EDGEFIELD COUNTY HANDBOOK

THIS IS NOT A CONTRACT

DISCLAIMER

ALL EMPLOYEES OF EDGEFIELD COUNTY ARE EMPLOYED AT-WILL AND MAY QUIT OR BE TERMINATED AT ANY TIME AND FOR ANY REASON. NOTHING IN ANY OF EDGEFIELD COUNTY'S RULES, POLICIES, HANDBOOKS, PROCEDURES OR OTHER DOCUMENTS RELATING TO EMPLOYMENT CREATES ANY EXPRESS OR IMPLIED CONTRACT OF EMPLOYMENT. NO PAST PRACTICES OR PROCEDURES, WHETHER ORAL OR WRITTEN, FORM ANY EXPRESS OR IMPLIED AGREEMENT TO CONTINUE SUCH PRACTICES OR PROCEDURES. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE LIMITATIONS SET FORTH IN THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT UNLESS: 1) THEIR TERMS ARE PUT IN WRITING, 2) THE DOCUMENT IS LABELED "CONTRACT," 3) THE DOCUMENT STATES THE DURATION OF EMPLOYMENT, AND 4) THE DOCUMENT IS SIGNED BY THE EDGEFIELD COUNTY ADMINISTRATOR.

I ACKNOWLEDGE RECEIPT OF THE EDGEFIELD COUNTY HANDBOOK AND UNDERSTAND THAT IT IS NOT A CONTRACT OF EMPLOYMENT.

_____

Signature

_____

Printed Name

_____

Date

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GENERAL POLICIES AND PROCEDURES

COUNTY GOVERNMENT AND ADMINISTRATION

Edgefield County currently operates under the "Council/Administrator" form of government. Under this form of government, the County Council employs an Administrator to be the administrative head of the county government. He/She is responsible for the administration of all departments of county government which Council has the authority to control. He/She also performs other duties as required by Council. The Council is composed of five members who are elected from single-member districts.

EQUAL EMPLOYMENT OPPORTUNITY

Federal and state laws prohibit discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment on the basis of race, color, religion, sex, national origin, disability, or age. If you believe that you have been discriminated against in violation of the law, you should immediately contact the Administrator or Personnel Director.

ANTI-HARASSMENT POLICY

The law generally prohibits employment decisions from being made on the basis of race, sex, religion, national origin, age, disability, or similar distinctions. In addition, it is the County's desire to provide a working environment in which employees are free from discomfort or pressure resulting from jokes, ridicule, slurs, threats and harassment either relating to such distinctions or simply resulting from a lack of consideration for a fellow human being.

Disputes sometimes arise as to whether conduct was "unwelcome." Conduct which would violate this policy if it were unwelcome is considered to violate the policy if anyone complains of it. A good rule to follow in order to avoid violating this policy is as follows:

> Never do or say anything to an employee which you would not say if your mother were standing right next to you.

Obviously, not all conduct which is prohibited by this policy constitutes a violation of the law.

If you feel that this policy has been violated by anyone with whom you come in contact on the job, regardless of whether it is by a fellow worker, a supervisor, or a member of the general public, you should report the incident(s). You may report the incident(s) to your supervisor or to a higher level in your "chain of command." Complaints against the Administrator should be made to the Chairman of County Council. You may also report the incident(s) to the Personnel Director. Your report is kept as confidential as possible consistent with its effective investigation.

IMPORTANT

In order to avoid misunderstandings, complaints made under this policy require completion of the report form reproduced on the last page of the Edgefield County Handbook. You may request a copy of the complete form from the personnel department.

These procedures have been established to enable you to get relief if you feel that you are the victim of harassment. The U.S. Supreme Court has said that as a general rule you may not sue the County for a violation of your rights unless you first give us notice and an opportunity to end the harassment. The reporting procedures which we have adopted are intended to establish a clear record of what has been reported.

We do not permit retaliation or harassment against you for reporting a violation of this policy. If any employee engages in conduct which you believe is retaliatory you should report it in one of the ways listed above for reporting harassment.

DRUG FREE WORKPLACE
EMPLOYEE DRUG USE AND TESTING POLICY

As a condition of employment, County employees must abide by the drug free workplace policy. This policy is issued to all new employees during orientation. It is the policy of Edgefield County to comply with the Drug Free Workplace Act, to comply with other applicable government regulations, to establish and maintain a drug free workplace, and to prohibit the unauthorized or unlawful manufacture, distribution, dispensation, possession, and use of controlled substances on or off the job.

For these reasons, Edgefield County adopts the following policy:

I. GENERAL RULE

All employees of Edgefield County are prohibited from swallowing, inhaling, injecting, dealing in, or otherwise using illegal drugs and substances (such as marijuana, cocaine, LSD, heroin, etc.) and prescription drugs which are not prescribed for the employee's own use. This prohibition applies to use at <u>any</u> time, both <u>on</u>-the-job and <u>off</u>-the-job. County employees are, of course, permitted to possess any substance when required by their jobs or for the purpose of lawful delivery to another person. [This policy is applicable to all employees who serve at the pleasure of an elected official, provided the elected official affirmatively opts to make such employees subject to this policy.]

II. APPLICANTS FOR EMPLOYMENT

The county may conduct pre-employment drug tests for applicants tentatively selected for employment. The County shall not hire any applicant tentatively selected for employment who refuses to submit to a drug test or who tests positive for use of illegal or unauthorized substances. An applicant who is rejected under

this policy may be considered for future vacancies if he/she can demonstrate that he/she is no longer a user of any such substances.

III. CURRENT EMPLOYEES

A. All County employees will be subject to drug testing by urinalysis where "particularized suspicion" of drug use in violation of this policy exists or under other lawful conditions.

1. Particularized suspicion is deemed to exist when:

a. information that an employee has used illegal drugs or substances is provided by a reliable informant;

b. a serious accident occurs due to the apparent fault of the employee;
   (1)"serious accident" is defined as:
      (a) an accident involving a fatality, [NOTE: DOT regulated employees will be tested after an accident involving a fatality regardless of fault];
      (b) an accident causing bodily injury which requires medical treatment away from the scene of the accident;
      (c) an accident causing total aggregate property damage of at least $2,000 or more based on reliable estimates;
      (d) an accident in which one or more motor vehicles incurs disabling damage as a result of the accident, requiring the towing of one or more of the vehicles from the scene by a tow truck or other vehicle.

c. an employee exhibits any of the following:
   (1) extreme mood swings;
   (2) slurred speech;
   (3) unusual clumsiness;
   (4) staggering;
   (5) dilation of pupils;
   (6) sleeping on the job or lethargy;
   (7) excessive unexplained sweating; or
   (8) other aberrant behavior;

d. an employee has been arrested for violation of drug laws;

e. an employee has admitted violating the County's drug policy;

f. an employee has tested positive for illegal drugs within the past 2 years.

2. Particularized suspicion testing shall not be conducted without the approval of the County Administrator or his/her designee after consultation with the Department Head.

