

SCOTT COUNTY

Employee Handbook

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I. INTRODUCTION

We have prepared this Handbook to inform you about the County's policies and to summarize the benefits that are available to you. Please read your Handbook and familiarize yourself with the information it contains. Then refer to it whenever you have a question. If you have a question that is not answered by the Handbook, ask your department head or the County Administrator.

As a County employee, the general public is your ultimate "boss". Your contacts with individual citizens will often be the only basis on which they judge the whole County government. It is important that you make the best possible impression at all times. Each job with the County is an essential part of the overall operation of the government. When you begin work in a county department, everyone in the County is relying on you to give honest, efficient and courteous service.

Nothing contained in this Handbook is to be construed as a guarantee of continued employment. The County Administrator reserves the right to amend, modify or cancel this Handbook as well as any or all of the various policies, rules, procedures, and programs outlined within it. Whenever the masculine gender (he, him, his) is used, it also refers to the feminine gender (she, her, hers).

II. EMPLOYMENT

Equal Employment Policy

It is the policy of the County to provide equal opportunity in the employment to all employees and applicants for employment. There will be no discrimination against any employee because of race, creed, color, religion, national origin, sex, age, veteran status or disability.

Policy Against Sexual Harassment

Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitutes sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to a rejection of such conduct by an individual is used as the basis for employment decisions affecting such individuals, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment. It is the policy of the County to maintain a work environment that is free from the hostile atmosphere created by sexual harassment or intimidation. Such conduct will not be tolerated. If you believe you have been subjected to sexually harassment or intimidating conduct by any individual, including supervisory personnel, employed by the County, you should immediately report the incident to your department head or the President of the Board of Supervisors. Such charges will be promptly investigated and if substantiated, the offending individual will be appropriately disciplined. To the extent possible, all persons involved in a complaint of sexual harassment will be given the utmost protection or privacy. Persons complaining of sexual harassment will also be protected from reprisals and retaliation by coworkers as a result of such complaints.

Policy Regarding Disabilities

The County will not discriminate against qualified applicants and employees on the basis of disability. The County will provide a reasonable accommodation to the known physical or mental limitation of a qualified applicant or employee with a disability unless the accommodation will impose an undue hardship on the County.

Employment of Relatives

Employment of relatives will be handled consistent with the Miss. Code Ann. S25-1-53 which prohibits an elected or appointed official from appointing or employing for pay an officer, clerk, stenographer, deputy or assistant who is related within the third degree to the person or any member of the Board having authority to make the appointment. Exceptions to this policy can be made in emergency employment situations and with the concurrent approval of the Board of Supervisors. This will not affect those persons employed at time of adoption of this policy. A relative will not supervise a relative; however, a relative employed at the time of adoption of this policy will keep his employment status.

Orientation

Orientation is conducted to familiarize new employees with the County. As part of orientation, a County representative explains the employee's position and salary and the County's benefits and personnel policies. The employee is given a copy of the Employee Handbook and is given an opportunity to ask any questions that he may have.

Your job

It is our responsibility to see that your duties are clearly explained and that you understand the requirements of your job. This information generally will be provided by your supervisor. If at any time you are in doubt concerning your duties or supervision, you are expected to contact your supervisor or department head.

You have a unique overall job responsibility that may require you to perform various work assignments, depending on the needs of the County. Occasionally, you may not feel that these assignments fall within your job description; however, when these times occur, you will be expected to perform such duties as are assigned by your department head.

Hours of Work

Your hours of work will be fixed according to the needs of the County and may be changed as the workload requires.

Outside Employment

No employee may engage in employment which would cause a conflict of interest, or use his County employment for personal gain. Outside employment must not interfere with performance of duties

for the County. Any outside employment must have prior approval of the department head. Your first loyalty has to be to your duties with the County. No county equipment may be used in any outside employment.

Attendance

In order to operate the county efficiently, it is necessary to have a reliable work force. It is important to you, your fellow employees, and the County that you come to work regularly and on time. You are also expected to remain on the job during work time. If you wish to leave your job for any reason, (including vacation time) you must first talk to your supervisor or department head.

The County recognizes that you may have to be absent from work occasionally. Therefore, disciplinary action will not be taken against you for a single absence if you give proper notice to your supervisor and you have a satisfactory reason for being absent. If you know you will have to absent from work, (including vacation time) you must get prior approval from your department head and take leave without pay or vacation time. Your department head may require you to submit a form requesting time off. Although the County recognizes that you may have to be absent from work occasionally, excessive tardiness can result in disciplinary action, including termination.

