



EMPLOYEE HANDBOOK

POLICIES AND BENEFITS



About this Employee Handbook

This Handbook has been created to provide information about the employment practices, benefits, and programs that are available to you as an employee of Mariposa County.

All County employees will regularly receive, and acknowledge both receipt, and understanding, of this Handbook.

The material in this Handbook is only a summary. If you have any questions about your job, benefits, or County policies and programs, please contact your supervisor, refer to the Memorandum of Understanding for your employee Bargaining Unit, or contact the Human Resources Department for further information. In the case of more extensive policies, direction will be given in the appropriate sections of the full policies located on the Human Resources website. It is the responsibility of the employee to review those policies in full.

This Handbook does not constitute a legal contract or entitlement to benefits not otherwise provided. Mariposa County Government reserves the right to amend or terminate any of the information described in this Handbook at any time and for any reason, subject to applicable legal requirements.

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About Mariposa County

History

Mariposa County, Home of Yosemite, is known for its amazing sceneries, outdoor attractions, and historic towns. Mariposa County was one of the original counties of California, created at the time of California's statehood in 1850. While it began as the state's largest county, territory that was once part of Mariposa was ceded over time to form 12 other counties: Fresno, Inyo, Kern, Kings, Los Angeles, Madera, Merced, Mono, San Benito, San Bernardino, San Luis Obispo and Tulare. Mariposa County is known as the "Mother of Counties."

Mariposa County's original seat was a now-nonexistent hamlet known as Agua Fria (Spanish for "cold water"), about three miles directly west of Mariposa proper on Agua Fria Road, which runs from Highway 140 to the south, to the community of Mt. Bullion to the northwest. Charles Fremont moved the County seat to Mariposa in 1854, resulting in the construction of the Mariposa County Courthouse, whose grounds occupy an entire block. The historic structure is fronted by Bullion Street; Jones Street is to the rear, with 9th and 10th Streets on either side. This handsome, white judicial building erected with whip-sawed wood from nearby forests is the oldest courthouse still in use in California: cases are still tried there to this day. The courthouse is so recognizable that its likeness is on the Mariposa County Seal.

The County took its name from Mariposa Creek, which was so named by Spanish explorers in 1806, when they discovered a great cluster of butterflies ("mariposas" in Spanish and Portuguese) in the foothills of the Sierras. Each year, during the first weekend in May, residents mark the annual arrival of migrating Monarch butterflies with a "Butterfly Days" festival and parade.

Mariposa County is located at the southern end of California's Mother Lode region. During the California Gold Rush, great quantities of the prized mineral were found and extracted, first in local stream-beds, and later in hard rock mines. One of the most notable beneficiaries of this wealth was the famed explorer and 1856 Republican presidential candidate, John Charles Frémont, for whom the local hospital and Charles Street (more commonly known as "Highway 140") are named. Jessie Street, in the town of Mariposa, is named for Fremont's wife, who came to Mariposa with her husband on many extended visits, although they never took up permanent residence within the County.

According to the U.S. Census Bureau, the County has a total area of 1,463 square miles, of which 1,449 square miles is land and 14 square miles (1.0%) is water.



Form of Government

The County of Mariposa is a General Law County. The Board of Supervisors is the governing body and has the power to make and enforce all laws and set policy related to County affairs. The Sheriff-Coroner, District Attorney, Auditor, Assessor/Recorder, and Treasurer/Tax Collector/County Clerk are elected department heads, as are the two (2) Superior Court Judges. The remaining department heads are appointed by the Board of Supervisors. The Chief Probation Officer is appointed by the County's Superior Court Judges.

The County has a permanent staff of approximately 400 employees and a 2016-17 budget of almost \$274 million. The County is organized into twenty-two (22) departments:

Administration	Agricultural Commissioner/Sealer
Assessor/Recorder	Auditor
Building	Child Support Services
Clerk of the Board	Community Services
County Counsel	District Attorney
Farm Advisor	Fire
Health	Human Resources/Risk Management
Human Services	Library
Planning	Probation
Public Works	Sheriff/Coroner/Public Administrator
Treasurer/Tax Collector /County Clerk	Technical Services

Collective Bargaining

Many positions within Mariposa County Government are represented by employee bargaining units. Terms and conditions of employment for these covered employees are negotiated between the recognized bargaining unit and the County. These terms and conditions are documented in collective bargaining agreements, or Memoranda of Understanding (MOUs).

It is the responsibility of unionized employees to familiarize themselves with the rules and regulations set forth in their respective MOUs, as well as the MOUs of the employees they supervise, as these provisions prevail over policies, many of which may be found on the Human Resources website. The provisions of this document will be applicable to the members of the bargaining unit in matters not expressly agreed to in their contractual agreements.

Recognized Employee Bargaining Units in Mariposa County

Deputy Sheriffs' Association (DSA);
Sheriffs' Management Association (SMA);
Mariposa County Managerial and Confidential Organization (MCMCO); and
Service Employees International Union Local 521 (SEIU).

Public Service Policy

Working in the public sector requires each of us to be mindful of the trust the public places in us to carry out our responsibilities on their behalf. The Board of Supervisors adopted the County's Public Service Policy, which is designed to set forth expectations about the manner in which service is provided to the public.

COUNTY OF MARIPOSA

Public Service Policy

(Adopted by the Board of Supervisors 6/16/1998)

All officials and employees of Mariposa County will strive to provide high quality, courteous, timely and cost-effective services to assist individuals and serve the broader public interest.

Excellent public service includes:

- Addressing all citizens seeking information, assistance and/or services with courtesy and respect;
- Being a patient listener;
- Assuring that public inquiries are guided to and addressed by the appropriate departments;
- Working together across department lines to resolve problems;
- Cooperating with citizens to develop workable alternatives to achieve common goals that are in the public interest;
- Being fair, consistent, and honest in our dealings with citizens;
- Following the Golden Rule: Do unto others as you would have others do unto you;
- Always remembering that we work for the public benefit.

What Do I Need to Know?

Section I

Employee's Responsibilities for Policies; Service to the Customers; and Balancing Regulatory Duty with Service Excellence

Employee's Responsibilities for Policies

You are responsible for becoming familiar with and adhering to the policies, operational rules and regulations, departmental operating procedures, and divisional guidelines of the County. If you have questions about specific policy provisions or limitations, you should discuss the matter with your supervisor as soon as possible. For the full versions of some key policies, go to the Human Resources website. If you observe behavior that you believe is in conflict with County or departmental policies, report the matter to your supervisor or the appropriate manager immediately.