B. Random testing for illegal or unauthorized drug use shall be conducted for all County employees occupying safety-sensitive positions. A list of positions subject to random testing is available through the Personnel Department.

C. If an employee refuses to submit to a drug test when ordered to do so, the employee shall be subject to discharge.

IV. TESTING PROCEDURE

A. Drug testing will be by urinalysis.

B. The collection of samples will be performed under reasonable and sanitary conditions.

C. Urine normally will be collected under conditions that are semi-private – that is, a person of the same gender will be in a position to observe obvious attempts to substitute or adulterate a urine sample. Collection of the urine sample may be directly observed by a person of the same gender, however, where the person supervising the collection believes an employee has tampered with an earlier urine sample or the employee has previously admitted or been proved to have used drugs in violation of this rule.

D. All samples will be sealed, labeled, and documented in accordance with the procedure of the drug testing laboratory. Labeling, storage, and transportation of samples shall be performed so as reasonably to preclude the probability of erroneous identification, sample contamination, or sample adulteration.

E. Specimens will be checked for at least the following six substances:
1. marijuana and related substances
2. cocaine
3. opiates
4. amphetamines
5. phencyclidine
6. barbiturates

F. Applicants and employees will have an opportunity to provide any information which they consider relevant to the test, including identification of currently used prescription or nonprescription drugs, or other relevant information.

G. Samples which initially result in a positive finding for drug use will be re-tested by the gas chromatography/mass spectrometry (GCMS) method. If the GCMS test results in a positive finding of drug use, and is verified by the Medical Review Officer, the written report of the Medical Review Officer shall be conclusive for all employment-related purposes.

H. The County's Medical Review Officer normally will allow an employee whose drug test results have been confirmed as positive the opportunity to justify the result before the Medical Review Officer notifies the County of the results.

V. NOTICE TO EMPLOYEES

The County shall attempt to distribute to all present employees a copy of this policy. Additional copies of this policy are available upon request. By continuing to work, the employee agrees that he/she will abide by the policy as a condition of employment.

VI. NOTICE TO EMPLOYER, STATE AND FEDERAL GRANTOR/CONTRACTING AGENCIES, AND LAW ENFORCEMENT AUTHORITIES

A. As a condition of employment, employees agree to notify the County within five calendar days after any criminal conviction for the workplace manufacture, distribution, dispensation, possession, or use of illegal drugs and prescription drugs not prescribed for the individual employee's use. The County shall notify all state and federal grantors/contracting agencies of such employee convictions as required by the state and federal Drug Free Workplace Acts. "Conviction" means a finding of guilt, imposition of a sentence, a plea of no contest, or a plea of guilty.

B. The County shall notify law enforcement authorities whenever illegal drugs are found in the workplace.

VII. CONSEQUENCES OF VIOLATING THIS POLICY

Edgefield County has a "zero tolerance" policy regarding illegal drug use. Violations of this policy will normally result in discharge, but in exceptional circumstances may result in disciplinary action short of discharge.

VIII. COMING FORWARD WITH SUBSTANCE ABUSE PROBLEMS

A. Employees who have substance abuse problems and report them to the County before being selected for testing, and before the occurrence of an event which normally would result in testing, will normally not be disciplined upon the first violation but will otherwise be treated as if they had tested positive for drug use.

B. If an employee admits to a violation of this policy or tests positive for drugs in violation of this policy, but seeks counseling and remains an employee of the County, the employee will be discharged if he again either admits to a violation of this policy or tests positive for drugs in violation of this policy.

IX. CONFIDENTIALITY

Any drug test results or information supplied by the employees and applicants as part of the County's drug testing program will be kept as confidential as possible, consistent with the purposes of this policy.

X. TESTING COSTS

The County will pay the costs of all drug tests to which the County requires an employee to submit.

XI. NOTIFICATION OF TEST RESULTS

A. Applicants will be notified of the results of a pre-employment drug test, provided the applicant requests the results within 60 days of being notified of the disposition of the employment application.

B. Employees will be notified of the results [including the drug(s) discovered] of all tests, provided the results are positive.

XII. EMPLOYEE ASSISTANCE

The use of illegal drugs and similar substances is a serious threat to our nation's collective health, safety, and welfare. Drug abuse in the workplace is dangerous because it leads to physical impairment, loss of judgment, safety violations, and the risk of injury and death. In order to prevent these consequences of drug abuse, the County has implemented the above policy.

A. For information on where to obtain treatment or assistance for drug or alcohol problems, one of the best places to look is in your phone book's Yellow Pages under "Drug Abuse & Addiction Information & Treatment" or "Alcoholism Information & Treatment Centers." Under these headings, there is often a listing for a local "Council on Alcohol and Drug Abuse." These organizations are most helpful, as are Alcoholics Anonymous (AA) and Narcotics Anonymous (NA) in identifying sources for treatment and assistance. Set forth below is a list of organizations that may provide information or referrals.

1. National Clearinghouse on Alcohol and Drug Information
   1-800-729-6686

2. National Council on Alcoholism and Drug Dependency
   1-800-622-2255

3. Cornerstone
   400 Church Street
   Edgefield, SC 29824
   (803) 637-4050

B. Periodically, the County will make available to employees information regarding substance abuse. All employees are encouraged to attend such programs and to review any material supplied. Some employees may be <u>required</u> to attend such programs or to review such material.

XIII. **LAW ENFORCEMENT PERSONNEL DRUG TESTING POLICY**

The Sheriff's Department has a separate drug use and drug testing policy which has been communicated to those affected by the policy.

EMPLOYEE ALCOHOL USE AND ALCOHOL TESTING POLICY

The abuse and misuse of alcohol is a very serious problem which threatens our nation's collective health, safety, and welfare. The County of Edgefield is committed to maintaining a safe and productive work environment. Alcohol in the workplace is dangerous because it leads to physical impairment, loss of judgment, safety violations, and the risk of injury and death. Furthermore, it is the policy of Edgefield County to establish and maintain an alcohol free workplace, to comply with the applicable government regulations, and to prohibit the unauthorized, improper, or unlawful use of alcohol on County premises or time.

For these reasons, Edgefield County has implemented the following Alcohol Use and Alcohol Testing Policy.

I. **GENERAL RULE**

Effective immediately, all employees of the County are prohibited from using or possessing alcoholic beverages on County premises or time. (The term "County premises or time" includes: County vehicles and private vehicle on County premises; parking lots and recreation areas and any circumstances in which an employee is representing Edgefield County. Employees are <u>not</u> prohibited, however, from having unopened containers of alcoholic beverages in their personal vehicles.) County Council or the County Administrator may approve moderate alcohol use at designed social business functions.