Tardiness

If you are unavoidably delayed for more than thirty minutes in getting to work, you should call your department head and tell him when you expect to arrive. Naturally, all employees are expected to be punctual; however, there are times when circumstances will not permit a person to be on time. While allowances are made for occasional tardiness beyond the control of the individual, an employee who is habitually late may be disciplined up to termination.

Drug-Free Workplace

It is the policy of this County that all County work-sites shall be Drug Free Workplaces.

Discipline

Whenever people are part of a large group, it is necessary to have certain standards of conduct to insure the safety and well being of everyone. When it becomes necessary to enforce these standards of conduct, it will be the policy of the County to ensure fair treatment of all employees. Any employee who feels that discipline has been unfairly administered is encouraged to use the County's grievance procedure.

The following is a representation but is not an exclusive list of the kinds of misconduct that can result in disciplinary action. Although the County may impose a lesser penalty, a violation of any one of the following rules may result in immediate discharge.

1. Unacceptable job performance.

2. Carrying or bringing weapons on County property or in County vehicles without proper authorization. This does not apply to the authorized carrying of weapons by law enforcement personnel.
3. The use, possession or sale of intoxicating beverages, marijuana, or hallucinogenic drugs on duty or working under the influence of any of these substances.
4. Stealing, embezzlement, dishonesty, falsification of records or willful misrepresentation of facts.
5. Fighting and physical violence or disturbance on County property or at any place at which work is being performed by or for the County.
6. Destruction, abuse, removal or attempted removal of property or materials of the County or of another employee.
7. Insubordination.
8. Falsifying an employee's time card or punching another employee's timecard.
9. Absence from work for two consecutive days without notifying your department head or supervisor.
10. Acceptance of money or other valuable consideration given with intent of influencing an employee in the performance of his official duties.
11. Violation of any applicable state or federal statute or code or canon of ethics.
12. An additional violation of any County rule or policy after receipt of two previous written warnings within the preceding twelve (12) months.

Violation of any of the following offense shall result in discipline which may take the form of a written warning, a written suspension without pay for up to five (5) days, or termination. These offenses include, but are not limited to:

1. Failure to call in or report an absence to your supervisor on the day the absence begins.
2. Excessive tardiness.
3. Excessive absenteeism.
4. Violation of, refusal to comply with, an established law or regulation when such conduct impairs the effectiveness of the County or brings it into public dispute.
5. Improper use of a position of authority for personal gain or advantage.
6. Discourtesy, improper conduct or abusive language to the public or another employee.
7. Failure to turn in time.
8. Failure to report to work or leaving work without a satisfactory reason.
9. Willful and negligent violation of safety rules.

When discipline is necessary, the department head will attempt to follow the following procedure:

1. The department head and, where practical, another supervisory employee will meet privately with the employee to discuss any disciplinary action to be taken and the reasons for the actions. Unless terminated, the employee will be told what action will be considered if another violation occurs.
2. The department head will prepare a record of the meeting which can take the form of a warning notice which summarizes the disciplinary action taken or to be taken.

3. The department head will review the warning memo with the employee. The employee will be offered a copy of the warning memo and an opportunity to sign it. The original will be placed in the employee's personnel file.

Grievances

Occasionally, problems may arise that you cannot solve alone. The County has a system for handling these problems, complaints or grievances. If you have a problem, complaint or grievance, you should follow this procedure:

1. Within three (3) days of the grievance, arrange a private meeting with your department head to try to resolve the problem.
2. If the problem is not resolved (no agreement reached) you and the department head will arrange a meeting within three (3) days with the Clerk of the Board of Supervisors or the President of the Board of Supervisors, to attempt to resolve the problem. If the Clerk of the Board is your department head, the meeting should be arranged with the President of the Board of Supervisors.
3. If the problem is not resolved, you, may, within 15 days of the meeting with the Clerk of the Board of Supervisors, or the President of the Board of Supervisors, you may request a hearing before the board or an appointed grievance committee. This request should be made to the Clerk of the Board of Supervisors. The hearing will be placed on the agenda for the next scheduled Board meeting as long as you give at least 72 hours notice prior to the next Board meeting. Otherwise, a hearing will be put on the agenda for the next following Board meeting. The Board will inform you of its decision as soon as possible, but in no event, more than 30 days after the hearing. All grievance meetings will be informal in nature.

Layoff

The department head with prior approval of the Board of Supervisors may lay off an employee due to a shortage of funds or work, the abolishment of the position, or for other reasons which are outside the employee's control and that do not reflect discredit upon the employee. An employee who is laid off will be given two weeks' advance notice if possible.