Service to the Customers

This County is a service-focused organization. Providing excellent service to our customers is the primary mission of every County employee. In many cases, County customers have little choice but to use our services. Nonetheless, we desire to be the service "provider of choice" to every customer and County resident regardless of whether they have an option.

As a County staff member, you have two kinds of customers: "internal" and "external." Internal customers are your fellow County employees, contractors, and consultants. For example, many of the County's finance and administrative services have internal customers. External customers include the residents, visitors, outside agency employees, and general public that we encounter in the course of daily work.

Balancing Regulatory Duty with Service Excellence

Often, we are in the position of enforcing laws and regulations which could be in conflict with service excellence from the customers' perspective. Our goal is to balance our duties in enforcement and regulatory review with a customer service approach. At all times, customers should be treated politely and with respect—even when they may become a bit difficult. Offer your customers complete information, including suggestions of alternatives and options which may help them come into compliance and accomplish their desired goal. We are not responsible for doing the customers' work, but rather to help them accomplish their desired outcome.

In the normal course of conducting business, errors—or perceived errors—may be made. Don't make excuses. Apologize for what happened, and whenever possible strive to accommodate inconveniences that may be suffered by the customer. In difficult cases, work with your supervisor to identify potential accommodations for the customer.

Section II

Conflict of Interest; Political Activities; Confidentiality of Information and Materials; Nepotism Policy; and Mandated Reporting

Conflict of Interest

As public employees, we are all responsible to ensure the public trust by avoiding any situation that creates a real or perceived conflict of interest. A conflict occurs when your personal interest may conflict with your role as a County employee. Examples of conflict include:

- a. Engaging in or having an interest in any business or transaction, or incurring any obligation which conflicts or impairs, or appears to conflict or impair, your independent judgment in the discharge of your duties.
- b. Accepting money, tips, favors, or other considerations for work you are expected to perform in the regular course of your duties.
- c. Accepting individual gifts, gratuities or favors of any kind from persons or vendors doing business with the County or applicants seeking services.
- d. Disclosing confidential information you acquired in the course of your employment with the County, or using such information for speculation or personal gain.

Certain employees may be required to submit an annual California Fair Political Practices Commission Form 700 to document potential conflicts. It is every employee's responsibility to disclose and report all potential conflict of interest situations to their supervisor.

Political Activities

The County encourages all employees to support local, state, and federal government by voting and participating in political and civic organizations. However, employees are prohibited from the following while at work, on County property, or representing the County in the community:

- ◆ Engaging in political activity of any kind;
- ◆ Soliciting money, influence, services, or any other contribution for a political or partisan cause; and
- ◆ Forcing others to contribute to any political or partisan cause.

County employees may seek appointment or election to any public office, council, board or commission outside the County as long as such an appointment is not in conflict with the responsibilities of their County position. However, employees may not serve on any Mariposa County board, commission, committee, or council unless specifically authorized to do so by County Counsel.

Confidentiality of Information and Materials

During the course of your work, you are likely to be exposed to a wide range of information and materials related to County business. Employees are expected to maintain the confidentiality of County affairs, particularly as they relate to personnel, legal, business development, and other sensitive areas. If you are not clear on what is or is not a confidential matter, check with your supervisor.

Security and confidentiality practices include:

- a. Safeguarding the confidentiality of sensitive material whether or not you are designated as a “confidential” employee;
- b. Compliance with the medical information and record access, privacy and noticing requirements of the Health Insurance and Portability Accountability Act (HIPAA);
- c. Regardless of how you may have learned of confidential information—even if you would otherwise not be privy to it—do not convey the information any further, inside or outside the County; and
- d. If you are contacted by news media or an outside entity for a comment or information on any aspect of County business, refer the inquiry to either your department head or the County Administrator’s Office.

Nepotism Policy

The purpose of the County’s Nepotism Policy is intended to avoid conflicts of interest between work-related and personal/family obligations; reduce favoritism or even the appearance of favoritism; and prevent personal/family conflicts from affecting the workplace.

For purposes of this policy, “relative” means spouse, child, step-child, parent, step-parent, grandparent, grandchild, brother, sister, step-brother, step-sister, aunt, uncle, niece, nephew, parent-in-law, brother-in-law, sister-in-law, legal guardian, and/or significant other as defined herein, and/or any other individual related by blood or marriage living in the same household as the County employee.

An employee is defined as any person who receives wages from the County of Mariposa for services rendered to the County on a full-time, permanent part-time or extra-help basis.

Relatives of employees shall not be employed in the same department of such a relative at any time by the County as follows:

- ◆ A supervisor-subordinate relationship;
- ◆ The employees having job duties that authorize performance of shared duties on the same or related work assignment;

- ◆ Both employees being under the jurisdiction of the same immediate supervisor; or
- ◆ An adverse impact on supervision, safety, security and/or morale.

Relatives working together in the same unit, division, or work site may be waived by the department head or his/her designee. However, where the department head determines that waiver is appropriate, he/she must notify the Human Resources Director of his/her decision as soon as practical.

If a family relationship is created post-employment, the County retains the right to refuse to place one spouse or other relative under the direct supervision of the other spouse where there is a potential for creating adverse impact on supervision, safety, security, or morale. The County also retains the right to refuse to place both spouses and other relatives in the same department where doing so has the potential for creating adverse impact on supervision, safety, security or morale, or involves potential conflicts of interest.

For the complete and detailed policy on this topic, go to the Human Resources section of the County website. It is the employee's responsibility to review this policy in its entirety.

Mandated Reporting

The Child Abuse and Reporting Act (CANRA), is designed to protect victims of child abuse and neglect by imposing a "mandatory reporting requirement on those whose professions bring them into contact with children." It is the policy of the County to comply with its obligations under CANRA, to require all County employees who are mandated reporters make the required reports to child protection or law enforcement agencies, and more broadly to encourage all County employees who observe, have factual knowledge of, or reasonably suspect child abuse or neglect at a County facility or perpetrated by County personnel to promptly report the concern.

The complete and detailed policy can be found on the Human Resources section of the County website. It is the employee's responsibility to review this policy in its entirety.