Furthermore, all employees of the County are prohibited from reporting to or being at work while under the influence of alcohol. **(An employee shall be considered to be "under the influence" of alcohol if he/she has <u>any</u> detectable amount of alcohol in his/her system.)**

Finally, employees who are required by their jobs to possess a Commercial Driver's License are subject to the Federal Department of Transportation's Motor Carrier Safety Regulations and, more specifically, to 49 CFR Part 382 which addresses the misuse of alcohol among DOT regulated employees. These regulations prohibit the following:

- Using alcohol within four hours of reporting for duty;
- Reporting for work with an alcohol concentration of .02 or greater;
- Using alcohol while on duty;
- Using alcohol within eight (8) hours following an accident which requires an alcohol test or until a post-accident test is conducted, whichever occurs first;

- Possessing alcohol while on duty;
- Transporting alcohol in any DOT regulated vehicle (except when alcohol is mandatory cargo).

II. CURRENT EMPLOYEES

A. Effective immediately, all County employees will be subject to alcohol testing where "particularized suspicion" of alcohol use in violation of this policy exists.

1. Particularized suspicion is deemed to exist when:

a. information that an employee has used or possessed alcohol in violation of this policy is provided by a reliable informant;

b. a serious accident occurs due to the apparent fault of the employee;
(1)"serious accident" is defined as:
(a) an accident involving a fatality, [NOTE: DOT regulated employees will be tested after an accident involving a fatality regardless of fault];
(b) an accident causing bodily injury which requires medical treatment away from the scene of the accident;
(c) an accident causing total aggregate property damage of at least $2,000 or more based on reliable estimates;
(d) an accident in which one or more motor vehicles incurs disabling damage as a result of the accident, requiring the towing of one or more of the vehicles from the scene by a tow truck or other vehicle.

c. an employee exhibits any of the following:
(1) extreme mood swings;
(2) slurred speech;
(3) unusual clumsiness;
(4) staggering;
(5) dilation of pupils;
(6) sleeping on the job or lethargy;
(7) excessive unexplained sweating; or
(8) other aberrant behavior;

d. an employee has been arrested for violation of alcohol laws;

e. an employee has admitted violating the County's alcohol policy;

f. an employee has tested positive for alcohol within the past 5 years.

2. Particularized suspicion testing is not to be conducted without the approval of the County Administrator or his/her designee after consultation with the Department Head.

B. Effective immediately, all employees occupying positions designated by the County as "safety sensitive" will be subject to random selection alcohol testing to determine compliance with this policy. A list of safety sensitive positions is available in the Personnel Department. All

Department of Transportation (DOT) regulated employees are subject to random selection testing pursuant to 49 CFR Part 382. (DOT regulated employees will be randomly tested at an annualized rate of at least 25% in accordance with 49 CFR Part 382). Random selection testing is unannounced.

C. If an employee refuses to submit to an alcohol test when directed to do so, the employee shall be terminated.

III. TESTING PROCEDURE

A. Employees will have an opportunity to provide any information which they consider to be relevant to the test.

B. Alcohol tests will be conducted to determine if an employee has violated this policy.

C. The County shall use only DOT approved non-evidential screening devices and DOT approved Evidential Breath Testing (EBT) devices for alcohol testing pursuant to this policy.

D. A non-evidential screening device will normally be utilized initially to determine compliance with this policy. If the screening device indicates the presence of alcohol, or if the results of the screening device are deemed questionable by the County, then a confirmatory test will be conducted using an EBT device.

E. The EBT confirmatory test will be conducted by an individual properly certified to use the equipment. (In situations involving DOT regulated employees, the EBT operator will be properly certified in accordance with applicable DOT regulations.)

F. A confirmatory test result generated through the use of an EBT which indicates the presence of alcohol in violation of this policy will be conclusive for purposes of this policy.

IV. NOTICE TO EMPLOYEES

The County shall attempt to distribute to all present employees a copy of this policy. Additional copies of this policy are available upon request. By continuing to work, the employee agrees that he/she will abide by the policy as a condition of employment.

V. CONSEQUENCES OF VIOLATING THIS POLICY

Violations of this policy will result in discipline up to and including discharge.

A. The County shall terminate a probationary employee determined to be in violation of this policy.

B. The County shall impose discipline up to and including discharge for a non-probationary employee who violates this policy.

1. The County, in lieu of terminating an employee who has violated this policy, may suspend the employee and condition his continued or future employment upon the successful completion of an alcohol counseling/rehabilitation program.

2. If the County, after considering all of the relevant circumstances, allows an employee who has violated this policy to continue as a County employee, the County will do the following:

(a) Refer the employee to a Substance Abuse Professional (SAP) for assessment and require the employee to follow the SAP's prescribed program of counseling/treatment;
(b) Require the employee to report periodically to the County during the course of counseling/treatment;
(c) Retest the employee for alcohol use in violation of this policy before allowing the employee to return to duty;
(d) Place the employee on probation for at least six months following the employee's return to duty; and
(e) Require the employee to submit to unannounced follow-up alcohol testing for a period not to exceed five years. (The employee will be solely responsible for the total cost of all follow-up alcohol tests conducted pursuant to this policy.)

VI. COMING FORWARD WITH ALCOHOL ABUSE PROBLEMS

A. Employees who have alcohol abuse problems and report them to the County before being selected for testing, and before the occurrence of an event which would normally result in testing, will not be disciplined but will be subject to Section V (B)(2) of this policy.

B. If an employee admits to a violation of this policy or tests positive for use of alcohol in violation of this policy, but seeks counseling and remains an employee of the County, the employee will be discharged if he again either admits to a violation of this policy or tests positive for alcohol in violation of this policy.

VII. CONFIDENTIALITY

Any alcohol test results or information supplied by employee as part of the County's alcohol testing program will be kept as confidential as possible, consistent with the purposes of this policy.

VIII. **TESTING COSTS**

The County will pay the costs of all alcohol tests to which the County requires an employee to submit. However, the employee will be solely responsible for the total cost of all follow-up alcohol tests conducted pursuant to Section V(B)(2) of this policy.

IX. **EMPLOYEE ASSISTANCE**

Periodically, the County may make available to employees information regarding alcohol abuse. All employees are encouraged to attend such programs and to review any material supplied. Some employees may be required to attend such programs or to review such material.

NEPOTISM

Two or more members of an immediate family may not be employed within the same department, if such employment will result in one supervising a member of his/her immediate family, or where one member occupies a position which has a determining influence over another's employment, promotion, salary administration and other related management or personnel considerations.

1. The immediate family includes wife, husband, mother, father, sister, brother, son, daughter, mother-in-law, father-in-law, son-in-law, daughter-in-law, grandmother, grandfather, grandson, granddaughter, step-mother, step-father, step-son, step-daughter.

2. If employees become related by marriage and create a situation prohibited by this policy, one of the employees may be asked to give up his/her position. If the employees cannot choose which of them it will be, the employee having the lower budgeted annual compensation is removed. The County may make an effort to find another position for the removed employee.

3. Unrelated employees residing together in an apparently romantic relationship are treated as being within the immediate family of each other for the purposes of this nepotism policy.

DISCIPLINARY POLICIES AND PROCEDURES

Employees may be disciplined or discharged for any reason which, in the County's sole discretion, warrants discipline or discharge. The County reserves the right to treat each employee individually without regard for the way it has treated other employees and without regard to the way it has handled similar situations.

