHOL TESTING

Greene County shall provide, for all positions covered by this policy, the following tests: (1) pre-employment; (2) random testing; (3) reasonable suspicion testing: (4) post-accident testing; (5) return-to-duty; and (6) follow-up testing.

PRE-EMPLOYMENT TESTING

Release of Alcohol or Controlled Substances Test Information by Previous Employers

Greene County Juvenile employees may request for all prospective applicants to provide a listing of all previous employers. If requested, the applicant covered by this policy shall complete a form listing all previous employers and shall sign an approved form authorizing the release of the following information from the previous employer(s) to Greene County:

1. Within the preceding two years records maintained by the previous employer including: all alcohol and concentration test results of 0.04 or greater, positive controlled substances test results, and refusals to be tested. No applicant/employee will be allowed to perform a safety-sensitive functions unless the requirements herein have been

reviewed by the Family Court and Juvenile Division Administrator and/or the Human Resources Director. An applicant/employee allowed to perform safety-sensitive functions before the review of the documents listed herein from previous employers may allow the applicant/employee to work for no more than fourteen (14) days. All information received under this section shall remain confidential.

2. An applicant/employee shall not be allowed to perform a safety-sensitive function if the previous employment review of the documents or information required herein reveals the applicant/employee driver=s alcohol tests concentration results of 0.04 or greater or a verified controlled substance test result, or a refusal to test. Except that the applicant/employee allowed to perform safety sensitive functions if the individual has had a subsequent substance abuse professional evaluation which record shows compliance with the recommendations and a return-to-duty test for alcohol concentrate of less than 0.04 or a negative controlled substance test, whichever is applicable, and a recommendation from a substance abuse counselor that the applicant/employee has complied with recommendations.

CONTROLLED SUBSTANCES TESTING

1. All Juvenile Services employees who Greene County intends to employ will be tested for controlled substances prior to reporting to duty for the county.

2. All prospective Juvenile Services employees will be notified that a urine sample will be tested for controlled substance.

3. Greene County will not allow a prospective Juvenile Services employee to report to duty unless the results of the controlled substances test are negative, and verified by the MRO.

4. Any person who refuses to submit to a controlled substance test, or who tests positive for controlled substances will not be offered employment with the county.

REASONABLE SUSPICION TESTING

1. Alcohol Testing

a. If there is a reasonable suspicion to believe the Juvenile Services employee has violated this policy, the employee shall undergo alcohol testing.

b. Conduct by Juvenile Services employee constituting reasonable suspicion must be witnessed by a supervisor or another trained employee. The supervisor or a trained employee who has reasonable suspicion of violation of this policy by an employee shall report the matter to their officeholder or department administrator. Failure to do so shall subject the supervisor or the trained employee who has actual knowledge of the violation to disciplinary action. Those persons making the reasonably suspicion determination must have received at least sixty (60) minutes of training on alcohol and controlled substance use.

c. Reasonable suspicion testing for alcohol is authorized only if the observation as described in (B) above, is made during, just before, or just after the Juvenile Services employee has been or will be on duty. A reasonable suspicion test for alcohol must be conducted within two hours after the employee is notified. If the test is not conducted within two hours, a written record stating the reasons for the delay must be done. If the test is not done within eight hours following the notification, the county shall cease its attempts and state in the record the reason for not administering the test.

d. A written record shall be made documenting the Juvenile Services employee's conduct with respect to reasonable suspicion and signed by the supervisor who observed the behavior within 24 hours of the observation or before the results of the alcohol test are released, whichever is earlier.