Section III

Probationary Period; Reporting Your Time; Attendance and Punctuality; Notification of Absence; and Change of Personal Information

Probationary Period

There is a probationary period for all regular employees in Mariposa County Government. During your probationary period, your supervisor will observe your work habits, work performance, and other appropriate factors to determine whether continued employment on the job is mutually desirable. The probationary period is designated as twelve (12) months.

Reporting Your Time

Employees are required to keep a weekly record of the hours they work. Employees must obtain their supervisor's approval before making up missed time, working extra hours, or working overtime (unless there is an emergency situation requiring overtime). Time certifications are due to the Auditor's Office by the 20th of each month.

Attendance and Punctuality

Excellence in public service depends on all County employees being at their work site and ready to start work at the beginning of their work shift. On-time attendance is expected of all County employees. If you anticipate being late to work, you are responsible for contacting your supervisor or your supervisor's designee in accordance with the policies of your department.

Unless otherwise set forth in your MOU, tardiness beyond 15 minutes is an infraction and may be subject to disciplinary action. Employees can present an explanation for being tardy, but it is up to the supervisor to determine whether the explanation is reasonable so as not to constitute an infraction. Repeated tardiness could result in termination.

Notification of Absence

You are required to notify your supervisor or his/her designee prior to the start of the shift on any day you will be unexpectedly absent from your job. The specific notice requirements will vary by department and by assignment; you must follow the notification procedures established in your department.

If you are absent for three (3) consecutive working days without reporting to your supervisor, you will be deemed to have voluntarily resigned your position and will be removed from payroll.

Change of Personal Information

Employees are expected to notify their Supervisor as soon as possible of any changes to their name. Notification regarding dependent status (new dependents, or dependents reaching age 26 for benefit eligibility), and/or marital status must be made to the Auditor's Office. Tax withholding forms (W-4) are available from the Auditor's Office, and can be used to make changes to income withholding due to changes in marital status, number of dependents, changes in income, or other occurrences that may impact income tax withholding. Changes to the employee's address (physical and mailing), telephone number, personal e-mail address, and emergency contact information should be submitted in writing to their Supervisor.

Section IV

Work Week; Pay Periods; Out-of-Class Work and Pay; and Direct Deposit

Work Week

The established work week begins at 12:00 AM on Sunday and ends at 11:59 PM on Saturday. Alternate work weeks may be established by operating departments based on need; such schedules require approval of the Board of Supervisors.

Pay Periods

The established pay period for the County is the first day of the month through the last day of the month. The designated pay day for wages earned during the month is the last working day of the month. If the last day of the month is a Saturday or Sunday, pay will be issued on Friday.

Out-of-Class Work and Pay

Out-of-class work shall only be assigned to fill an actual budgeted position where the incumbent is out on leave, or to cover a position that is expected to be vacant for six months or less. Employees who are assigned work of a higher level permanent position on a temporary basis due to a vacancy of six months or less, an illness, vacation or other type of leave shall receive a salary rate increase to the next higher level for the time actually worked, provided that the total continuous assignment is eighty (80) working hours or more. Such increase shall be determined as if the assignment had been a promotion, and shall be effective from the first day of such an assignment.

The out-of-class employee technically remains in his/her current position, thus continuing to receive the benefits of his/her regular position, but receives additional pay for assuming a substantial amount of the higher-level position's responsibility on a temporary basis. The employee's salary shall be adjusted to be comparable to the existing step of the new range, which shall be at least five percent (5%) higher than the employee's existing salary, or the top step of the new range if a 5% increase cannot be achieved. Such assignment and additional pay shall only be made in writing to the Human Resources Director by the department head.

The above policy does not apply for department head acting pay, which is governed by a separate Board-approved pay policy.

Direct Deposit

Direct deposit of payroll earnings into checking or savings accounts at designated financial institutions is available upon request. Contact staff in the Auditor's Office for additional information, or to set up direct deposit.

Section V

Employee Assistance Program; Equal Employment Opportunity and Disability Accommodation; and Harassment and Discrimination

Employee Assistance Program

The Employee Assistance Program (EAP) provides personal, professional, and confidential assistance to you and your family members at no cost. Employees may contact Human Resources for additional provider information.

Equal Employment Opportunity and Disability Accommodation

All personnel actions in County Government will be based on the merit and job-related requirements of the positions. There shall be no discrimination against any person in recruitment, examination, appointment, training, promotion, retention, or any other personnel action based on race, sex, national origin, religion, creed, age, physical disability, political affiliation, sexual orientation, or other non-merit based factors.

Pursuant to the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) and state law, Mariposa County will reasonably accommodate employees with disabilities and pregnant employees, as defined by law. Failure to reasonably accommodate employees with disabilities and pregnant employees is a violation of federal and/or state law as well as County policy.

Discrimination and Harassment

Mariposa County is committed to providing a work environment free of all forms of discrimination and harassment. Actions, words, jokes or comments based on non-job-related factors such as race, color, religion, religious dress or grooming practices, national origin, ancestry, disability, medical condition, genetic characteristics, marital or domestic partner status, sex (including pregnancy or childbirth), sexual orientation, gender identity and/or expression, military or veteran status, age or any other characteristic or classification protected by federal, state, and local laws and ordinances, are strictly prohibited.

Because the County is committed to a workplace free of discrimination and harassment of any kind, the County policy sets a higher standard for behavior than may be set by the law. Under both federal and state law, illegal harassment occurs when it is based on a person's protected class (race, color, religion, religious dress or grooming practices, national origin, ancestry, disability, medical condition, genetic characteristics, marital or domestic partner status, sex (including pregnancy or childbirth), sexual orientation, gender identity and/or expression, military or veteran status or age) and the harassment reaches a level that is sufficiently severe or pervasive to alter a person's working conditions.

All phases of the employment relationship, including recruitment, testing, hiring, upgrading, reasonable accommodation or return to work processes, promotion/demotion, layoffs, discipline, rates of pay, benefits, and selection for training are covered by this policy.

Any employee found to have violated the County Policy will be subject to discipline that is commensurate with the severity of the offense and that is designed to stop the harassing behavior and to prevent future harassing or retaliatory conduct.

If an employee experiences any form of harassment, or has a related complaint that the work environment is hostile, offensive, intimidating or abusive, the employee should promptly report the matter to any supervisor or manager or to the Human Resources Director/Risk Manager or to the County Administrative Officer. The complaint or report may be made orally or in writing. Employees may, but are not required to, report the incident to their immediate supervisor.