A. Disciplinary Actions

Edgefield County expects employees to meet its standards of performance and behavior and to comply with and carry out County and departmental rules and regulations. As is the case with all organizations and entities, instances arise when an employee must be reprimanded, suspended, or discharged, with or without notice. The County will administer discipline according to the situation and the County's needs.

B. Suspensions

The Administrator may, for disciplinary purposes, suspend without pay any employee for such a length of time as he/she considers appropriate. A written statement specifically setting forth the reasons for the suspension will be given to the affected employee by the Administrator or the department head and a copy submitted to the Personnel Director.

C. Employee Acknowledgement

Employees are expected to sign disciplinary notices, counseling memoranda, performance appraisals, and similar documents. The employee's signature indicates only that the employee is aware of the action taken and does not indicate that the employee agrees with such action. An employee who refuses to sign such a document may be relieved of all duty until the document is signed. If it has not been signed and returned by the end of the employee's next scheduled work day, the County considers the employee to have resigned.

D. Open Door Policy

Edgefield County has an open door policy for all employees. If any employee believes that he/she has been treated unfairly, unlawfully, or in violation of his rights under county policies with regard to any matter pertaining to his/her employment, employees may contact the personnel department or the County Administrator directly.

EMPLOYEE GRIEVANCE PROCEDURE

I. GENERAL

This procedure is adopted in accordance with the "County and Municipal Employees Grievance Procedure Act," Section 8-l7-ll0, et seq., Code of Laws of South Carolina, l976, as amended.

A. A grievance is defined as any complaint by an employee that he has been treated unfairly, unlawfully, or in violation of his rights under county policies, with regard to any matter pertaining to his employment by the

county. This definition includes, but is not limited to, discharge, suspension, involuntary transfer, promotion, and demotion. If an employee believes that he has not received or been credited with or has otherwise lost wages or benefits to which he is entitled, he must present his grievance in accordance with this procedure or such wages or benefits may be forfeited.

B. An employee who feels that he has a grievance must follow the following procedure:

Step l. He must discuss the grievance with his immediate supervisor. If his supervisor is unable or unwilling to adjust the grievance to the satisfaction of the employee, the employee must take Step 2.

Step 2. The employee must follow the chain of command in his department, appealing to each successive level of supervision. All Step l and Step 2 appeals may be oral. At each level each supervisor has two (2) work days (Saturdays and Sundays excluded) to render a decision. If no decision is made within this time, the grievance is considered denied. If a supervisor at a particular level is unavailable to consider the grievance, it is considered denied and the employee must appeal to the next level of supervision.

Step 3. If the head of the department in which the employee is employed denies the grievance, this decision is final as to any grievance brought by a probationary employee. A new employee is considered probationary until his probationary evaluation is completed and approved by his department head.

C. Other employees may appeal to the Employee Grievance Committee the denial of their grievances by department heads by filing a written request for appeal at the county's personnel department. This must be done within l4 calendar days of the time at which the facts on which the grievance is based became available to the employee. The written request for appeal must include the following information:

(a) The purpose of the appeal and what recommendation is requested of the Grievance Committee; and

(b) a statement that the chain-of-command has been followed in the appeal as is required by the grievance procedure.

The personnel department staff may assist in preparing the appeal, if requested.

D. Within ten (l0) days of receipt of the employee's request, the chairman of the Grievance Committee should schedule the requested hearing and

notify the Grievance Committee, the employee requesting the hearing, the affected department, and the personnel department.

II. THE EMPLOYEE GRIEVANCE COMMITTEE

The County Council appoints a Committee composed of five (5) employees to serve for terms of three (3) years, except that the members appointed initially shall be appointed so that their terms will be staggered, and approximately one-third (l/3) of the terms expire each year. A member may continue to serve after the expiration of his term until a successor is appointed. Any interim appointment to fill a vacancy for any cause prior to the completion of a member's term is for the unexpired term. Any member may be reappointed for succeeding terms at the discretion of County Council. All members are selected on a broadly representative basis from among county employees. Members employed in the same department as the grieving employee and members having formed an opinion on the issues prior to the hearing, may not participate in that employee's hearing.

A. The Committee annually selects its own chairman from among its members. The chairman serves as the presiding officer at all hearings which he attends but may designate some other member to serve as presiding officer in his absence. The chairman has authority to schedule and to re-schedule all hearings.

B. A quorum shall consist of at least three (3) members, and no hearings may be held without a quorum.

C. The presiding officer will have control of the proceedings. He may take whatever action is necessary to ensure an equitable, orderly, and expeditious hearing. Parties must abide by his decisions, except when a Committee member objects to a decision to accept or reject evidence, in which case the majority vote of the Committee will govern.

D. The Committee has the authority to call for files, records, and papers which are pertinent to any investigation and which are subject to the control of the County Council; to call for or consider affidavits of witnesses; to request and hear the testimony of witnesses, to consider the results of polygraph examinations; and to secure the services of a recording secretary in its discretion. The Committee has no authority to subpoena witnesses, documents or other evidence, nor may any county employee be compelled to attend any hearing. All proceedings will be tape recorded. Witnesses, other than the grieving employee and the department representative, are sequestered when not testifying. All witnesses must testify under oath.

E. All hearings are held in executive session unless the grieving employee requests at the beginning of the hearing that it be held in open session. The

official tape recording and the official minutes of all hearings are subject to the control and disposition of County Council.

F. Neither the grieving employee nor the department may be assisted by advisers or by attorneys during the hearing itself. However, the Committee may have an attorney available to it at any and all times it considers necessary and the personnel department may provide assistance in reading written materials to the Committee at the request of a grieving employee.

G. In disciplinary actions by department heads and their subordinate supervisors, the employee must receive in reasonable detail written notice of the nature of the acts or omissions which are the basis for the disciplinary action. This notice may be amended at any time 24 hours or more before the commencement of the hearing. The department must demonstrate that the disciplinary action is for the good of the county. The department makes the first presentation. The Committee may base its findings and recommendations (and the Administrator or elected or appointed officials their decision) on any additional or different grounds developed from the employee's presentation.

H. In non-disciplinary grievances the employee must establish that a right existed and that it was denied him unfairly, illegally, or in violation of a county policy. The employee makes the first presentation.

I. In all grievances, the grieving employee and the department each are limited to one (l) hour of initial presentation. The party required to make the first presentation may have a ten (l0) minute rebuttal of the other party's presentation. The chairman may appoint himself or another member of the Committee as timekeeper.

J. In all grievances, presentations may be oral or in writing or both and may be supported by affidavits or unsworn signed statements from witnesses, by records, other documentary evidence, photographs, and other physical evidence. Presentations are made by the grieving employee (with reading assistance from a member of the personnel department if the employee desires) and by a managerial employee of the affected department. Neither party may call witnesses or question the other party, or question any witness called by the Committee.

K. Except as provided in 2.12 below, the Committee will, within 20 days after hearing an appeal, make its findings and recommendation and report such findings and recommendation to the Administrator. If the Administrator approves, the recommendation of the Committee becomes his decision and copies of the decision will be transmitted by the Committee to the employee and to the head of the particular department involved. If, however, the Administrator rejects the decision of the Committee, he will make his own decision without further hearing, and

that decision is final. Copies of the decision will be transmitted to the employee and to the head of the particular department involved.