2. Controlled Substances

a. If there is a reasonable suspicion to believe the Juvenile Services employee has violated this policy, the employee shall undergo controlled substances testing.

b. Conduct by Juvenile Services employees constituting reasonable suspicion must be witnessed by a supervisor or another trained employee. The supervisor or a trained employee who has reasonable suspicion of violation of this policy by a Juvenile Services employee shall report the matter to the officeholder or department administrator. Failure to do so shall subject the trained employee who has actual knowledge of the violation to disciplinary action. Those persons making the reasonably suspicion determination must have received at least sixty (60) minutes of training on alcohol and controlled substance use.

c. Reasonable suspicion testing for controlled substance is authorized only if the observation as described in (B) above, is made during, just before, or just after the Juvenile Services employee has been or will be on duty. A reasonable suspicion test for controlled substance must be conducted within two hours after the employee is notified. If the test is not conducted within two hours, a written record stating the reasons for the delay must be done. If the test is not done within eight hours following the notification, the county shall cease its attempts and state in the record the reason for not administering the test.

d. A written record shall be made documenting the Juvenile Services employee conduct with respect to reasonable suspicion and signed by the supervisor who observed the behavior within 24 hours of the observation or before the results of the controlled substance test are released, whichever is earlier.

RANDOM TESTING

1. Alcohol

a. Random tests for alcohol will be conducted and shall equal or exceed 10% annually of the persons to whom this policy applies as set forth in Article III hereof.

b. A Juvenile Services employee will be tested randomly for alcohol only when on duty, immediately prior to or after duty.
c. The selection of Juvenile Services employees for random alcohol testing shall be conducted by a scientifically valid method and each employee shall have an equal chance of being tested each time selections are made.
d. Random testing under this section shall be unannounced and the dates for such testing shall be spread reasonably throughout the calendar year.
e. After an employee is selected for a test, they must proceed immediately to the testing site.

2. Controlled Substances

a. Random tests for controlled substances will be conducted and shall equal or exceed 50% annually of the persons to whom this policy applies as set forth in Article III hereof.

b. The selection of a Juvenile Services employee for controlled substance testing shall be conducted by a scientifically valid method and each employee shall have an equal chance of being tested each time selections are made.

c. Random testing under this section shall be unannounced and the dates for such testing shall be spread reasonably throughout the calendar year.

d. After a Juvenile Services employee is selected for a test, they must proceed immediately to the testing site.

POST-ACCIDENT TESTING

Please note: Nothing in this policy shall be construed as to require the delay of necessary medical attention for injured persons following an accident, or to prohibit a Juvenile Services employee from obtaining necessary emergency medical care.

1. Alcohol

a. A surviving Juvenile Services employee shall provide a breath sample to be tested for the use of alcohol as soon as possible following an accident involving a fatality or a recordable accident in which the employee receives a citation or a ticket for a moving violation.

b. The alcohol test must take place within two hours of the accident. If the alcohol test is not accomplished within two hours, a written record shall be made stating the reason. If the test is not conducted within eight hours following the accident, the county shall cease its attempts, and make a written record of the reasons the test was not administered. The record shall be retained pursuant to Article IX hereof and shall not be released or open to inspection without the review and authorization of the County Counselor.

c. A Juvenile Services employee who is injured and cannot provide adequate breath at the time of the accident shall provide the necessary authorization for

obtaining medical reports and other documents which indicate whether there was any alcohol in his/her system at the time of the accident.

d. A Juvenile Services employee subject to post accident testing shall remain readily available for testing but may leave the scene to obtain needed medical services. A employee failing to remain readily available may be deemed by the county to have refused to submit to testing. Such a refusal will result in disciplinary action, up to and including, termination of employment.

e. A Juvenile Services employee subject to testing must refrain from alcohol use for eight hours after an accident, or until after the alcohol test, whichever comes first.