Resignation

In the event that it becomes necessary for you to leave your employment with the County, a minimum of two weeks' notice should be given so that proper arrangements can be made in work schedules. All issued equipment must be turned in to your supervisor prior to the issuance of your last payroll check. However, pay for accrued vacation may not be granted to employees providing less than two (2) calendar weeks of notice in advance of the last day of employment.

III. BENEFITS

Employee Benefits

As a full-time employee, you are entitled to certain fringe benefits that are intended to provide security and peace of mind to you and your family during your employment. Part-time and temporary employees will not be entitled to any benefits except as specifically granted in the Handbook. Part-time employees are employees who are scheduled to work not more than twenty (20) hours each week. Temporary employees are employees whose employment is not expected to last more than six (6) months.

Holidays

The County recognizes the following holidays as paid leave:

1. New Year's Day (January 1)
2. Robert E. Lee/Martin Luther King's Birthday (Third Monday in January)
3. President's Day (Third Monday in February)
4. Confederate Memorial Day (Last Monday in April)
5. National Memorial Day and Jefferson Davis' Birthday (Last Monday in May)
6. Independence Day (July 4)
7. Labor Day (First Monday in September)
8. Veteran's Day (November 11)
9. Thanksgiving Day (Last Thursday in November)
10. Christmas Day (December 25)

In addition to these holidays, the County may recognize any other holidays proclaimed as such by the Governor of Mississippi. In the event any of these holidays falls on a Saturday, the holiday will be celebrated on the Friday before unless otherwise specified by the Board of Supervisors. In the event any of these holidays falls on a Sunday, the holiday will be celebrated on the following Monday unless otherwise specified by the Board of Supervisors.

An employee who is required to work on a day designated as a paid holiday by the County or whose regular day off falls on a day designated as a paid holiday by the County will receive eight hours of pay or eight hours of compensatory time at the discretion of the department head. To receive pay for an observed holiday, an employee must not have been absent without approved leave either on the work day before or after the holiday.

Personal Leave

Personal leave is to be used for vacation, days off, personal illnesses, medical, dental or optical examinations, and illnesses of any duration involving immediate family members. All full-time County employees will accrue paid leave at the following rates:

<u>Continuous Service</u>	<u>Monthly Accrual Rate</u>	<u>Annual Accrual Rate</u>
Three months to one year	3 6 hours per pay period	Nine days per year
Over one year to five years	4 8 hours per pay period	Twelve days per year
Over Five Years	6 12 hours per pay period	Eighteen days per year

Temporary employees working less than a full work week and part-time employees shall not be allowed to earn personal leave. Personal leave will not be granted prior to the time it is earned.

A maximum of 30 days or 240 hours of personal leave can be accrued. All personal leave accumulated as of the time of adoption of this Handbook will be retained.

Personal Leave can be taken for any reason including vacation time and illness. However, any personal leave must be approved by the department head unless it is unforeseeable. If you have an unforeseeable circumstance that requires you to miss work, you should inform the department head at least one hour before you are scheduled to begin work.

Major Medical Leave

Major medical leave can only be used for illnesses in excess of one day or to cover regularly scheduled visits to a physician's office or a hospital for continuing treatments of a chronic disease. Examples of continuing treatment include, but are not limited to, kidney dialysis, chemotherapy and prenatal check up.

Employees are required to use eight hours of personal leave prior to using major medical leave, except in such cases as listed above. Compensatory leave may not be substituted for this requirement.

However, full-time employees are encouraged to have their yearly Healthy You checkup. The board will allow you to take one sick day to cover this visit. Just bring a receipt from your doctor to the payroll clerk.

All absences due to an illness may require a certification by a medical physician in order for the leave to be approved for payment and this included the first day required to be charged to personal leave. Major medical leave is earned and accumulated at the following rates:

<u>Continuous Service</u>	<u>Monthly Accrual Rate</u>	<u>Annual Accrual Rate</u>
Three months forward	One and one-half hour per pay period	Five days per year

Maximum number of days an employee may accumulate is 20 days. Leave is not earned and credited until the end of the pay period. No leave shall be taken until such time as it is earned.

Bereavement

A full-time employee of the county is allowed up to three (3) days bereavement leave for the death of a spouse, child, parent, or sibling. See addendum 1 for broader coverage. (attached)

Insurance

As a full-time employee of the County, you will be enrolled in the County's Group Medical and Life Insurance Program. The County pays a portion or all of the premium for the employee as the County's budget permits.