L. In grievances involving the failure to promote or transfer, or the discipline or discharge of personnel employed in or seeking assignment to departments under the direction of an elected official or an official appointed by an authority outside county government, the Committee will, within 20 days after hearing an appeal, make its findings and recommendation and report such findings and recommendation to such official. If the official approves, the recommendation of the Committee becomes his decision and a copy of the decision will be transmitted by the Committee to the employee. If, however, the official rejects the decision of the Committee, the official will make his own decision without further hearing, and that decision is final. A copy of the decision will be transmitted to the employee.

M. Nothing in this grievance procedure creates a property interest in employment or a contract of employment, nor does this procedure limit the authority of the county or an elected or appointed official to terminate any employee when the county or respective elected or appointed official considers such action to be necessary for the good of the county.

WORK HOURS

1. To insure maximum efficiency and coordination of services, Edgefield County generally provides uniform working hours for all departments, except those departments which maintain continuous operation seven days per week.

2. Normal office hours for all administrative departments of Edgefield County are from 8:30 a.m. till 5:00 p.m., Monday through Friday, except for official holidays.

PERSONNEL SYSTEM

A. Recruitment

It is the policy of Edgefield County to fill each position in the County with the best suited employee. Only the Administrator is authorized to extend funds for the advertisement of vacancies or for any other purpose related to the recruitment of applicants.

B. Employee Records

In order to maintain employee service records in a current status, the employee should keep the personnel department advised of any changes in his or her personal data.

C. Promotions and Transfers

1. A promotion is the upward movement from the employee's existing position to another position within the county government which is higher in grade. A transfer is the lateral movement of the employee from the employee's existing position to another position within the county government in the same grade and at the same rate of pay.

2. Vacancies which arise in authorized positions and new position which are established may be filled by existing employees to the extent that well suited and interested employees are available. Such positions may also be filled by external applicants.

3. In special circumstances and at the sole discretion of the Administrator, employees may be permitted to make a transfer which involves a voluntary reduction in grade.

D. Resignation/Separation

1. Resignation

Any employee may terminate his or her employment at any time, with or without notice or reason. Any employee who resigns is requested to submit the resignation in writing and is requested to give two weeks' notice. Any employee who fails to give and properly work a two-week notice is not eligible to receive pay for unused accrued vacation. The notice period may be waived by the Administrator.

2. Separation

All County employees are employed at will. Just as any employee may terminate his employment at any time without notice or reason, the County retains the same right. Employees terminated from service for reasons other than disciplinary reasons may be paid for all unused accrued annual leave. Employees who are separated from service because the position they hold has been eliminated may be considered for transfer to any County vacancy which is to be filled and for which they are well suited.

All County employees are employed at will. Just as any employee may terminate his employment at any time without notice or reason, the County retains the same right. Employees terminated from service for reasons other than disciplinary reasons may be paid for all unused accrued annual leave. Employees who are separated from service because the position they hold has been eliminated may be considered for transfer to any County vacancy which is to be filled and for which they are well suited.

TYPES OF EMPLOYMENT

Employee's Status

Edgefield County has seven types of employment classifications. Each person hired comes under one of the classifications, and movement from one classification to another depends generally on factors such as job performance, length of service, and available openings. Other factors may also be considered. Probationary employees are not eligible for paid annual or sick leave, but full-time probationary employees do receive holiday pay. This period is a continuation of the selection process, and the employee should make extra efforts to show that he/she is well suited to the position. The seven classifications of employment are:

(a) Regular/Full-time

A full-time employee who has satisfactorily passed the required probationary period and whose normal working schedule exceeds thirty hours per week.

(b) Probationary/Full-time

An employee hired to fill a full-time, regular position, but who has not completed the required probationary period of one year from the date of hire.

(c) Regular/Part-time

An employee hired for an unlimited period of part-time employment. An employee in this position accrues and may be granted annual and sick leave on a pro-rata basis. A regular, part-time employee's work schedule normally does not exceed thirty hours per week.

(d) Probationary/Part-time

An employee hired for an unlimited period of part-time employment that has not yet completed the one year probationary period.

(e) Temporary/Full-time

An employee hired for a limited period of time for full-time employment due to special project funding or due to additional workload for a limited period (often seasonal) that does not require regular staff additions or for any number of reasons. Normally the workweek for employees in this classification would conform to the hours established for the department to which they are assigned. An employee in this position receives legal holidays, but is not eligible for other leaves with pay.

(f) Temporary/Part-time

An employee hired for a limited period of time for part-time employment. The workweek for this classification of employee would normally be less than thirty hours per week. A temporary, part-time employee is not eligible for benefits provided by the county.

(g) PRN (As needed)

An employee hired to work indefinite and/or undetermined hours as needed by the County. As with other classes of employees, PRN employees serve a one year probationary period. PRN employees are not eligible for benefits and do not receive annual leave, sick leave, or holiday pay. The PRN designation is normally restricted to EMS employees.

BENEFIT POLICIES

EMPLOYEE BENEFITS

RETIREMENT

Edgefield County currently participates in the S. C. Retirement System and the S. C. Police Officers' Retirement System. Membership upon employment is required by law for most employees. Accordingly, the effective date of enrollment into the retirement system is the date of most employees' appointment to regular County service. A summary description of the retirement program is available from the personnel department. Employee contributions to the S. C. Retirement System are made through payroll deductions. The employees' contribution rates are set by law. The County contributes a significant amount to the employee's retirement.

HEALTH INSURANCE

Edgefield County currently participates in a group health and accidental death and dismemberment insurance program for all regular employees

working at least thirty (30) hours per week. The County pays a portion of the premium costs for each eligible employee. If an employee desires to cover dependents, he/she is expected to pay the additional premium through authorized payroll deduction. A copy of the summary plan description(s) may be obtained from the personnel office.

1. An employee may purchase, through payroll deduction, additional supplemental insurance which carries several options providing expanded insurance coverage for the employee and dependents. Information on

supplemental insurance coverage and enrollments may be obtained from the personnel department.

2. Edgefield County pays 100% of the premium costs of employee-only health and dental insurance for active, non-temporary employees working a minimum of 30 hours per week.

According to federal regulations governing the County's benefit plan, an employee has 31 days to make a change in health insurance coverage following a qualifying event. Otherwise, changes to coverage may only be made during the County's open enrollment period.

SOUTH CAROLINA STATE CREDIT UNION

All employees are eligible for membership in the State Credit Union. Should you become a member of the credit union, you may have deposits placed in your account automatically by payroll deductions.

DIRECT DEPOSIT OF PAY

All new employees of Edgefield County are required to utilize the Direct Deposit System. Your earnings, less deductions, will be electronically transferred to any bank or credit union in the United States. A payroll voucher will be issued to you for distribution on each pay day. The voucher will reflect your gross pay, deductions from your earnings and the pay to be credited to your account. You must notify the Personnel Department if you wish to make a change regarding your bank account.