2. Controlled Substances

Please note: Nothing in this policy shall be construed as to require the delay of necessary medical attention for injured persons following an accident, or to prohibit a Juvenile Services employee from obtaining necessary medical care.

a. A surviving Juvenile Services employee shall provide a urine sample to be tested for controlled substances as soon as possible following an accident involving a fatality or a recordable accident in which the employee receives a citation or ticket for moving violation.
b. If a Juvenile Services employee has not submitted to a controlled substance test within 32 hours of the accident, the county shall cease its attempts and make a written record of the reason. The record shall be retained pursuant to Article IX hereof and shall not be released or open to inspection without the review and authorization of the County Counselor.
c. A Juvenile Services employee who is injured and cannot provide an urine specimen shall provide necessary authorization for obtaining medical reports and other documents which would indicate whether there were any controlled substances in his/her system at the time of the accident.
d. A Juvenile Services employee subject to post-accident testing must remain readily available for testing but may leave the scene to obtain needed medical services. An employee failing to remain readily available may be deemed by the county to have refused to submit to testing. Such a refusal will result in disciplinary action, up to and including, termination of employment.

RETURN-TO-DUTY AND FOLLOW-UP TESTING

1. Alcohol Testing

a. Return-to-Duty: Before a Juvenile Services employee returns to duty after engaging in prohibited conduct regarding alcohol misuse, the employee will be required to take an alcohol test. To return to duty, an employee must have a breath alcohol of under 0.04.
b. Follow-Up: Any Juvenile Services employee who has violated the alcohol-related prohibitions in this policy shall, after returning to duty, be subject to unannounced follow-up alcohol testing. The number and frequency of the tests shall be determined by a substance abuse professional (SAP) and must consist of at least six tests in the first twelve months following the employees return-to-duty.

2. Controlled Substances

a. Return-to-Duty: Before a Juvenile Services employee returns to work after engaging in prohibited conduct regarding controlled substance use, the employee will be tested for controlled substances. To return to duty, an employee must have a negative test for controlled substances.

b. Follow-Up: Any Juvenile Services employee who has violated the controlled substances prohibitions in this policy shall, after returning to duty, be subject to an unannounced follow-up controlled-substance testing. The number and frequency of the tests shall be determined by a substance abuse professional (SAP) and must consist of at least six tests within the first twelve months following the employees return to duty.

VII. CONSEQUENCES OF ALCOHOL MISUSE AND DRUG USE

A. A first-time offender who tests positive for a controlled substance or has an alcohol concentration of 0.04 or greater will be suspended for a least 30 days without pay. The employee will not be eligible for sick leave or vacation leave during the suspension.

B. During the suspension, the Juvenile Services employee will be referred to a substance abuse professional, who can determine what action is needed to assist the employee in resolving their problem of alcohol misuse and drug use. The cost of rehabilitation will be the responsibility of the employee. However, a portion of the medical expenses may be covered by the county group medical insurance plan. A Juvenile Services employees refusal to seek treatment will result in immediate termination of employment.

C. At the end of the suspension and before returning to work, the Juvenile Services employee will not report to duty unless the employee has:

1. Been advised of the resources available for evaluating and treating alcohol and/or controlled substance abuse;
2. Been evaluated by a substance abuse professional to determine what rehabilitation, if any, is required by the Juvenile Services employee and a determination that the employee has successfully complied with any required rehabilitation; and
3. Taken a return-to-duty test with either a negative test result for substance abuse or a result of less than 0.04 for alcohol concentration, as applicable. A return-to-duty test that is positive for a controlled substance or 0.04 or greater for alcohol, as applicable, will result in termination of employment with the county.
4. A Juvenile Services employees who tests positive for the first time and completes their period of suspension, rehabilitation (if required), and subsequent negative testing will be reinstated but will be required to undergo follow-up testing as outlined in Article VI, Section E, herein.
5. If at any time a Juvenile Services employee tests positive a second time, he or she will be terminated immediately from employment with the county.

VIII. TESTING PROCEDURES

Controlled Substances - Sample Collection and Testing Requirements.