Under no circumstances will an employee be penalized for reporting what the employee believes in good faith to be harassment under this policy. Pursuant to state and federal law, the County prohibits retaliation against an employee who has filed a harassment complaint or participated in a harassment investigation or testified at any hearing, deposition, or trial regarding harassment in the workplace, even if the harassment complaint is later found to be false or unfounded.

The Mariposa County Policy against Discrimination and Harassment in the Workplace sets forth specific prohibitions and requirements which all employees are expected to understand and adhere to.

For the complete and detailed policy on this topic, go to the Human Resources section of the County website. It is the employee's responsibility to review this policy in its entirety.

Section VI Safety and Violence in the Workplace

Safety

Mariposa County expects each of its employees to participate in creating a safe work environment by observing Mariposa County's safe work practices, policies, and procedures at all times. Mariposa County employees must not engage in any work practice that is not safe or is contrary to law, County policy or procedure, or accepted safe work practices. Employees must report any unsafe condition to their supervisor immediately.

For the complete and detailed policy on this topic, go to the Human Resources section of the County website. It is the employee's responsibility to review this policy in its entirety.

Violence in the Workplace

Violence of any kind has no place in the County's work environment.

Any direct physical, excessive verbal, written, or visual act (with or without a weapon) that threatens, attempts to intimidate, or has the purpose of unreasonably interfering with an individual's work performance, or creates an intimidating or hostile work environment, is also prohibited. This includes aggressive or hostile behavior, intentionally damaging property, and committing acts motivated by, or related to, workplace harassment or domestic violence.

If you are subject to or observe any threat or behavior as outlined above, whether by a coworker or a member of the public, immediately report such action to your supervisor, manager, department head, or the Human Resources Director. In cases of immediate danger or bodily harm dial 911 for assistance from the Sheriff's Office.

Section VII

Smoking Policy – Smoke-Free Campus; Use of County Equipment; Electronic Media; Drugs and Alcohol in the Workplace; and Personal Vehicle Use

Smoking Policy – Smoke-Free Campus

In order to protect the public health, safety, and welfare of citizens and employees, smoking tobacco or any other substance is prohibited in County-owned or operated facilities. In addition to applicable state and federal tobacco laws that affect California, smoking, including electronic smoking devices, is prohibited in enclosed areas of all property owned, leased, or operated by Mariposa County; in smoke-free workplaces subject to California Labor Code section 6404.5; in recreational areas, including County-owned parks, community parks, sports fields, the Mariposa Farmer's Market and Mariposa Creek Parkway; in service areas, defined as Yosemite Area Regional Transit System (YARTS) bus stops; within 25 feet of any unenclosed area (such as parks or YARTS bus stops) where smoking is prohibited; within 25 feet of any entrance, exit, operational window, or air intake vent to any building where smoking is prohibited.

Use of County Equipment

Because of public perception, potential damage or loss to County equipment, and the costs associated with finding missing equipment, the County does not allow the personal use of County equipment. Taking County equipment or supplies home for personal use, such as power tools, tables, chairs or computer equipment is not allowed. When large pieces of County equipment are no longer needed and cannot be discarded, they are disposed of through the County's surplus property program administered by the Public Works Department. Disposal of surplus property that falls outside of the program administered by Public Works is managed by each operating department. However, action of the Board is required to classify the property as "surplus" and to designate the appropriate means of disposal. Employees may not take, give away, or sell County equipment or supplies except through these programs.

Electronic Media

The use of all electronic media is only for purposes related to your specific job duties, except as may be otherwise authorized by your department head during designated lunch and break periods. These resources are intended to enhance the County's communications and operational capabilities, promote the County, be responsive to public inquiries, and for research or administration in support of the County's overall mission. Electronic media includes e-mail, Internet, electronic information sharing systems, and all phones, tablets, photocopiers, faxes, televisions, voicemail, electronic documents and computers.

The County's technology resources and all the information contained therein are the property of the County. You should not have an expectation of privacy for data in any electronic media. The County reserves the right to monitor and log use and access to Internet sites, to restrict access, to limit ability to send or receive large documents, and to monitor and/or restrict file server and bandwidth space use. The County assumes no liability for files that may be deleted due to excessive space use from downloaded files. Although it is not the County's practice to read and review electronic files on a routine basis, the County has the capability to access, monitor, review, and copy any electronic media use, such as in the case of viruses or access to inappropriate web sites. The County may back up electronic files, and therefore information may be restored, even if the user believes the files have been deleted.

Employees are expected to use good judgment at all times when using County technology. Access to the Internet and e-mail is provided for official use only, except as may be authorized by the department head during designated employee lunch periods and breaks. Employees are prohibited from downloading materials from web sites that are not related to County business. Information regarding Internet sites accessed by employees may be considered public information.

It is the responsibility of each department to determine the appropriateness of any request for information.

Drugs and Alcohol in the Workplace

Mariposa County is committed to a drug and alcohol free work environment. Drug and alcohol consumption constitutes a danger to the employee, fellow employees, and the public. The safety of public property and equipment is placed in jeopardy when an employee is under the influence of drugs or alcohol. It is the policy of the County that the unlawful manufacture, sale, distribution, dispensation, possession or use of drugs or alcohol, or being under the influence of drugs or alcohol in the workplace, is expressly prohibited and constitutes grounds for termination of employment with Mariposa County.

The Omnibus Transportation Employee Testing Act of 1991 mandates random alcohol and drug testing for safety sensitive employees in positions requiring a commercial driver's license. Pre and post-employment drug testing will be administered pursuant to the requirements of this Act for all employees required to hold and use a commercial driver's license to perform their jobs with the County.

Specific requirements and provisions for drug testing are set forth in the County Drug and Alcohol Testing Policy and the Drug and Alcohol Testing Policy for Safety Sensitive positions.

Personal Vehicle Use

This policy defines the responsibilities and rules for the use of privately owned vehicles used for County business. This policy applies to County officers, employees, and other authorized individuals as specified in this policy.

An exception to this policy shall be made for the Sheriff's Department as a result of its unique law enforcement function. The Sheriff's Department will develop and enforce its own written policy, which shall guide vehicle utilization of employees of the Sheriff's Department and other County employees engaged in law enforcement activities that are under the direction of the Sheriff.

Employee Responsibilities

Responsible Driving: Each County driver shall drive responsibly, anticipate emergency situations, and make every effort to avoid collisions. All employees operating a vehicle on County business represent the County of Mariposa and shall always project a professional and responsible image to the public.