If group coverage for you or your dependents is due to end because you leave the employment of the County, you may be allowed to continue in the plan for eighteen (18) months through COBRA. You may be required to pay up to 120% of the cost of coverage.

Other benefits, such as cancer, accidental death and dental insurance, and dependent medical coverage are available. The County does not pay any portion of the cost of these benefits.

Retirement

Eligible employees who select County employment as a career can look forward to retirement benefits through the state employee's retirement system. Participation in the retirement system is mandatory for all full-time employees and for part-time employees working no less than 20 hours per week. You must contribute a portion of your salary and the County also will contribute to the retirement system on your behalf. These benefits, plus those from Social Security, are designed to provide a measure of security at retirement. If you should terminate your job with the County before you retire, the money you paid into the system, plus interest, will be refunded to you when you submit proper forms to the state retirement system. However, contributions can be left in the system, under certain circumstances. For further information, please contact PERS at 1-800-444-7377.

Workers' Compensation

All County employees are covered by Workers' Compensation which compensates you for all injuries suffered on the job. You should immediately report all job-related injuries, no matter how minor, to your supervisor.

As soon as possible after an on-the-job injury, the injured employee and his immediate supervisor must complete a Report of Personal Injury and forward the completed report to the County Payroll Clerk for review and recording. You will be compensated according to state law.

Unemployment Compensation

Unemployment compensation is an employee benefit, paid by the County.

IV. PAY PRACTICES

Pay Raises

The County makes every attempt to give fair pay raises to employees

Pay Day

All Employees are paid every two (2) weeks. If a scheduled pay day falls on a holiday, employees are paid on the last regular work day preceding the scheduled pay day.

Time Records

Each non-exempt employee must keep a record of his actual time worked and attendance at work. Each employee who is required to turn in a time card, must turn in only his card, according to established procedure, whereby all hours worked are accurately reported. Each employee will initial the Payroll Time Sheet acknowledging his information is correct before it is turned in to the Payroll Department by the Department Head.

Overtime

All employees of the County are urged to make every effort to schedule work during regular hours and to avoid working overtime. When overtime work cannot be avoided, every attempt will be made to fairly distribute overtime work among eligible employees. All overtime must be approved in advance by the department head.

Compensatory Time

Non-exempt employees may receive paid compensatory time off at the rate of one and one half hours of compensatory time for each hour of overtime. A non-exempt employee must have prior approval from his Department Head to take compensatory time off.

Payroll Deductions

The County is required by law to make the following deductions from your paycheck:

1. Federal withholding tax;
2. State withholding tax;
3. Social Security tax (FICA);
4. Garnishment and child support; and
5. State retirement

V. LEAVES OF ABSENCES

Family and Medical Leave

In accordance with the leave rights provided by the Family and Medical Leave Act ("FMLA"), the County provided for up to twelve (12) weeks of unpaid medical or parental leave per year to eligible employees.

A. Eligibility

Eligible employees are those who have been employed by the County for at least 12 months and for at least 1,250 hours during the previous 12 month period.

B. Grounds for Leave

The circumstances in which FMLA leave is available are governed solely by the FMLA and the regulations there under. The County's FMLA Policy does not confer any additional entitlement to leave. Eligible employees are entitled up to 12 weeks of leave during any 12 month period for one or more of the reasons listed in this section. Generally, spouses who are both employed by the County are entitled to a total of 12 weeks of combined leave. An employee may take FMLA leave:

1. Because of the birth of a son or daughter of the employee and in order to care for such son or daughter.
2. Because of the placement of a son or daughter with the employee for adoption or foster care.
3. In order to care for the spouse, son, daughter, or parent of the employee, if such spouse, son, daughter, or parent has a serious health condition.
4. Because of a serious health condition that makes the employee unable to perform the functions of the position of such employee. A "serious health condition" is defined in accordance with FMLA regulations. Generally, this means a physical or mental condition that involves inpatient care (including any subsequent period of incapacity and any follow-up treatment) or continuing treatment by a health care provider. The County reserves the right to require the employee to provide certification of a serious health condition.
5. For certain qualifying exigencies arising out of the fact that a covered employee's spouse, son, daughter, or parent is on active duty or has been notified of an impending call or order to active duty in the National Guard or Reserves. A "qualifying exigency" is defined in accordance with FMLA regulations as (i) a short-notice deployment, (ii) military events and related activities, (iii) childcare and school activities, (iv) financial and legal arrangements, (v) counseling, (vi) rest and recuperation, or (vii) post-deployment activities.