1. A Medical Review Officer (MRO) shall be designated by the Greene County Commission through contract to perform the designated functions under this policy. All testing shall be performed in accordance with the accepted scientific standards. Due care shall be taken by the MRO to respect the dignity and privacy of individuals required to give sample tests. The MRO shall be responsible for maintaining appropriate chain of custody procedures for all test samples. The MRO will review the controlled substance testing results prior to transmission of the results to the county.
2. A urine sample will be used for all controlled substance tests provided for herein. A "split sample" procedure will be used and the testing agency shall be required to retain unused portions of each test sample that has initially shown a positive result for the presence of controlled substances in order that additional testing may be performed on the sample on behalf of the tested Juvenile Services employee. An employee whose urine sample has tested positive for a controlled substance has the option (within 72 hours after being notified by the MRO) of having the remaining portion of the split sample tested at another laboratory at the Juvenile Services employees own cost. If the second test produces negative results, the test is considered negative and no further sanctions will be imposed.
3. A tamper proof system for sealing specimen bottles and a special shipping container designed to prevent undetected tampering will be used.

Alcohol - Sample Collection and Testing Requirements

1. A breath sample will be used for alcohol tests required and provided herein.
2. All "Breath Alcohol Technicians (BAT's)" will be trained in proficient operation of the EBT and alcohol testing procedures.
3. Greene County (or its third-party vendor) will conduct alcohol testing in a location that allows visual and actual privacy to the individual being tested, sufficient to prevent unauthorized persons from seeing or hearing test results.
4. No unauthorized persons will be permitted access to the testing location when the EBT remains unsecured or in order to prevent such persons from seeing or hearing a test result, at any time when testing is being conducted

Specimen Collection

1. A collection site will be designated by Greene County.
2. Security measures will be taken to prevent unauthorized access which could compromise the integrity of the collection process of the specimen.
3. The chain of custody of the urine sample will be carefully documented.
4. Special precautions will be taken to assure that access to urine specimens is restricted to authorized personnel.
5. Department Supplement Juvenile Services
6. Procedures for collecting urine specimens will allow individual privacy, except under circumstances indicating that a particular individual may alter or substitute the specimen.
7. Rules designed to preserve the integrity and identity of urine specimens will be carefully followed.

8. Controlled collections and transportation of collections to the laboratory will be handled by the county or its third-party vendor.

IX. REPORTING AND REVIEW OF RESULTS BY THE MEDICAL REVIEW OFFICER

A. The drugs to be tested under this policy include Marijuana (THC metabolite), Cocaine, Amphetamines, Opiates (including heroin) and Phencyclidine (PCP). The testing shall occur in two steps. The initial test shall be a screen test and for positive screen tests a confirmation test shall be conducted. The positive results shall be reviewed by the Medical Review Officer (MRO) to evaluate the results and rule out any false positives.

B. Prior to final verification of positive test results, the MRO will give the Juvenile Services employee an opportunity to discuss the test results.

C. The MRO shall immediately, upon the completion of the controlled substance testing of a Juvenile Services employee, report to Greene County the results of the test and no later than three (3) business days following the completion of the MRO review, the MRO shall issue to the county a report that is in writing and signed by the MRO attesting to the following:

1. The controlled substance test being reported is conducted in compliance with this policy.
2. The name of the individual for whom the test results are being reported.
3. The type of test indicated on the custody and control form.
4. The date and location of the test collection.
5. The identities of the person or entities performing the collection, analysis of the specimens, and serving as medical review officer for the specific test.
6. The verified results of the controlled substance(s) for which the test was verified positive.

D. The MRO shall report to Greene County that the officer has made all reasonable efforts to contact the employee, but the employee has failed to show for the administration of the test. Upon receipt of this information Greene County shall dispatch the employee to the MRO immediately or within twenty-four hours, whichever is earlier. An employee's refusal to submit to the test shall result in disciplinary action up to and including termination of employment.

E. The MRO shall maintain all dated records and notification, identified by individual, for a minimum of five years for a verified positive controlled substance test.

F. The MRO shall maintain all dated records and notification, identified by individual, for a minimum of one (1) year for negative and concealed controlled substance test results.