Following Traffic Laws: Employees are expected to be knowledgeable of, and follow, all applicable federal, state and local traffic laws.

Driver's License: County employees operating vehicles on County business must have a valid State of California driver's license, except for new County employees, who may have an out-of-state driver's license as long as they obtain a California Driver's License within three (3) months of employment.

Suspended, Revoked or Restricted Driver's License: County employees who are required to have a valid California driver's license to operate vehicles or equipment on County business shall immediately inform their supervisor in the event their driver's license is suspended, revoked, or otherwise restricted in a way that impacts the employee's ability to perform his/her job duties that require or involve operating a motor vehicle.

Vehicle Collisions, Incidents or Damage

Safe Driving: It is the responsibility of the driver of privately owned vehicles while being used for County business to exercise reasonable care to avoid impediments or obstructions in the path of the vehicle which might cause damage to the vehicle, other vehicles or property, or injury to drivers, passengers and pedestrians.

Collision, Incident or Damage Reporting: All collisions or vehicle damage involving privately owned vehicles being used on County business, regardless of severity, shall be reported immediately to the employee's supervisor, to the appropriate law enforcement agency (request an official collision report from the responding officer) and to the Fleet Division within 24 hours after the accident. Vehicle collisions involving extensive property damage, personal injury or loss of life must also be reported to the Department of Motor Vehicles (DMV) within 10 days of the incident. It is the employee's responsibility to report the incident to the DMV.

Insurance Requirements: Employees who drive a privately-owned vehicle on County business must maintain automobile insurance that complies with the State of California minimum requirements for bodily injury and property damage. The employee shall ensure that his/her level of insurance is appropriate for use of the vehicle for business. Excessive traffic violations will be reviewed regarding continued use of County-owned

or rental vehicles. Claims coverage for rental vehicles that are used as part of approved County-wide business will be reviewed on a case-by-case basis.

For the complete and detailed policy on this topic, go to the Human Resources section of the County website. It is the employee's responsibility to review this policy in its entirety.

Section VIII Workers' Compensation

Workers' Compensation

Employees who are injured on the job, no matter how slightly, must report the incident immediately to their supervisor, or in the absence of the supervisor, the appropriate manager. Failure to follow County procedures may affect eligibility to receive workers' compensation benefits.

If an employee has an illness or injury that is either caused by his/her job, or incurred within the course and scope of his/her employment, the employee may be entitled to medical care, temporary industrial disability leave (time away from the job based on doctor's orders), and temporary disability payments for the period of time the employee is medically unable to return to work. These benefits are administered by the Human Resources Department, in coordination with the County's workers' compensation carrier.

The County may provide a temporary light-duty program for employees who sustain a workplace injury or illness in an effort to return the employee to work as soon as possible. Light duty is not guaranteed and may be modified, or ended, at any time, even if the employee's physician has not released him/her to regular duty.

The County will not allow any form of retaliation against individuals who file a workers' compensation claim.

Specific information about the requirements, benefits and limitations of the Workers' Compensation program are set forth in the relevant Memorandum of Understanding.

Section IX Job Abandonment and Discipline

Job Abandonment

“Absent Without Leave” – An employee who has not followed applicable procedures and received proper authorization to be absent from his/her job shall be deemed “Absent without Leave.” An employee who is absent without Leave for any period is subject to disciplinary action. An employee is deemed to have voluntarily resigned if the employee is absent without Leave for more than three working days.

Regular employees will be given an opportunity to explain the absence and failure of notification before final action is taken. An employee separated for job abandonment will be reinstated upon proof of justification for such absence, such as severe accident, severe illness, false arrest, or mental or physical impairment which prevented notification.

No employee who was separated for job abandonment has the right to a post-separation appeal.

Discipline

Disciplinary actions are intended to be corrective and progressive in nature, with the objective of obtaining compliance with rules, orders, procedures, standards of conduct, and/or expected job performance. Corrective or disciplinary action taken should be limited in severity so that it is commensurate with the alleged infraction(s). While supervisors are encouraged to use a progressive approach in most circumstances, serious infractions of disciplinary standards call for an appropriate response. Counseling, warnings, reprimands, and suspensions may be bypassed if the employee’s actions justify a more severe response.

Any permanent employee may have disciplinary action taken against him or her by a department head based on any of the charges set forth below through a progressive disciplinary practice, and in addition to any charges specified in an MOU or in a departmental policy. “Disciplinary action,” as used in this policy, means demotion, suspension, reduction in compensation, dismissal, or any other disciplinary action that affects the employee’s present status.

The County shall take disciplinary action against a permanent employee for just cause only. Probationary employees, extra-help employees, or employees in at-will positions may be dismissed with or without cause and with or without notice. If a permanent employee has been promoted, he/she may be returned to the previous position held, or a similar position, pursuant to the provisions of the applicable MOU.

One or more of the following causes shall constitute grounds for a disciplinary action against any permanent employee, including, but not limited to:

Job Performance

1. Incompetence.
2. Inefficiency in the performance of the duties of his/her position.
3. Inattention to or dereliction of duty, including, but not limited to, carelessness or negligence in the performance of one's duties or in the care or use of County property.
4. Insubordination, including, but not limited to, refusal to perform assigned work or to carry out directions of authorized County personnel.
5. Excessive or unexcused absenteeism; excessive tardiness, or excessive use of leave privileges. For purposes of this policy, "excessive" means that the level is disruptive or harmful to departmental operations, unduly burdens supervisors or co-workers, or negatively impacts the department's ability to provide expected levels of service.
6. Absence from duty without prior authorization or failure to report after a leave has expired or after notice has been provided that a leave has been disapproved, revoked or cancelled.
7. Failure to report for work within a reasonable time after notice of recall from layoff.
8. Inability to perform assigned duties, including, but not limited to, mental or physical incapacity.
9. Failure to possess or maintain required licenses or certifications.

Personal Conduct

1. Discourteous, offensive, or abusive conduct or language toward fellow employees or members of the public.
2. Reporting for duty under the influence of, or carrying into County facilities, or possessing, consuming, or using on County premises, or inducing or causing others to use, drugs or other controlled substances; or giving, selling, or delivering such items to any other person on County premises.
3. Drinking alcoholic beverages on the job, or reporting for work under the influence of alcohol, or carrying an alcoholic beverage into a County facility or onto County property without prior authorization.