C. Military Caregiver Leave

In addition to the grounds set forth in Section V.B above, an eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered military servicemember shall be entitled to a

maximum of 26 weeks of leave during any 12 month period to care for that servicemember. This type of leave is known as "military caregiver leave".

An eligible employee is entitled to up to 26 weeks of leave during any twelve month period to care for a covered military servicemember. A "covered servicemember" is defined in accordance with FMLA regulations as a servicemember who has a serious injury or illness incurred in the line of duty, while on active duty, for which he or she is undergoing medical treatment, recuperation, or therapy, or otherwise in outpatient status. This does not include former servicemembers or servicemembers on the permanent disability retired list.

This 26 week military caregiver leave period represents the maximum total amount of leave available to a covered employee during any rolling twelve month period. It may not be taken in addition to any other leave authorized under the FMLA. In addition, military caregiver leave is a one-time event. It may not be taken more than once to care for a given injury or illness to a given servicemember.

For purposes of military caregiver leave under this section, a servicemember's "next of kin" is defined in accordance with FMLA regulations as his or her nearest blood relative, other than his or her spouse, parent, son, or daughter. The County reserves the right to confirm next of kin status.

For purposes of military caregiver leave under this section, a "serious illness or injury" is defined in accordance with FMLA regulations as an illness or injury that renders the servicemember medically unfit to perform the duties of his or her office, grade, rank or rating. All other terms used in this section are defined in accordance with FMLA regulations and relevant statutes.

a. Use of Paid Leave

To the extent that the employee eligible for paid leave, any paid leave must be taken concurrently at the start of any family and medical leave of absence. This includes any form of leave time in which any form of compensation is paid, including vacation time, sick leave and absences covered by workers' compensation. Therefore, the employee will be compensated at his or her regular rate for any leave taken using paid leave. The remainder, if any, of the family leave will not be compensated.

b. Intermittent or Reduced-Schedule Leave

In general, any employee wishing to utilize this benefit must do so on a continuous basis. On the other hand, if able to do so, the County must consider reduced-schedule leave – that is, leave that reduces the staffer's regularly scheduled number of days per work week or hours per workday – if it is in the best interest of the County and the employee.

If medically necessary for a serious health condition of the employee or his/her spouse, child, or parent, leave may be taken on an intermittent basis. That is, leave may be taken periodically for short periods to respond to the medical condition or other covered circumstance. If leave is

requested on this basis, however, the County may require the employee to transfer to an alternative position that will be more suitable to recurring periods of absence and/or part-time schedule.

c. Certification

The County will require medical certification to support a leave request for an employee's own serious health condition. The certification must include a statement that the employee is unable to perform the functions of his/her position. In its discretion, the County may require a second medical opinion and periodic recertification at its expense. If the first and second opinions differ, the County may, at its own expense, require the opinion of a third health care provider, which will be final.

The County also will require medical certification to support leave to care for a seriously ill child, spouse, or parent. For this leave request, the certification must include an estimate of the amount of time the employee will be needed to provide care.

d. Return to Work

The County will reinstate a returning employee to the job he held when he left or to an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment. If an employee fails, however, to return to work upon exhaustion of the 12 weeks of family/medical leave or 26 weeks of servicemember family leave, the employee will be considered to have voluntarily resigned. The County reserves the right to require an employee to provide a certification of fitness for duty before returning to work.

e. Notification and Reporting Requirements

Under the FMLA, employees are responsible for giving 30 days notice to their employers. If circumstances require that a leave begin in less than 30 days, employees must give the County as much notice as practicable. Examples of when 30 days notice may not be required include a premature birth, a serious accident to a family member, or serious medical condition requiring immediate surgery.

f. Benefit Status

Any employee who is granted a leave of absence under the FMLA is to ensure the continuity of his or her insurance coverage by making arrangements in advance of the leave to pay premium contribution when required during the unpaid leave.

If the employee decides not to return to work upon completion of the leave, the County may recover from the staffer the cost of all payment made to continue coverage. Benefits entitlement will be calculated as of the last paid workday period before the start of the family and medical leave of absence.

Occupational Injury Leave

You will be granted leave without pay if you are injured on the job in the performance of your duties, have no accrual personal leave and have used all available leave under the County's Family and Medical Leave Policy. The County may require a doctor's certificate to substantiate the necessity for leave or continuation of leave.

Civic Leave

You will be granted civic leave if you are summoned for jury duty, or subpoenaed to attend court as a witness. You will be paid the difference between jury pay or the witness fee and eight hours at your regular rate of pay for each day of jury duty. This does not apply to law enforcement officers testifying in the course of their duties. You must submit a copy of any summons or subpoena to your department head. When you return to work, you must provide a statement of attendance and the amount paid by the court from the clerk of the court. If you are released from jury duty four hours or more before the end of your shift, you must report to work within one hour after being released by the court. Time spent on civic leave will not be counted as hours worked for the purpose of computing overtime pay.