OTHER PAYROLL DEDUCTIONS

Deferred income withholdings, Credit Union savings plans, and various other options for withholdings may be made through payroll deductions.

For further information concerning any of the employee benefits listed above, you may contact the Personnel Department.

HOLIDAYS

1. All full-time employees of the County, with the exception of Sheriff's Department personnel, Emergency Medical Services personnel, security

   personnel and others whose work schedules do not permit, will observe hose holidays that are established by County Council each year. Annual holiday schedules will be provided to each employee prior to the beginning of each calendar year. Additional copies of the holiday schedule may be obtained from the personnel department.

2. When a holiday falls on a Sunday, the next following Monday is observed as the holiday. If the holiday occurs on a Saturday, the Friday preceding is observed as the holiday.

3. When the demand of service or work schedules are such that an employee is required to work on a holiday, an employee may request an alternate day off in lieu of the holiday in addition to his regular pay or receive holiday pay as granted by the County. Employees on leave of absence do not receive paid holidays. Employees on vacation during a holiday do receive credit for holiday hours in lieu of vacation pay.

LEAVE POLICIES

ANNUAL LEAVE

All regular employees with six months of continuous and satisfactory service accrue annual leave from the anniversary date of employment. Rate of annual leave earnings are based upon length of service to the County.

1. Employees with more than six months, but less than 10 years of service, accrue one day per month.

2. Employees with 10 years or more, but less than 20 years of service, accrue one and one-half days per month.

3. Employees with 20 years or more of service, accrue 2 days per month.

4. Employees may accumulate up to 30 annual leave days during a calendar year. Any days over 30 unused at the end of the calendar year are lost.

5. As a general rule, unused accrued vacation is paid at termination. However, resigning employees who fail to give and properly work a two-week notice and employees who are discharged for disciplinary reasons are not eligible to receive pay for unused accrued vacation at termination.

SICK LEAVE

Edgefield County provides reasonable time off, up to the amount of unused sick leave earnings, to employees who are unable to work due to personal illness, pregnancy or injury. Such leave with pay is not a right, but a privilege granted by Edgefield County. Sick leave is not paid at termination.

1. Rate of Earnings

All regular full-time employees earn paid sick leave at the rate of one day per month of continuous service. Sick leave may be accumulated for an amount up to 90 days during a calendar year. Any days over 90 unused at then end of the calendar year are lost. Employees can accrue a maximum of 90 days for purposes of retirement credit.

2. Use

Sick leave may be approved by a department head when an employee is unable to work due to personal injury, pregnancy or illness or for absences necessitated by required dental care or exposure to contagious disease. Sick leave for family illness or death may also be granted with the approval of the Department Head.

3. Payment of Sick Leave

In order to be eligible for sick leave with pay an employee is expected to:

(a) Report to his/her supervisor, not later than the time the employee is scheduled to begin work, the reason for the absence, except in cases of emergency. An employee who fails to notify his/her supervisor may not receive pay for the day(s) taken prior to notification.

(b) If the absence extends beyond three days, keep his/her supervisor advised as to his/her condition and anticipated date of return.

(c) Submit a statement to the department head, if requested, from the attending physician as to the nature and duration of the illness.

LEAVES OF ABSENCE

Military Leave

Employees are entitled to such leave of absence and reinstatement upon return from leave of absence for military service (including Reserve and National Guard duty) as may be provided by applicable state and federal law. The provisions of such laws change from time to time and for that reason no effort is made to set forth the law in this policy.

Physical Disability and Personal Leave

Physical Disability and Personal Leave applies only to employees employed less than 12 months, and to employees who have worked fewer than 1250 hours in preceding 12 months, and long term regular employees whose reasons for leave are not covered under the FMLA.

1. An employee who has completed his initial probation (and any extension thereof) may receive a leave of absence for up to six months when unable to work due to sickness, pregnancy, or injury on or off the job. Such an employee may also apply for leave of absence for personal reasons. Personal leaves are granted only in the discretion of the Administrator upon recommendation by the employee's supervisor. Employees still in their probation periods who are absent for more than five consecutive scheduled workdays because of any physical disability are automatically terminated, but are eligible for rehire.

2. Employees are requested to apply for leaves of absence as far in advance of need as is possible, but an employee may be placed on leave status without application when the circumstances warrant such action.

3. Physical disability leaves begin on the first day of absence.

4. After the employee has exhausted his/her vacation and/or sick leave, as a general rule, an employee on leave of absence is not entitled to wages or fringe benefits and does not accrue fringe benefits. Certain exceptions may be established by law.

5. Employees desiring to return to work from an unpaid leave of absence should notify the Administrator in writing at least ten (10) days prior to their desired date of return. If the County finds that the employee is fit to resume his/her duties, the employee may be recalled to his/her former job if a vacancy exists which is to be filled. If no such vacancy exists, the employee may be recalled to any job in which there is a vacancy which is to be filled and for which he/she is well suited. If no such vacancy exists at the time the employee desires to return to work, the employee's leave of absence may be continued. Any employee who has not been reinstated within six (6) months following the commencement of a leave of absence is terminated. This action does not affect the employee's eligibility to be considered for hire as a new employee at some future time.

FAMILY MEDICAL LEAVE ACT

Applies only to employees employed 12 months or longer and who have worked 1250 hours or more in the preceding 12 months, both prior to commencement of leave.

General

Employees who meet the length of services and hours worked requirement described above have rights under the Family Medical Leave Act. As a general rule, employees must request leave of absence under this law, but in appropriate situations, employees may be placed on leave status without application.

Reason for Leave of Absence

An eligible employee is granted a leave of absence under this law if a serious health condition prevents the employee from being able to perform his/her job, if the employee's spouse, child or parent has a serious health condition and the employee must be absent from work in order to care for that relative, or to care for a natural child, adopted child, or formally placed foster child, provided that entitlement to leave to care for a child who is newly born or newly received in the employee's household ends 12 months after a natural child is born or 12 months after an adopted or foster child is received in the employee's household. Proof of need for leave of absence may be required.

Length of Leave

An eligible employee is entitled to the equivalent of a total of 12 work weeks of leave during any 12 consecutive months. Leave to care for a newly born or newly received child is taken consecutively. Leave required because of the employee's own serious health condition or that of a spouse, child or parent, may be taken intermittently or by means of a modified work schedule when necessary.

Effect of Leave on Paid Time Off

An employee who must be absent due to his own disability is paid for time lost from work first from accrued sick leave balances and then from accrued annual leave balances and similar balances. An employee who takes leave for any other reason is paid for time lost from work from his annual leave balance and similar balances.

Effect of Leave on Accrual or Fringe Benefits

Health Benefit Plan

1. Employees taking leave under this policy are expected to continue to pay their portion of health benefit plan premiums on the same date that such portion of premiums would be deducted from the employee's wages.

2. Unpaid time lost from work due to leave granted under this policy is not considered time worked for the purpose of accrual of paid time off.

