



JOHNSON COUNTY, TN EMPLOYEE HANDBOOK

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1.0 DEFINITIONS

Full-Time Regular Employees-are those who are hired to work the county's normal, full-time workweek on a regular basis. These employees may be "exempt" OR "non-exempt" as defined below. These employees are eligible for employee benefits.

Part-Time Regular Employees- are those who are hired to work fewer than **thirty (30)** hours per week on a regular basis. These employees may be "exempt: or "non-exempt" as defined below.

Temporary Employees-are those who are engaged to work either full time or part time with the understanding that their employment will terminate upon the completion of a specific assignment. The employee may be "exempt" or "non-exempt" as defined below. These employees are only eligible for social, security, unemployment compensation insurance, and workers' compensation insurance.

Exempt Employees- are those who are *not* required to be paid overtime, in accordance with federal wage and hour laws, for hours worked over forty (40) in a workweek. Executive employees, professional employees, and certain employees in administrative positions are typically exempt.

Non-Exempt Employees- are those who are required to be paid over-time at time and one-half their regular rate of pay, in accordance with federal wage and hour laws, for hours worked over forty (40) in a workweek.

Newly Hired Employees- All employees accrue benefits immediately upon hire-except as otherwise provided by federal or state law, or county. They may be either "exempt" or "non-exempt."

2.0 NON-DISCRIMINATION POLICIES

2.1 Non-Discrimination-Equal Employment Opportunities

It is the policy of Johnson County to provide equal employment opportunities to all individuals regardless of race, color, religion, sex, national origin, age, disability, status as a Vietnam-era veteran or special disable veteran, or status in any group protected by law. This policy extends 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. It is the policy of Johnson County to make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in undue hardship. Employees or applicants with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of the immediate supervisor or department head. If the problem is with the immediate supervisor or department head, then report the behavior to the County Attorney. Employees can raise concerns and make complaints without fear of reprisal and with assurance of protection from harassment or retaliation. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

2.2 Hiring Practices

Johnson County does not discriminate in its hiring practices based on race, color, religion, sex, national origin, age, disability, status as a Vietnam-era veteran or special disable veteran, or status in any other group protected by law.

2.3 Job Openings

Job openings will be posted for five (5) to seven (7) days.

3.0 EMPLOYEE BENEFITS

LEAVE POLICIES

3.1 General Instructions

References to the employer means elected official under whose direction the employee works. References to employment year means twelve (12) months period from date of hire. Note: These policies do not apply to the Johnson County School Department personnel.

3.2 Vacation Leave

Vacation is one way the county shows its appreciation to you for your contribution to the administration of county government.

Full-time Regular Employees shall begin accruing vacation time as of the date of their employment. Part-time employees do not qualify for vacation leave.

Full-time Regular Employees are eligible for vacation time off once they have completed one (1) year of service as a full-time employee at which time five (5) days of vacation will be available.

Accumulation of Vacation Time – vacation time may be accumulated and carried forward to the next year in an amount not to exceed twenty (20) days.

Use of Vacation Time- vacation leave may be used only at times approved in *advance* by the employer/department head. Vacation requests will be honored to the extent possible. If two or more employees request for the same time period, and the employer determines that this will create a hardship upon the department it will be the employer's decision whether to allow both employees to take their vacation day(s) during the same time period. If this is determined, the request of the employee who first asked for the vacation time will be honored. No employee may give or loan vacation time to another employee.

All vacation leave shall be based on no more than a 40-hour week, i.e., a maximum of eight (8) hours is considered a vacation day.

Termination of Employment-Upon termination of employment of an employee, he/she shall be entitled to payment of any unused vacation time, which has accrued (up to applicable limits). Payment shall be made based upon the daily rate of compensation the employee receives at of the time of termination.

Vacation Time Schedule-The following schedule displays the vacation earning policy for each year of continuous *uninterrupted* employment.