Military Leave

To the extent provided by law, an employee will be granted a leave of absence for up to five years in the military. You will receive your full straight time pay for the first 15 days to participate in regularly scheduled training activities at any of the reserve branches of the military service in a calendar year. All other military leave will be unpaid. Employees, whenever possible, are required to give notice that they intend to take military leave. Normally, intermittent leaves of absence for military service will be counted cumulative when determining whether the allowable five years of available leave has been exhausted.

Upon return from leave, employees are required to give notice of their intent to return and may be required to submit applications. To the extent provided by law, employees will be promptly re-employed in the position they would have (with reasonable certainty) held had they remained on the job. In certain circumstances, an employee may be placed in a job similar with regard to pay, skill and seniority to the one he held prior to his leave. During the military leave period, an employee will continue to accrue seniority and seniority-based benefits that would have been attained with reasonable certainty had he remained continuously employed.

VI. PERSONAL CONDUCT

Courtesy and Decorum

You are the representative of the County in all of your dealings with the public. You should conduct yourself as such and should endeavor at all times to convey a favorable impression to the public through your dealings with them. If a controversy or disagreement should arise with a member of the public, you should refer the matter to your department head immediately.

Political Activity

The county believes all employees have a civic duty to cast their votes for candidates and issues as they chose. You also should have the right to support candidates and issues with your personal efforts and volunteer contributions. However, no such activity will be conducted during working hours, or at the expense of the County. Employees cannot use County equipment or be in a County uniform while engaging in such activity. Employees will not be subjected to coercion, intimidation, or threat of reprisal because of their political activities.

No employment decision will be made in return for the promise or receipt of any personal benefit by a County official or employee. An employee also cannot use his official authority to interfere with or affect the result of a nomination or election for public office.

Phone Calls

The use of County phones for personal reasons should be kept to a minimum. Occasional personal phone calls are permitted so long as they do not interfere with the normal routine of business and last no more than three minutes each. No long distance calls are permitted for personal reasons.

Solicitation

Solicitation of or by employees for non-County related purposes during work time or in non-work-related areas is prohibited. This rule prevents unnecessary interference with work and protects employees from unwanted solicitation.

Garnishments and Attachments

The County expects each employee to keep his personal affairs in good condition and meet his financial obligations promptly. Garnishments and attachments create an administrative burden on the County. For this reason, they are looked upon with disfavor and recurrences may result in disciplinary action.

Safety

Each employee of the County is encouraged to take an active part in the safety program of the County. This can be accomplished by working in a safe, accident-free manner, and by offering suggestions to the department head on any matter concerning safety.

County Vehicles and Other County-Owned Property

County employees who have occasion to operate any County vehicle must have a valid Mississippi driver's license and maintain a good driving record. Each employee who is driving a County vehicle is expected to observe any and all safety and vehicle operation procedures and regulations. Only employees on official County business are allowed to operate or be passengers in any County vehicle. Each employee has the responsibility to use reasonable care to insure the security and care of all County property entrusted to his use and care.

In any vehicular accident involving County equipment, the operator of the equipment must immediately contact the department head and contact the Sheriff's Department and request an investigation of the accident. As soon as possible after the accident, the operator of the equipment must complete an Accident Report. A written statement must be completed for any damage or loss of equipment other than vehicles and the report must be submitted to the department head.

NO COUNTY VEHICLE OR EQUIPMENT MAY BE USED BY A COUNTY EMPLOYEE FOR HIS PERSONAL USE. EMPLOYEES WHO CARELESSLY OR RECKLESSLY DAMAGE COUNTY PROPERTY MAY BE REQUIRED TO PAY FOR SUCH DAMAGE OUT OF THEIR OWN POCKETS. EMPLOYEES WHO VIOLATE TRAFFIC LAWS WHILE OPERATING A COUNTY-OWNED VEHICLE MAY BE SUBJECT TO DISCIPLINARY ACTION, AND WILL BE REQUIRED TO PAY ALL FINES AND COURT COSTS RESULTING THEREFROM.

VII. MISCELLANEOUS

Personnel Records

The proper handling of many matters of personal importance to you requires that your personnel records be accurate at all times. Promptly report to the Payroll Clerk, any changes in name, address, telephone number, marital status, number of dependents, military status, or job-related training courses completed. The accuracy of these records is particularly important in the case of mailing checks, W-2 forms, insurance payments, sick and accident benefits, etc. You will be allowed to inspect your personnel records at any time that is convenient for you and the Payroll Clerk. All leave requests and other documents relating to leave time should also be filed promptly with the Payroll Clerk.