Employee Responsibility

Employees who request leave under this policy should give 30 days advance notice or such lesser amount of notice as is possible in the particular circumstances.

Termination of Leave of Absence

A leave of absence under this law ends when the need for the leave of absence ends, or when the maximum leave described above has been taken, whichever occurs sooner.

Reinstatement

At the conclusion of the leave of absence, the employee is entitled to reinstatement to his former position or to a position equivalent to his former position. The employee may be asked to demonstrate that he/she is fit for duty and to give a reasonable notice of intent to return to work.

EXTENSION OF LEAVE WITHOUT BENEFITS

An employee who has been completely unable to perform the duties of his position due to his own disability and who has exhausted his entitlement to leave under the Family and Medical Leave Act by taking 12 consecutive weeks of leave may, upon written application, be granted up to an additional 14 weeks of leave. This additional leave of absence does not entitle the employee to reinstatement nor to payment of any portion of his/her health benefit plan premiums. If the employee is able to return to work prior to the exhaustion of his/her extended leave, he/she may be returned to his previous position if there is a vacancy in it which is to be filled, or to some position of equal or lesser compensation for which he/she is well suited and in which there exists a vacancy which is to be filled. If the employee is not returned to active employment, he/she may be continued on extended leave of absence status until he/she is returned to active duty status or his/her extended leave of absence expires, whichever occurs sooner.

Automatic Termination of Employment

An employee's employment automatically terminates if he/she does not return to full active employment status at the conclusion of his/her leave of absence or extended leave of absence.

Special Situations

1. Spouses. When both husband and wife are employed by the County, their combined right to a leave of absence to care for a child or parent is 12 weeks in a 12 month period.

2. Key employees (salaried employee in the highest paid 10% of all employees). Such employees may be denied reinstatement rights if reinstatement would cause substantial and grievous economic injury to operations.

OTHER LEAVE

Jury Duty

All County employees selected for jury duty may receive leave for all time actually spent in jury duty with pay limited to two workweeks per calendar year. Such leave is not charged to annual or sick leave earnings, except that on any day when such employee is excused from service on a jury, he/she is expected to report for duty at his/her regular place of work if within reasonable commuting distance or be charged to annual leave. Any fees paid for such service may be retained by the employee.

Official Court Attendance

Time for court appearances for all employees subpoenaed or ordered to attend court in an official capacity on behalf of the County, the State, or the Federal government is considered regular work time.

Private Litigation

Absence of a county employee to appear in any unsubpoenaed capacity in private litigation is charged to annual leave or to leave without pay. An employee subpoenaed to appear in court in private litigation in which the employee has no personal interest may receive leave with pay for a maximum of five calendar days per year. Any fees paid for such services may be retained by the employee.

Bereavement Leave

A regular employee, upon request may be granted up to three consecutive days of leave with pay upon the death of any member of the employee's immediate family. Immediate family is defined as husband, wife, mother, father, mother-in-law, father-in-law, brother, sister, grandparent, child or any other relative who is living in the employee's household. Any additional time off is charged to sick or annual leave at the employee's option. The County may require proof of death or attendance at the funeral.

Funeral Leave

County employees may be granted a maximum of one day off per calendar year without charge to sick or annual leave to attend the funeral of a relative or friend in instances not covered under the County's bereavement leave policies.

MISCELLANEOUS INFORMATION

TRAVEL SUBSISTENCE AND OTHER REIMBURSEMENT

1. Purpose. Travel out of town and conference attendance on behalf of the County may be authorized by the County Administrator at his sole discretion. The following guidelines should be utilized for all authorized travel.

2. Mileage Allowance. When use of personal vehicle is authorized, mileage, is reimbursed at a rate of 30 cents per mile. Such mileage is not allowed if monthly car allowances are provided. Use of personal cars for out of town county trips may be approved by the County Administrator when use of commercial transportation is not available or practical. Vehicle travel should be by the most direct route practical and substantial deviation from the distances shown by current official highway maps should be explained.

3. Meals. Expenses for meals may be reimbursed at actual costs not to exceed the maximum cost per meal as set forth below. Expenses exceeding those maximums may be reimbursed only with the approval of the Administrator. In order to be reimbursed for meal expenses, receipts for such should be attached to the travel voucher when it is filed. The following are the maximum reimbursement for meals:

Breakfast	$5.00 (when an employee leaves before 7:00 a.m. and returns after 11:00 a.m.)
Lunch	$8.00 (when an employee leaves before 11:00 a.m. and returns after 2:00 p.m.)
Dinner	$15.00 (when an employee leaves before 5:00 p.m. and returns after 8:00 p.m.)

Employees traveling out of the County for a period over twenty four (24) hours may receive the total amount allowable for all meals ($28.00) regardless of which meal it was spent on.

4. Lodging. Lodging expenses are allowed for approved overnight trips. Accommodations should be appropriate to the purpose of the trip.

Receipts for lodging expenses should be attached to the travel voucher when it is filed. Reimbursement is made for employees only at the rate for a single accommodation.

5. Cash Advances. At the Administrator's sole discretion, cash advances may be made to cover the estimated costs for those employees whose

travel has been approved. Requests for such should be submitted to the Administrator for approval.

6. Expense Vouchers. Vouchers covering travel and expenses incurred should be reviewed and approved by the Administrator for final approval. Vouchers not properly prepared and supported with necessary receipts may not be honored. Expenses not submitted within 30 days of the time incurred may be denied reimbursement.

SEVERE WEATHER CONDITIONS

In the event of severe weather or emergencies resulting from the same, the County Administrator, acting for County Council, may close appropriate County Offices if the situation warrants such action. Employees will be notified of such action through radio or news media if the action is taken prior to the commencement of the work day. If the County buildings are open for business but certain employees are unable to reach their places of employment, due to extreme weather conditions in their area, they may be granted administrative leave, leave without pay, or annual leave depending on their circumstances, upon the approval of the department head and the Administrator.

COUNTY VEHICLES

If your job entitles you or requires you to use a County vehicle, take care of it. Abuse or carelessness with County property will not be tolerated.

Employees are to provide a current copy of their driver's license and/or commercial driver's license to the personnel department. Employees are required to notify their supervisor of any status changes concerning their license.

EMPLOYEE LIABILITY

Any employee who is found to be careless, negligent or otherwise irresponsible while operating County vehicles or equipment and causes damage to such equipment, may be required to reimburse the County for such damage if recommended by the department head and the County Administrator. The employee will also be subject to termination.

CDL LICENSURE FOR ROADS AND BRIDGES DEPARTMENT

It is Edgefield County's policy that current and future employees of the road maintenance department must disclose medical conditions that might cause loss of consciousness, reduced alertness, or diminished safety while operating any equipment or vehicles incident to their employment with the County. Employees making such conditions known will then be evaluated to determine whether a declared condition renders them unfit to operate either commercial vehicles or heavy equipment that does not require a CDL.