Full-Time Regular Non-Exempt Employees

Years of Service
As of Anniversary Date

One through Three Years
Four through Twelve Years
Thirteen Years or more

Length of Vacation
with Pay

Five Days
Ten Days
Fifteen Days

Full-Time Regular Exempt Employees

Years of Service
As of Anniversary Date

Length of Vacation
with Pay

One through Three Years
Four through Twelve Years
Thirteen Years or more

Five Days
Ten Days
Fifteen Days

3.3 Sick Leave

Earning and Accumulating Sick Days- Sick leave will be considered a benefit, a privilege, and *not* a right. Full-time regular employees will receive full pay during incapacity caused by illness if sick leave is taken. Sick leave is earned at the rate of one-half day per month. (6 days per year). There is no maximum accumulation of sick leave credits. The employee shall be paid for accumulated sick leave credit days if sick leave is not credited toward retirement at the time of the employee’s termination of employment. The employee shall have the option to receive compensation or to count the unused sick leave days toward their retirement (to the extent allowed under the rules and regulations under Tennessee Consolidated Retirement System). Any employee sick for three (3) or more continuous days shall furnish their employer with a doctor’s certificate, certifying they were unable to work. For the purpose of calculating sick leave, a calendar year is defined as twelve (12) calendar months beginning January 1 and ending December 31.

New Employees shall be eligible for sick leave as it accrues. Employees hired after the 10th of the month will not receive a ½-day sick day until the end of the following month.

Use of Sick Leave- An employee may use sick leave allowance for absence due to his or her own illness or injury, or sick leave may be granted for absence of duty necessitated by illness or death in your immediate family. Sick leave may also be used for appointments with a licensed doctor, dentist, or recognized practitioner. Employees who become ill during the period of their vacation may request that their vacation be temporarily terminated, and the time changed to sick leave. No employee may give or loan sick leave time to another employee. When employees are receiving Workmen’s Compensation Benefits, sick leave can be used to supplement their salary up to equal full salary (if it is in accordance with the rules and regulations of federal and state law.

Notice of Sick Leave-Employees are required to notify the employer as early as possible on the first day of their sick leave absence. Any Employee sick for three (3) or more continuous days, the employer may require the employee to furnish their employer with a doctor’s certificate certifying they were unable to work.

Exhaustion of Sick Leave-Employees who have used all their accumulated sick leave will not receive financial compensation for additional days needed due to illness or injury. For any additional time needed, the employee will be considered on leave without pay status unless the employee has accumulated vacation time or comp time remaining. The employee must request that additional sick leave be credited against the remaining vacation or comp time.

3.4 Bereavement Leave

In case of death in the employee's immediate family, the employee will be given three (3) days paid leave, which will not be charged to vacation leave. Paid funeral leave is for scheduled workdays, which shall be the day before the funeral, the day of the funeral, and the day after the funeral. Additional time off without pay may be granted in certain situations.

Immediate family shall be defined as spouse, parent, children, brothers, or sisters, mother-in-law, father-in-law, grandparents, grandchildren of the employee and legal guardians or dependents.

An employee who claims funeral leave *may*, at the discretion of his employer, be required to furnish confirmation of the death, which may include an obituary notice or funeral home announcement.

3.5 Military Leave

A Johnson County full-time employee returning from military duty who makes application for re-employment within ninety (90) days from discharge has the right to be restored to his or her original position. However, so long as that position still exists and is not held by a person with greater seniority, or otherwise to a position without cause within one (1) year after restoration of employment. The employee is to be restored to employment without loss of seniority.

The full-time employee may be granted leave without pay a maximum of fifteen (15) working days, according to T.C.A. 8-33-109, in a calendar year for mandatory active duty training if the full-time employee is a member of an official organized reserve unit. It is not necessary to use vacation time for military leave. Johnson County will recognize the following as an official organized reserve unit:

- (a) Air National Guard
- (b) Army National Guard
- (c) Air Force Reserve
- (d) Army Reserve
- (e) Coast Guard Reserve
- (f) Marine Corps Reserve
- (g) Naval Reserve

The employee will receive this benefit only if he/she is a full-time permanent employee. All compensation received from the government for such (active duty training-maximum of 15 day per calendar year) leave should be submitted to your payroll section. Your budget officer will determine the amount to be deducted from your salary in order to ensure no loss in your salary for the time period spent on military duty.

To be eligible for pay allowance, you must meet each of the following qualifications:

- (a) Must be employed on a regular basis.
- (b) Must have been a member of an official organized unit for a period of 120 days prior to the employee's temporary military duty.
- (c) Must return to regular full-time employment immediately following temporary military duty unless illness, disability, or unapproved absence (to be determined by the employee's departmental supervisor) prevents or delays his/her return to work.