4. Marking, defacing, damaging, writing, or drawing on any County property not designed for that purpose.
5. Furnishing confidential information and/or material to unauthorized personnel or removal of records from an employee's personnel file.
6. Unauthorized review of an employee's personnel file or unauthorized removal of records from an employee's personnel file.
7. Dishonesty. Falsifying any information supplied to the County, including but not limited to, information supplied on application forms, employment records, examination materials, time sheets or cards, absence forms, or other records.
8. Unauthorized use of a County vehicle, including, but not limited to, transporting unauthorized persons in a County vehicle; or driving a vehicle on County business when one's driver's license has expired, been suspended, revoked or is in violation of any condition specified by the DMV.
9. Offering anything of value or any service in exchange for special treatment in connection with one's job or employment, or accepting anything of value or any service in exchange for granting any special treatment to another employee or to any member of the public.
10. Fraud in securing employment with the County.
11. Willful violation of any County rule; any deliberate action that is extreme in nature and is obviously detrimental to the County's efforts to serve its citizens.
12. Willful violation of security or safety rules or failure to observe safety rules or the County safety practices; failure to wear required safety equipment; tampering with County equipment or safety equipment.
13. Unauthorized possession of dangerous or illegal firearms, weapons or explosives on County property or while on duty.
14. Engaging in criminal conduct or acts of violence, or making threats of violence toward anyone on County premises or when representing the County; fighting, or horseplay or provoking a fight on County property, or negligent damage of property.
15. Threatening, bullying, intimidating or coercing fellow employees on or off the premises – at any time, for any purpose.
16. Engaging in an act of sabotage; willfully or with gross negligence, causing the destruction or damage of County property, including records and electronic information.

17. Any act of harassment, sexual, racial or other; telling sexist or racial-type jokes; making racial or ethnic slurs, or any other violation of the County's Policy against Harassment and Discrimination in the Workplace.
18. Other conduct either during or outside of duty hours which causes discredit to the County.

For the complete and detailed policy on this topic and for the procedural steps in implementing and responding to discipline, go to the Human Resources section of the County website. It is the employee's responsibility to review this policy in its entirety.

Summary of Benefits

Section I

Vacation Leave

County employees accrue vacation leave as a benefit of employment. Vacations provide a time to refresh and relax, and help contribute to your productivity at work. Employees are encouraged to use vacation leave, subject to the operating needs of their respective departments. To encourage the use of vacation leave and avoid large financial liabilities for the County due to the accrual of significant vacation leave balances, there are vacation accrual limits. These limits vary by employee status and bargaining unit, and are documented in the relevant MOUs.

Paid vacation leave for full-time employees accrues from the first day of employment and increases after completion of the required years of service. Specific accrual schedules are set forth in employee MOUs.

Permanent part-time regular employees who work at least 20 hours per week receive vacation accrual on a pro-rata basis, based on the number regularly scheduled work hours. Extra help employees are not eligible for vacation.

Employees separating from County service who have earned vacation time are paid for vacation accrued up to the effective date of the separation.

Sick Leave

Full-time and Permanent Part-Time Employees

The County provides sick leave to help minimize economic hardships that may result from an unexpected personal or dependent illness or injury. Except as set forth in applicable California regulations, sick leave is **not** a right, but rather a privilege of paid time away from work when such absence is necessary.

Sick leave with pay shall accrue to regular full-time employees at the rate of ten (10) hours for each calendar month of service, or as described in current MOUs and agreements. Permanent part-time employees accrue sick leave on a pro-rata basis depending upon the hours worked.

Paid sick leave provides time off without loss of pay when an employee is unable to attend work due to illness, injury, medical treatment, or family care. Under California law, full-time employees are entitled to use one-half of the amount of sick leave accrued in a year for the diagnosis, care, or treatment of their own existing health condition; for the diagnosis, care or treatment of the existing health condition of a member of the employee's immediate family; or when an employee is a victim of domestic violence, sexual assault, or stalking.

“Immediate family” is defined as child, parent, spouse, registered domestic partner, grandparent, grandchild, or sibling. “Child” and “parent” are further defined below:

Child – a biological, adopted, or foster child, stepchild, legal ward, or a child to whom the employee stands in loco parentis. The definition of “child” applies regardless of the child's age or dependency status.

Parent – a biological, adoptive or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child.

If you need to use your sick leave for planned appointments or medical treatment, advise your supervisor as soon as possible of your need for leave. If you have an unanticipated illness or injury, you must call your supervisor at least thirty (30) minutes prior to the start of your work shift, or as set forth in departmental policies.

Abuse of sick leave privileges impacts the workload of your fellow employees and the ability of the County to provide service excellence. The County may require documentation of illness or injury from a physician for absences beyond the entitlement of one-half of accrued sick leave in a year if there is reason to suspect abuse or misuse of the sick leave privilege. Use of sick leave entitlements as set forth in California regulations cannot be considered when determining abuse or misuse of sick leave. Abuse or misuse of sick leave may result in disciplinary action.

Sick leave does carry a cash value for some at the end of their County tenure.

Extra-Help Employees

An Extra-Help (“EH”) employee begins to accrue sick leave on the first day of employment at the rate of one (1) hour of sick leave for every thirty (30) hours worked. An EH employee is allowed to use up to a maximum of three (3) days or twenty-four (24) hours, whichever is greater, of paid sick leave in a twelve (12) month period. Sick leave will be provided to an EH employee upon oral or written request. If the need for sick leave is foreseeable, employees must provide “reasonable” advance notice. If not, employees must provide notice “as soon as practicable.”

EH employees may use sick leave for the diagnosis, care, or treatment of an existing health condition, or preventive care for, themselves or a “family member.” This sick leave may also be used for an employee who is a victim of domestic violence, sexual assault, or stalking.

EH employees may carry forward accrued and unused sick leave from one year to the next, up to a maximum of forty-eight (48) hours, or six (6) days. Accrued sick leave is not available for use until EH employees complete ninety (90) days of employment with the County.

Sick Leave is a non-vested benefit which carries no cash value. An EH employee who leaves County employment and then returns within twelve (12) months of separation will have accrued but unused sick leave restored. However, if a rehired employee had not yet worked the requisite ninety (90) days of employment to use paid sick leave at the time of separation, the employee must still satisfy the ninety (90) days of employment requirement before any paid sick leave can be used. There is no provision for a pay-out of accrued and unused sick leave upon separation from County employment.