Edgefield County will, prior to CDL testing procedures administered by the SC Department of Motor Vehicles (DMV), issue letters to approved prospective license holders. These letters, which will be addressed to testing officials at SC DMV, will state that the applicant will not be required to undergo a physical examination, since, under federal law, the use of a CDL in conjunction with government employment is exempt from this requirement. Such letters will also inform the DMV that the CDL issued to the employee will be used only in conjunction with his/her county employment. Employees undergoing the CDL examination process will also be required to sign a waiver stating that any CDL issued to them in conjunction with this policy will be used only in the course of their employment with Edgefield County. Employees wishing to use their CDL license for commercial purposes must pursue CDL licensure independent of county policy and apart from the physical examination exemption cited herein.

CDL licensure remains a requirement of continued employment with Edgefield County for all employees of the department. Additionally, employees must immediately notify the Roads and Bridges supervisor of any status change concerning either their regular driver's license or their South Carolina CDL.

WORKPLACE PRIVACY

All offices, vehicles, desks, computers and any other items purchased with County funds are the property of the County and can be inspected at any time by the Administrator or elected department head, as may be applicable.

COMPUTER AND INTERNET USE POLICY

Edgefield County's computers and internet connections are funded for the purpose of supporting the information and operations needs of the County. They are not intended for the playing of games, for personal internet searches, for the creation of personal documents, for commercial activities, nor for any use not related to business of the County. Moreover, only authorized software may be installed and/or used on county computers.

Edgefield County reserves the right to monitor computer usage for inappropriate activity, with or without notice. The use of the internet to source materials considered offensive (i.e., pornography, hate group sites, off color humor, etc.) will be considered particularly serious policy violations. The County reserves the right to determine, in its sole discretion, what uses are considered inappropriate. Any information deemed inappropriate or questionable by Edgefield County may be shared with any agency or person Edgefield County may deem appropriate. **Users of the County's computers, software, and internet connections have no expectations of privacy when using the County's computer system and other electronic systems.**

CONFLICT OF INTEREST

Edgefield County, being dedicated to its role of serving the citizens of the County, has an obligation to insure that there exists public confidence in the integrity of County employees. Therefore, it is essential that the County establish appropriate ethical standards to guide its personnel in the performance of their duties so that a conflict between private interest and public responsibilities does not exist or appear to exist.

GIFTS AND FAVORS

An employee should not accept gifts, gratuities or allowances from organizations, business concerns or individuals with whom he/she has official relationships on business of the county government. These limitations are not intended to prohibit the acceptance of articles of negligible value which are distributed generally, nor prohibit employees from accepting social courtesies which promote good public relations nor to prohibit employees from obtaining loans from regular lending institutions. It is particularly important that inspectors, contracting officers, and enforcement officers guard against the relationships which might be construed as evidence of favoritism, coercion, unfair advantage, or collusion.

ACQUIRING AN INTEREST

No employee should acquire an interest in any property or venture at any time when he/she has reason to believe that his/her interest may be affected by his/her official actions or by official actions of the County.

DISCLOSURE AND DISQUALIFICATION

An employee who has a financial interest in a business or activity that he/she has a reason to believe may be affected by his/her official actions or by the actions of the County, should make disclosure of the exact nature and value of his/her interest in writing to the Administrator.

POLIITICAL ACTIVITY

1. Employees are discouraged from actively participating in the campaign of any individual seeking election to public office.

2. No employee should engage in political activity while on duty.

3. No employee should coerce or compel other employees to supply contributions for political purposes.

SOLICITATION

Solicitation or distribution by persons in those areas of government property which are not open to the public is prohibited. Solicitation by Edgefield County government employees during work time is prohibited.

SAFETY AND HEALTH

Edgefield County will make every reasonable effort to provide and maintain safe and sanitary working conditions and facilities. It shall be each supervisor's responsibility to take prompt and appropriate action to correct any unsafe or unsanitary condition or action which is reported to or observed by him/her. Safe work practices shall primarily be the responsibility of each employee. Employees are responsible for promptly reporting any injuries or unsafe work practice or conditions to the appropriate supervisors.

TELEPHONES

County telephones are available for the conduct of county business only and should not be used unnecessarily for personal calls. Personal long-distance calls are prohibited. Employees making such calls will be required to reimburse the County.

OUTSIDE EMPLOYMENT

Employment with the County should be the principal vocation of all its full-time employees. No employee may hold a public office with the County or have conflicting employment while in the employment of Edgefield County. No full-time County employee should engage in any private business or profession during the hours for which he/she is employed to work for the County.

1. County Property. Under no circumstances should a County employee use County property, equipment, or material in the conduct of approved secondary employment.

2. Limitation. If, in the County's sole determination, an employee's outside employment is or becomes inconsistent with his/her employment with the County, the employee may be asked to choose between his/her employment with the County and his/her outside employment.

GUIDELINES FOR PUBLIC EMPLOYEES

As employees of Edgefield County your friends and the public will regard you as "the County", both on and off the job. This means that your actions directly influence how the public feels toward the government and the services rendered by the County.

Some basic points to consider in your relations with the public are:

In person

1. Show a genuine sympathetic interest in the problem or request of the person with whom you are talking. This person, at this particular time, is the most important citizen in Edgefield County. He/She has a problem or request; he/she is a customer and has asked you for help. Use your ability to give the information or render the service requested or assist him/her in getting the correct answer.

2. Be willing to help promptly and courteously when you have an opportunity to do so.

3. Remember, friendly and efficient service to the public earns respect for you and the government that you represent.

By letter

Correspondence is very important to good public relations. If you have an occasion to send out correspondence which represents the County, the following pointers may be helpful.

1. Answer letters promptly.

2. Consider the letter from the standpoint of the person to whom it is being sent. Be sure that your meaning is clear and that the tone of the letter does not cause misunderstanding, resentment or embarrassment.

3. Check facts, figures and dates for accuracy.

4. Make sure that the letter is neat, that spelling and punctuation are correct, that the name and address are correct, and that the letter has the correct postage.

By telephone

When you are representing the County by telephone keep in mind that your voice and telephone personality may be the first contact that the caller has had with any representative of the County government. It is good telephone manners to:

1. Answer promptly on the first or second ring if possible,
2. Speak pleasantly, identifying yourself and office, instead of merely saying "Hello",

3. Find out the caller's name and use it during conversation,

4. Always keep a pad and pencil by your phone so that you are ready to jot down important facts and information,

5. If you need time to obtain information regarding a request or to answer a question, promise to call back, get the caller's phone number and follow up on this promptly,

6. Be as polite on the telephone as you would if you were with the caller in his/her home.

HARASSMENT REPORT

Correct name of complainant (optional) _____

"Code name" of complainant (mandatory if correct name not given) _____

Date of Report _____

Date of Incident(s) _____

Name or description of person who engaged in harassment:

_____

_____

What happened? _____

_____

_____

_____

Names of witnesses: _____

_____

Names of people who say that the same person harassed them at another time:

_____

If harassment is found to have occurred, what action do you want to have taken?

_____

If your complaint comes down to your word against that of the person who you say harassed you, would you be willing to take a polygraph exam? _____

Copy received by County official:

_____
Signature of Official