After you have accepted the call and received your orders for temporary duty, you will show your departmental supervisor a copy of the orders. If individual orders are not issued, a statement from the commanding officer will be acceptable. The departmental supervisor will grant permission for you to be absent.

3.6 Jury Duty

The County encourages all employees to fulfill their duty to serve as members of a jury or to testify when called in both Federal and State courts. Therefore, the following procedures shall apply when an employee is called for jury duty or subpoenaed to court:

- (a). Upon receiving a summons to report for jury duty, the employee shall on the next day he/she is working show the summons to his or her supervisor.
- (b). The employee will be granted a leave of absence when he/she is subpoenaed or directed by proper authority appear in Federal or State as a witness or juror.
- (c). If the employee is relieved from jury duty during working hours, after serving less than three hours, the employee must report back to the employer. In addition, if the employee is relieved from being a witness during working hours, the employee must also report back to the employer.
- (d). If an employee summoned for jury duty is working a night shift or is working during hours preceding those in which court is normally held, such employee shall be excused from his employment for the shift immediately preceding the first day of service on any lawsuit. After the first day of service, when such employee's responsibility for jury duty exceeds (3) hours during a day then such employee shall be excused from his/her next scheduled work period occurring within twenty-four (24) hours of such a day of jury service. Full-time employees shall receive compensation during time served on jury duty or when subpoenaed as a witness.
- (e). Full time employees shall receive compensation for time served on jury duty or when subpoenaed as a witness.
- (f). Full time employees may retain all compensation for serving as a juror.
- (g). The above provisions concerning compensation for time in court do not apply if the employee is involved as a plaintiff or defendant in private litigation. On these occasions the employee must take vacation leave, comp-time, or leave without pay.

3.7 Leave Without Pay

Any employee, at the discretion of the employer, may be granted leave without pay for essential reason as determined by the employer. During the period of absence, the employee will not accrue vacation, sick leave, or other benefits.

3.8 Family and Medical Policy

Under the family and Medical Leave Act of 1993 (FMLA), eligible county employees are entitled to up to twelve (12) workweeks of unpaid leave during each 12-month period beginning the calendar year for birth of a child, the placement of a child for adoption or foster care, a serious health condition of employee that makes the employee unable to perform the functions of his or her job, or the serious health condition of a spouse, son, daughter, or parent which requires the employee's presence. Both male and female employees are eligible for leave in connection with the birth or placement of a child or family illness, but special rules may apply if both husband and wife are county employees. Subject to certain conditions, accrued paid leave may be substituted for unpaid FMLA leave.

Those eligible are employees who have been employed by the county for at least 12 months, and who have worked at least 1250 hours during the 12-month period immediately before leave is requested.

An employee must provide at least thirty (30) days advance notice of the need to take FMLA leave under normal circumstances. Medical certification also may be required.

It is the policy of Johnson County to grant its employees leave in accordance with the requirements of the Family Medical Leave Act. All employees should have a copy of the FMLA Fact Sheet, and employees may obtain additional copies of that publication as well as additional information about the FMLA and their rights and obligations under that law from their supervisor, or by contacting Accounts and Budgets Office at 423-727-7977.

In addition to the FMLA, Tennessee has a maternity leave law (T.C.A. 4-21-408) which applies to all employers who employ 100 or more fulltime employees at a job site or location. This state law allows employees who have been employed for twelve (12) months to take up to four (4) months of paid leave for pregnancy, childbirth and nursing the infant.

To be eligible for this leave, the employee must give *at least three (3) months in advance notice*, except in the cases of medical emergency. This leave will run concurrently with any leave to which the employee may be entitled under the FMLA or otherwise. Subject to certain conditions, accrued paid leave may be substituted for unpaid maternity leave. Employees may obtain a copy of the Tennessee maternity leave statute by contacting the Accounts and Budgets Office at 423-727-7977.

3.9 In-Line-of-Duty Injury Leave (Workers' Compensation Insurance)

Any employee sustaining an injury or an illness during the course and scope of his or her employment, which is determined to be compensable under the provisions of the Workers' Compensation Law, shall be entitled to receive in-line-of-Duty-Injury leave. This leave shall not be counted against any accrued sick leave which the employee has accumulated except when an employee elects to use accumulated sick leave to his/her salary to the regular full-time pay-until accrued sick leave has been exhausted (if it is in accordance with the federal and state rules and regulations). Benefits, which are receivable, by the employee will be determined by the provisions of the Workers' Compensation Law.