Bulletin Boards

A County bulletin board is maintained by each department. Each employee is urged to watch the bulletin board in his department for notices. Any additions or changes to materials posted on the County's bulletin board must be approved in advance by the department head in charge of the facility at which the bulletin board is located.

Loan of Money

It is a violation of County policy for a department head or supervisor to loan money to an employee.

County Policy

It is the County's policy that all employees who do not have a written employment contract with the County for a specific fixed term of employment are employed at the County's will and are subject to termination at any time for any reason, with or without cause of notification. All employees also may terminate their employment at any time for any reason.

This policy may not be modified by any statements contained in this manual or any other employee handbooks, employment applications, recruiting materials or other materials provided to applicants and employees in connection with their employment. None of these documents, whether singly or combined, is to create neither an express or implied contract of employment for a definite period, nor an express or implied contract concerning any terms or conditions of employment. Similarly, the County's policies and practices with respect to any matter are not to be considered as creating

any contractual obligation on the County's part or as stating in any way that termination will occur only "for cause". Statements of specific grounds for termination set forth in this manual as in any other documents are examples only, not all-inclusive lists, and are not intended to restrict the County's right to terminate at will.

UNDERSTANDING BY EMPLOYEE

I hereby acknowledge receiving a copy of the County Employee Handbook.

I understand that the information contained in the County Employee Handbook represents guidelines only and that the County reserves the right to modify this Handbook or amend or terminate any policies, procedures, or employee benefit programs at anytime.

I understand that this Handbook is not a contract of employment between me and the County and that I do not view it as such. Furthermore, this Handbook is merely a guide to County policies and does not constitute an express or implied guarantee or contract of employment or benefits. It is expressly understood that I am an employee-at-will, and either the County or myself may terminate the relationship at any time, for any reason, with or without cause or notice.

(Print name of employee)

EMPLOYEE (Employee Signature)

DATE:

WITNESS

(Detach and place in Employee's Personnel File)

SCOTT COUNTY
BOARD OF SUPERVISORS

Post Office Drawer 630 Phone: 601-469-1926

FAX: 601-469-5058

FOREST, MISSISSIPPI 39074

BOARD ATTORNEY:
ROY NOBLE LEE, JR.
P.O. BOX 370
FOREST, MS 39074
PHONE: 601-469-2721

COMPTROLLER:
KIM ERVIN
P.O. BOX 630
FOREST, MS 39074
PHONE: 601-469-1926

SUBJECT: Computer Use and Security Policy

**ACCEPTABLE USE, STANDARD PRACTICE & SECURITY PROCEDURES
FOR USE OF COUNTY COMPUTER EQUIPMENT**

PURPOSE: To define the criteria for acceptable use and the standard practices that Scott County employees must follow when using County computers and computer data. Use of computer technology has grown rapidly in recent years, reflecting the proliferation of computers and computer networks. County employees are making extensive use of technology-based systems to conduct business in a more effective and efficient manner. Furthermore, current and planned developments in County networks promise to make these capabilities even more accessible and powerful. Therefore, the Board of Supervisors and all the elected officials feel it is necessary to implement safeguards to ensure these systems are used properly.

COMPUTER USAGE POLICY: Upon the recommendation of the Board of Supervisors and the Information Technology Department, the Scott County Board of Supervisors in its capacity as the governing body of Scott County set forth the following standards:

1. Employees are encouraged to use computers in their departments to promote greater staff productivity.
2. The equipment, software, programs and all County data developed and/or entered on County computers is the property of Scott County.
3. Subject to the applicable legal privileges and confidentiality requirements, all County data entered on County computers is not private and subject to disclosure upon the demand of authorized County department heads at any time. This includes email.
4. Internet should only be used for Official Business Only. Personal websites should not be accessed from a Scott County Computers. The Information Technology Department will begin blocking many personal websites. If a business related website is blocked please let the Information Technology Department know, and this will be resolved.
5. Personal Email should not be checked from Scott County Computer.
6. Department heads shall inform county employees of and review, on an ongoing basis, adherence to the County's policies for the use of computers, software, licensing and other desktop technology.
7. If you notice anyone working on the Scott County's computers, or network equipment that you don't recognize please contact your manager immediately.
8. County employees should safeguard their computer by utilizing:
 - * Proper password management.