State Disability Insurance (SDI)

Employees who participate in the California State Disability Insurance (SDI) program are entitled to partial wage continuation through SDI for absences due to qualifying medical conditions. The SDI benefit pays approximately 55% of an employee's base salary while the employee is on a medical leave of absence. Mariposa County payroll personnel integrate payment for the remaining 45% of base salary with accrued sick leave and/or vacation leave if the County and employee agree to this integration. Employees also have the option to freeze all or part of their available sick or vacation leave time, in lieu of integration, by written authorization. Contact the County Auditor's Office with questions about SDI and benefit integration.

Each employee is responsible for applying directly to the California Employment Development Department (edd.ca.gov) in order to receive SDI benefit compensation.

For the complete and detailed policy on this topic, go to the Human Resources section of the County website. It is the employee's responsibility to review this policy in its entirety.

Leave Bank

The purpose of the Leave Bank Policy is to provide a method for full-time and permanent part-time employees to assist fellow full-time and permanent part-time employees who have exhausted, or nearly exhausted, their paid leave accruals due to a serious illness or injury in their lives. It is not the intent of this policy for an employee to be enriched, but to aid only those employees who are truly in need of assistance. All employee leave donations will be confidential and all employee requests for leave donations will likewise be confidential. Leave determinations are non-grievable.

For the complete and detailed policy on this topic, go to the Human Resources section of the County website. It is the employee's responsibility to review this policy in its entirety.

Section II

Family and Medical Leave

The County will provide up to twelve (12) weeks of Family and Medical Leave in a twelve (12) month period for eligible employees as required by state and federal law. Family and Medical Leave is only permitted for the following reasons:

- a. The birth of a child or to care for a newborn of an employee;
- b. The placement of a child with an employee in connection with the adoption or foster care of a child;
- c. Leave to care for a child, parent, spouse, or domestic partner who has a serious health condition;
- d. Leave because of a serious health condition that makes the employee unable to perform the functions of his/her position;
- e. Leave for a “qualifying exigency” arising out of the fact that an employee’s spouse, son, daughter, or parent is on active duty or called to active duty status in the regular Armed Forces, National Guard or Reserves who is deployed by the military to a foreign country; and/or
- f. Leave to care for a spouse, son, daughter, parent, or “next of kin” service member or veteran within five years of discharge from the military of the United States Armed Forces, National Guard or Reserves who has a serious injury or illness incurred in the line of duty while on active military duty.

Although Family and Medical Leave regulations provide for unpaid leave for qualifying occurrences, the County will allow employees to substitute accrued paid leave for unpaid leave under the policy. Specific entitlements, requirements and limitations related to Family and Medical Leave are set forth in the County’s Family and Medical Leave Policy, as may be modified by an MOU.

For the complete and detailed policy on this topic, go to the Human Resources section of the County website. It is the employee’s responsibility to review this policy in its entirety.

Pregnancy Disability Leave

The County will provide up to four months, or seventeen and one-half (17.5) weeks of Pregnancy Disability Leave to eligible employees as required by state law.

Pregnancy Disability Leave is available when a woman is actually disabled by her pregnancy, childbirth, or a related medical condition.

The reasons for leave include:

- a. time off needed for prenatal care;
- b. severe morning sickness;
- c. doctor-ordered bed rest; and/or
- d. childbirth, recovery from childbirth, and any related medical condition.

A woman does not have to be completely incapacitated or confined to her bed to qualify as being disabled by pregnancy. However, as a general rule, a woman must be, in the opinion of her physician, unable to perform one or more essential functions of her job without undue risk to herself or to other persons, or without undue risk to the successful completion of her pregnancy.

The County will consider temporary reasonable accommodations that are determined to be medically advisable by the employee's health care provider and reasonable by the County. Temporary accommodations may include:

- a. Additional leave after the employee has exhausted her right to four months of Pregnancy Disability Leave;
- b. Transfer to a less strenuous or hazardous position if the employee's health care provider states that it is medically advisable and the employee is qualified for the position;
- c. Creation of a temporary light-duty assignment, or modification of the employee's current job on a temporary basis;
- d. Modifying the work schedule on a temporary basis; and/or
- e. Allowing more frequent restroom breaks.

Military Leave

The County provides paid and unpaid military leave in accordance with provisions of federal and state laws. Military Leave is available to all County employees, including extra help employees, who receive duly executed orders for active duty, active duty for training, initial active duty for training, inactive duty for training, full-time National Guard duty, and for examination to determine the fitness of a person to perform any such duty.

Temporary military leave is available to all County employees, including extra-help employees who receive duly executed orders for temporary military duty for purposes of active military training, encampment, naval cruises, and special exercises or like activity as a member of the reserve corps or force of the Armed Forces of the United States, or the National Guard, or the Naval Militia.

Qualifying exigency leave is available to County employees when the spouse, domestic partner, parent, son, or daughter of the employee is a military member who is deployed or has been notified of an impending deployment to a foreign country.

Military Caregiver Leave is available to County employees when the employee is the spouse, domestic partner, parent, son, daughter, or next-of-kin of a covered service member who has a qualifying serious injury or illness.

School Activities Leave

Parents, guardians, stepparents, foster parents, grandparents, or other persons with custody of children may take time off under this section for the following reasons:

- a) when a child is suspended and the employee is required to appear at the school pursuant to the school's request; or
- b) for child-related activities, as defined herein.

"Child-related activities" means: (a) school activities of the child, (b) finding, enrolling or re-enrolling a child in a school or with a licensed child care provider; (c) addressing a child care provider or school emergency; (d) addressing behavioral/discipline problems; (e) the closure or unexpected non-availability of the school (excluding planned holidays), or a natural disaster.

If more than one parent of a child is employed by Mariposa County, the entitlement to time off under this section applies, at any one time, only to the parent who first gives notice. The other parent may take a planned absence simultaneously as to that same child only if he or she obtains supervisory approval for the requested time off.

The County may require proof of an employee's participation in these activities. You must provide reasonable advance notice to your supervisor before taking any time off under this policy.

Time off taken under this policy is limited to forty (40) hours per year. Except for the need to address a child care provider or school emergency, such leave is limited to eight (8) hours per month. Employees must use accrued paid time off for the absence. If the employee does not have any accrued paid time off, the absence will be unpaid.