3.10 Holidays

Because of the variety of Johnson County services, not all employees may be able to observe holidays on the same day. If your work schedule requires a deviation from the holiday schedule, your supervisor will tell you about it.

3.111 Special Pay Provisions

Every effort will be made to allow employees of on each designated holiday, the employee will be compensated at a rate, which is one and one-half times the employee's regular rate of pay for the hours worked. The employee may elect to receive compensatory time, which will be earned at the rate of one and one-half hours for each hour worked during the holiday.

All employees will receive the same number (12) of regular holidays each year. When a holiday falls on Saturday or Sunday, the Monday following the holiday will be observed.

3.112 Those Holidays are as Follows:

New Years' Day
Martin Luther King Jr. Day
President's Day
Good Friday
Memorial Day
Independence Day
Labor Day
Veteran's Day
Thanksgiving Day
Friday after Thanksgiving
Christmas Eve
Christmas Day

If Christmas falls on a Tuesday, Wednesday, or Thursday, the day before will be observed as Christmas Eve. The elected official will make special provisions for Christmas holiday when the holiday falls during or near a weekend.

An employee must be on a pay status the day before and the day after a holiday in order to be paid for the holiday. Leave before and after a holiday is at the discretion of the elected official or department head. New employees will not be eligible for holiday pay for ninety (90) days from the start of employment.

3.10 Leave Records

Employees requesting leave are required to record leave on forms provided by the county. The forms are to be given to the county official or department head by the employee (except for leave without pay which it to be approved by the elected official only). Accounts and Budgets Office will be responsible for maintaining the leave forms.

4.0 SEXUAL HARASSMENT POLICIES AND DISCRIMINATION/HARASSMENT COMPLAINT PROCEDURE

4.1 Unlawful Harassment in the Workplace

It is the policy of Johnson County to maintain a respectful work and public service environment. Johnson County prohibits and will not tolerate any form of unlawful harassment by or towards any employee or official on the basis of race, color, religion, sex, national origin, age, disability, status as a Vietnam-era veteran or special disable veteran, or status in any other group protected by law. Any employee or official who engages in such behavior is subject to disciplinary action, up to and including termination of employment.

One particular kind of harassing behavior is sexual harassment. Sexual harassment, which can consist of a wide range of unwanted and unwelcome sexually directed behavior, is defined as:

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

- (1) *Submitting to the conduct is made explicitly or implicitly a term or condition of an individual's employment or of obtaining public service: OR*
- (2) *Submitting to or rejecting the conduct is used as the basis for an employment decision affecting an individual's employment or public services: OR*
- (3) *Such conduct has the purpose or result of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.*

Neither sexual harassment nor any other form of unlawful harassment will be tolerated in the workplace. Employees are urged to report alleged incidents of unlawful harassment.

4.2 Discrimination/Harassment Complaint Procedure

Discrimination, including harassment in the workplace based on race, color, religion, sex, national origin, age, disability, status as a Vietnam-era veteran or special disable veteran, or status in any other group protected by law is illegal. If an employee believes that he or she has been subjected to illegal discrimination or harassment related to employment with the Johnson County, the employee should report the incident promptly to the county official or department head under whose direction the employee works. If the problem is not resolved within a reasonable time, or if for any reason the employee and the county official or department head, then the problem should be reported to the County Attorney. The County Attorney may act as a mediator between the affected employee and the county official or department head. No adverse personnel action will be taken against an employee for reporting a bona fide incident of discrimination or harassment or for assisting in the investigation of a complaint. However, disciplinary action may be taken against any individual providing false information in connection with a complaint.

5.0 WAGE HOUR POLICIES

5.1 Workweek

The workweek for employees of Johnson County begins at 12:00 am on Sundays and ends at 11:59 on Saturday of each week. Employees who are paid on an hourly basis will receive compensation at the regular rate of pay for all hours worked up to and including forty (40) hours in the workweek. The salary paid to salaried employees is compensation for all hours worked by such employees up to and including forty (40) hours in the workweek. The actual work schedule for each employee will be arranged by that employee's supervisor.