G. The county's contract with laboratories and the MRO will require the laboratory and the MRO to maintain all Juvenile Services employee test records in confidence.

H. Any Juvenile Services employee who is the subject of a drug or alcohol test shall, upon written request, have access to any records relating to his or her drug or alcohol test and any records relating to testing results.

I. The county will only use laboratories certified and qualified to perform alcohol and controlled substances testing.

X. RECORD RETENTION AND CONFIDENTIALITY

A. All records pertaining to alcohol and controlled substance testing required by this policy shall be maintained in a secure location with controlled access, separate from personnel records. The records shall be maintained for a period of five (5) years.

B. Except as provided in another provision herein, an employee, upon written request, shall receive copies of any records pertaining to the tests for alcohol and/or controlled substances required herein. The county may condition receipt of the records specifically requested upon the payment of a reasonable copy fee. The county shall have an approved form for the employee to request records.

C. An employee may authorize the release of confidential information required to be maintained in this policy to a third party or subsequent employer upon written consent of the employee on a form provided for release of information to a third party.

D. The confidential records maintained pursuant to this policy may be released to a court of law, decision maker of a grievance, administrative agency or decision maker considering discipline or the right of the employee to a benefit or privilege, or any other proceeding initiated by the employee or initiated in the employee's behalf, and involving the results of the alcohol/controlled substance tests required by this policy. The county may release records required to be maintained herein upon a proper request to a party in a Workers' Compensation, Unemployment Compensation, or any other case relating to a benefit sought by the employee.

XI. GENERAL

A. A copy of this policy shall be distributed to all Greene County Juvenile Services employees covered by this policy before testing commences. Any employee who is transferred into position covered by this policy after the required testing herein commences, shall be given the policy before they commence any safety sensitive function. The original will be maintained by the Human Resources Director.

B. This policy is not intended to limit Greene County's right to further discipline, up to and including discharge, an employee for improper or illegal conduct engaged in while under the influence of prohibited drugs and alcohol.

C. This policy does not constitute a contract for employment, nor does it constitute a guarantee of employment for any particular time period or duration. This policy may be amended or supplemented by Greene County at any time in the sole discretion of management.

Statement of Recognition

I hereby certify that I have received a copy and read the Alcohol and Controlled Substance Testing Policy and fully understand the terms thereof.

I further agree to comply with the procedures and requirements set forth in the policy.

I acknowledge that I understand the penalties for non-compliance with this policy and procedure.

Print Name	**Department**
……	……
Signature	**Date**
……..	……

Adoption Date: January 1, 1997
Current Version: August 2026
Individual policies revised at discretion of county commission

Office of the Prosecuting Attorney

In addition to the policies statements set forth in the main section of the manual, the following provisions apply to employees working in the Prosecuting Attorney's Office.

Section 3 - 1: Nature of Employment

In accordance with RSMo 56.151, all assistants, investigators, and stenographic and clerical employees hold office at the pleasure of the prosecuting attorney and any provisions contained in this manual to the contrary not be deemed to provide any employee with any rights to employment in addition to those provided pursuant to Section 56.151, RSMo.

Section 3 - 8: Outside Employment

An assistant prosecuting attorney (APA) is allowed to practice civil law in addition to their regular duties with the Prosecutor's Office. However, criminal defense work in any jurisdiction is strictly prohibited. Any practice of civil law and/or other outside employment is governed by the same considerations as set out in the general provisions of this policy and by the Missouri Supreme Court

Rules of Professional Conduct: The Prosecuting Attorney's Office will pay the Missouri Bar dues for an APA who does not maintain an outside law practice if they sign a document indicating the same, such document to be drafted and designated by the Prosecuting Attorney. Such payment of Missouri Bar dues is a benefit of employment and not a right and does not establish any contract of employment between the APA and Greene County, Missouri. Otherwise, the payment of dues will be the responsibility of the APA as a continuing condition of employment.