Section III

Holidays

The County currently recognizes 11 days as official County holidays for full-time and permanent part-time employees normally scheduled to work on those days. Additionally, employees are entitled to a personal holiday after one year of employment with the County, and an additional holiday the last working day before or after any recognized County holiday. Holiday pay is awarded based on 8-hour work days. Specific provisions governing pay for holidays when employees are required to work on a recognized holiday, and other details related to holiday pay, are set forth in MOUs.

Holiday pay for permanent part-time regular employees is based on the number of hours the employee is normally scheduled to work during the recognized holiday.

<i>Recognized County Holidays</i>	
<i>Holiday</i>	<i>Day Observed</i>
New Year's Day	January 1
Martin Luther King Jr. Day	3 rd Monday in January
President's Day	3 rd Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4 th
Labor Day	1 st Monday in September
Columbus Day	2 nd Monday in October
Veteran's Day	November 11 th
Thanksgiving Day	4 th Thursday in November
Day after Thanksgiving	Friday following Thanksgiving
Christmas Day	December 25 th

NOTE: Recognized holidays may vary by bargaining unit

Voting Time Off

In the event an employee does not have sufficient time outside of working hours to vote in a statewide election, the employee may take a limited amount of time off without loss of pay to vote. Voting time off should be taken at the beginning or end of the regular work schedule, whichever allows the most free time for voting and the least time off from work. An employee will be allowed a maximum of two (2) hours of voting leave on Election Day.

Employees should notify their supervisor of the need for time off to vote at least three (3) working days prior to Election Day.

Jury and Witness Duty

The County will grant time off in conjunction with service on a jury, or serving as a witness in response to a subpoena. In the event an employee is called for jury duty, no deduction from salary will be made for the absence while serving as a juror or in answering the call for jury duty; provided, however, that the employee shall endorse payments from the Courts for jury duty to the County. Employees may retain any reimbursement for mileage issued by the Courts in conjunction with jury service.

In the event an employee is subpoenaed to appear as a witness in a trial for which the employee is not a party of interest, no deduction from salary will be made for the absence while serving as a witness or in answering the subpoena; provided, however, that the employee shall endorse all payments, if any, for witness duty to the County.

Bereavement Leave

The County allows use of up to forty (40) hours of accrued sick leave for purposes of bereavement in the event of the death of a member of an employee's immediate family (mother, father, grandmother, grandfather, or grandchild of the employee or of the spouse or domestic partner of the employee, and the spouse, son, domestic partner son-in-law, daughter, daughter-in-law, brother, sister of the employee, or any relative living in the immediate household of the employee). The employee may be required to submit proof of a relative's death before final approval of leave with pay is granted.

Time Off for Crime Victims

Employees, who have been victims of serious or violent felonies, as specified under California law, or felonies relating to theft or embezzlement, may take time off work to attend judicial proceedings related to the crime. Employees also may take time off if an immediate family member has been a victim of such crimes and the employee needs to attend judicial proceedings related to the crime. Employees must give their supervisor a copy of the court notice given to the victim of each scheduled proceeding before taking time off, unless advance notice to the County of the need for time off is not feasible. Employees will be paid only to the extent they have accrued vacation or compensatory time off available.

Section IV

The County offers employees a comprehensive health and welfare benefits program. It is comprised of different types of insurance coverages and other benefits. Eligibility and level of County contribution for each of these benefits may vary by employee status and bargaining unit. Refer to your MOU, or contact the Auditor's Office for information about your eligibility status.

Health and welfare benefits that are available to regular full-time employees of the County include:

- a. Health/Dental/Vision Insurance;
- b. Retirement;
- c. Life insurance;
- d. Employee training and development; and
- e. Tuition reimbursement.

Health/Dental/Vision Insurance

The County offers a variety of health insurance plans for employees and eligible members of the employee's immediate family. Additionally, the County offers dental and vision insurance plans for employees and their eligible family members. The County contributes a fixed amount toward the cost of health insurance, and the employee pays the balance of the premium cost through payroll deduction.

The County offers a flexible benefit allowance to eligible full-time employees; the amount of the benefit varies by employee bargaining unit. Employees may use the flexible benefit allowance to pay for their share of health insurance premiums, to pay for any other benefit available under the County's cafeteria benefit plan, to apply the amount to a deferred compensation plan, or to take the allowance in cash. Specific information about the flexible benefit allowance is available from the Auditor's Office.

A determination of full-time status for purposes of eligibility for health insurance contribution under the Affordable Care Act will be made in accordance with County Resolution 14-455.

Retirement

CalPERS

The County contracts with the Public Employee Retirement System ("CalPERS") for eligible County employees. Employees hired after January 1, 2013 will be enrolled in either the Miscellaneous 2% at age 62 plan, or the Safety 2.7% at age 57 plan, depending upon the designation associated with their job with the County. The County CalPERS contract provides for a three-year average final compensation formula.

Social Security

The County participates in the Social Security and Medicare system. Employees and the County both contribute to Social Security and to Medicare; the employee and the County each contribute 6.2% of the employee's salary to Social Security, and 1.45% to Medicare.

Life Insurance

The County covers all eligible employees with a base level of life insurance of \$10,000 per employee and \$1,000 for dependents. Additional levels of insurance are provided to employees based on bargaining unit or compensation agreements. Optional enhancements of the base level of coverage, up to a maximum of \$50,000 for employees and \$25,000 for dependents is available for an additional cost to the employee.

Employee Training and Development

Employee development and skill enhancement serves the employee, the County, and the community. To assist employees in advancing their careers and adding to their skills, the County strives to make training and development opportunities available to all employees. These opportunities not only enhance employee capabilities, they are designed to increase the excellence of County services, the productivity of the County workforce, and the quality of the work experience for employees. Check with your supervisor to find out what courses are currently available.

Employees are expected to make every effort to attend scheduled and/or mandatory training. Those who frequently miss scheduled and/or mandatory training will have that noted in their annual performance review and may be subject to disciplinary action.

Education/Tuition Reimbursement

The County provides a program to reimburse an employee for tuition and book expenses related to courses attended at accredited institutions on their own time and which directly relate to the employee's position. All regular employees are eligible to participate. Employees who have not completed their probation may also be eligible to participate with the approval of their department head. To be eligible for reimbursement, you must still be employed by the County on completion of the course and at the time reimbursement is sought.

If you are interested in participating, discuss with your supervisor the courses you would like to take. You must obtain permission in advance to take the course. The County will not reimburse you for courses previously taken or for courses which were not approved prior to registration.