Sheriff Department deputies and jailors shall have a twenty-eight (28) day work period in accordance with the 7(k)-exemption provided under FLSA. The work period begins at 12:01 am on Sunday and ends at 12:00 midnight 28 days following. The Sheriff's Department employees shall have a 40-hour workweek except for deputies and jailors (their overtime is defined as work in excess of 171 hours in the twenty-eight (28) day work period).

5.3 Compensatory Time

Compensatory time may be given to those employees who work overtime as provided in the section on "Overtime" and whom the county has prior agreement or understanding that the employee will accept compensatory time in lieu of cash payment for overtime.

Employees are encouraged to use their accrued compensatory time when enough advance notice is given, and the workplace is not unduly disrupted. The maximum number of compensatory time hours that an employee may accrued is eighty (80) hours. Any employee who has reached this maximum shall not work any additional overtime until the employee's accrued compensatory time has fallen below the maximum allowed. Full time employees of Johnson County Election Commission are exempted from the maximum of eighty (80) hours accrued compensatory time accrued during an election year will be used as completely as possible during the following non-election year. The county reserves the right at any time to pay an employee in cash for any or all accrued compensatory time.

5.4 Time Records

Employees are required to record their hours on the forms provided for this purpose. Both exempt and nonexempt employees are required to fill in this form daily and at the end of the workweek, sign and forward them to your supervisor for review and processing. Please ensure that your actual hours worked and leave time are recorded accurately. Falsifying these records is a crime under T.C.A. 39-16-504.

ATTENTION: Any official or department head that knowingly signs off on a false time record is also guilty of falsifying these records.

Time records shall be maintained at the Accounts and Budgets Office.

5.5 Immigration Papers

Upon initial employment, all employees are required to attest that they are lawfully eligible to work in the United States. Employees are further required to supply the employer copies of documents proving this eligibility.

6.0 DRUG TESTING POLICIES (HIGHWAY DEPARTMENT & JOHNSON COUNTY TRANSFER STATION ONLY)

6.1 HIGHWAY DEPARTMENT DRUG TESTING POLICIES

NOTE: These drug testing policies are applicable to all Highway Department personnel including personnel who have commercial driver's license (and if the Highway Department is part of the countywide personnel policy).

IF APPLICABLE, PLEASE SEE ATTACHMENT I- "HIGHWAY DEPARTMENT DRUG TESTING POLICIES"

6.2 JOHNSON COUNTY TRANSFER STATION DRUG TESTING

Policies

NOTE: These policies are only applicable to the Johnson County Transfer Station personnel who have commercial driver's license.

IF APPLICABLE, PLEASE SEE ATTACHMENT II "JOHNSON COUNTY TRANSFER STATION DRUG TESTING POLICIES"

7.0 DRUG FREE WORKPLACE

It is the policy of Johnson County to provide a safe and healthful environment for its employees. Therefore, Johnson County has a zero-tolerance policy regarding the use of illegal drugs. Johnson County also has a zero-tolerance policy regarding excessive use of alcohol or abuse of prescription medication. Any employee that is convicted of an alcohol or drug related offense or reports to work under the influence of drugs or alcohol shall be subject to termination. Any employee involved in a workplace accident must submit to a drug test. Any employee that fails said drug test is subject to termination.

8.0 COBRA

An individual covered by the employee health plan has the right to seek continues health coverage upon the occurrence of certain events such as termination of employment, which might affect that individual's coverage.

The employee or covered individual should consult the health care plan administrator.

9.0 RESIDENCY REQUIREMENT

All new employees shall be residents of Johnson County or become residents of Johnson County within (6) months of employment. Any applicant for employment residing outside of Johnson County must sign a statement prior to gaining employment status indicating the employee's willingness to move his or her place of residence. Employees of Johnson County must continue residency so long as their employment continues.

All employees of Johnson County, employed as of the effective date of this residency requirement, shall be allowed to maintain their existing residences and shall not be required to move in Johnson County. Upon moving from the residence an employee maintained as of the effective date of this requirement, the employee must move into Johnson County, as provided by these rules and regulations. All employees are required to furnish their employer with a notice of change of address within thirty (30) calendars days of locating to a new residence.

10.0 NEPOTISM POLICY

Within each governmental entity that has an appointed department head the nepotism policy does not apply to elected and appointed county officials employees who are relatives shall be placed within the same direct line of supervision whereby one (1) immediate family relative is responsible for supervision the job performance or work activities of another relative. Transfer within the department, transfer to another department, or resignation/termination as may be necessary to eliminate the violation shall resolve violations occurring because of marriage. "Immediate family relative" shall be defined as a spouse, parent, children, brothers or sisters, mother-in-law, father-in-law, brother-in-law, sister-in-law, grandparents, grandchildren of the employee, legal guardians or dependents, or other family members who reside in the same household.

11.0 Termination Pay

A Johnson County employee, whose services are being terminated, either voluntarily or involuntarily, shall be paid for all regular earnings, which are due and accrued plus all accrued vacation time, overtime, and compensatory time. An employee who voluntarily terminates his or her employment will be compensated for any unused sick leave days. In the event of death, the amount owing the employee shall be paid to the employee's beneficiary.

TENNESSEE CODE ANNOTED 39-16-504

39-16-504. Destruction of and tempering with Governmental Records.

(a) It is unlawful for any person to:

1) Knowingly make a false entry in, or false alteration of a governmental record; or

2) Make, present, or use any record, document, or thing with knowledge of its falsity and with intent that it will be taken as a genuine governmental record; or

3) Intentionally and unlawfully destroy, conceal remove or otherwise impair the verity legibility, or availability of a governmental record.

(b) A violation of this section is a Class a Misdemeanor.

EMPLOYEE ACKNOWLEDGEMENT FORM

AND

COMPENSATORY TIME AGREEMENT FORM

(see pages following)

EMPLOYMENT ACKNOWLEDGEMENT

By signing this form, I acknowledge that I have received a copy of the personnel policies currently in effect for my office as of this date, and I understand that it is my responsibility to read and comply with the policies. These policies cannot and are not intended to answer every question about my employment with Johnson County. I understand that I should consult _____ (county official) regarding any part of the policies that I do not understand or any questions I may have about my employment with Johnson County, which is not answered in the policies. The current policies will always be on file in the office of the Johnson County Clerk, and I may examine them at any time during normal business hours.

The policies are subject to change, and I acknowledge that revisions may occur from time to time. I understand that all changes to the policies will be filed in the office of the Johnson County Clerk although my employer will usually provide me with notices of changes; I understand that changes still apply to me regardless of whether I receive actual notice. I understand that revised information may supersede, modify, or eliminate any or all the policies at any time. All Information contained in the policies is subject to applicable state and federal laws, rules and regulations, and I understand that to the extent that any such laws may conflict with any provision of the policies, such laws, rules, and regulations will control.

I have entered my employment relationship with Johnson County voluntarily, and I acknowledge there is no specific length of employment and that my employment may be terminated by me or my employer at will without cause or prior notice, at any time.

I acknowledge that none of the County’s policies may be construed to create a contract of employment or any other legal obligations, express or implied, and that any policy may be amended, revised, supplemented, rescinded or otherwise altered, in whole or in part, at any time in the sole and absolute discretion of Johnson County. I also understand it is a condition of my employment to read and sign this acknowledgment that will be maintained in my personal file.

This Handbook was ratified by the Johnson County Commission on the 18th day of July 2019 and renders all previous handbooks null and void.

Employee Name (type or print)

Employee Signature

Date

COMPENSATORY TIME AGREEMENT

In accordance with the Fair Labor Standards Act, Johnson County has a policy of granting employees compensatory time off in lieu of compensatory time worked in excess of forty (40) hours in a workweek (or other permissible schedules for law enforcement, firefighters, and certain other employees). A copy of this policy is on file in the office of the Johnson County Clerk. I understand that compensatory time will be granted at time and one-half for all time worked in excess of forty (40) hours (or other permissible work schedules). I further understand that accrued compensatory time may be used in accordance with county policy and applicable laws, rules and regulations of the U.S. Department of Labor. I voluntarily and knowingly agree to accept compensatory time off in lieu of cash compensation for overtime work and to use accrued compensatory time off in accordance with the county's policy and the laws, rules and regulations of the U.S. Department of Labor.

Employee Signature _____

Date _____