-- SUPERVISORS --

-- DISTRICT 1 --
JACKIE BRADFORD
601-469-2599

-- DISTRICT 2 --
TIM SOREY
601-775-8884

-- DISTRICT 3 --
STEVEN CROTWELL
601-259-6009

-- DISTRICT 4 --
JOHNNY P. HARRELL
601-732-8135

-- DISTRICT 5 --
BRUCE McMILLAN
601-776-3202

- " Good security practices.
 - " Properly log-off or lock systems and network connections.
 - " No introduction of any software or hardware into County systems or offices without written permission of the IT department.
 - " Managed use of virus protection software is mandatory on all systems.
 - " No attempts to gain unauthorized access to any County computer or system.
 - " No unauthorized printing or changes to data to which you have access, or giving access to unauthorized individuals.
 - " No copying of software from one computer to the other without approval of the IT department.
 - " No masking of identities of an account or machine, including, but not limited to, sending mail anonymously.
 - " No unlawful use of computers for personal profit.
 - " No usage of computers or network for the creation or dissemination of harassing or demeaning statements about individuals or groups, or of sexually explicit materials.
 - " Do not bring personal computer equipment, or software without permission of the IT Department.
9. County Email may not be used to solicit outside business ventures, political or religious causes, e.g.: Tupperware, Mary Kay Cosmetics, Avon, etc.
 10. Foul, confrontational, inappropriate, defamatory or offensive messages such as racial, sexual, or religious slurs are prohibited in email.
 11. Use of email to harass coworkers or send anonymous messages are prohibited.
 12. Nuisance messages such as chain letters or spam are prohibited.
 13. The advertisement of contraband such as weapons or other articles of a hazardous nature is prohibited.
 14. Email will not be used to solicit contributions or donations with the exception of to help replace the losses incurred by a Scott County employee as the result of a fire, flood, tornado, or a severe personal illness.
 15. The transmission of obscene, offensive, threatening, illegal, harassing, pornographic or intimidating material is strictly prohibited.
 16. Do not provide anyone (over the phone, internet, or in person) detailed information about the county's computers or network infrastructure without the approval of the IT department.

PASSWORD POLICY: Upon the recommendation of the Board of Supervisors and the Information Technology Department, the Scott County Board of Supervisors in its capacity as the governing body of Scott County set forth the following password standards. This is effective on all Windows Domain Computers and IBM iSeries Logins:

1. All users will be required to change their passwords three times per year.
2. Passwords will be required to be strong. Meaning a minimum of 7 characters and must include at least one number. This password should not be something which is easy to guess, such as your name, phone number, children or spouse's name, etc.
3. Passwords should never be written down or given to anyone but your department head or a member of the IT Staff.
4. If an employee leaves his/her desk, they should log-off, lock, or shut down their computer.

ENFORCEABILITY: There are several statutes within the Mississippi Code that provide for the criminal prosecution of abusers of this policy. These statutes are provided and paraphrased:

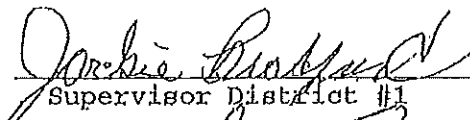
MS Code 97-45-3 Computer Fraud; penalties. Accessing or causing the access of any system with the intent to defraud or personal gain.

MS Code 97-45-5 Offense against computer users; penalties. Denial of use by a user due to disclosure of numbers, codes or passwords that may or may not render the system unusable.

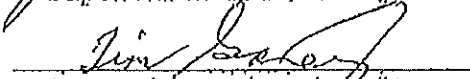
MS Code 97-45-7 Offense against computer equipment; penalties. Intentional modification or destruction of equipment or supplies. Deletion of work files.

MS Code 97-45-9 Offense against intellectual property; penalties. Destruction or modification of programs or equipment such as unauthorized disclosure, copying, taking or accessing without consent of the user.

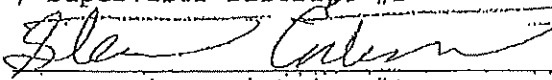
CONCLUSION: Scott County may take remedial actions in accordance with the County personnel manual when abuse is detected. These actions include (but not limited to) reprimand, permanent loss of access to County computer equipment, repayment of cost to fix computer, or termination.



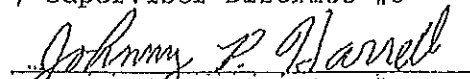
Supervisor District #1



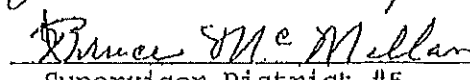
Supervisor District #2



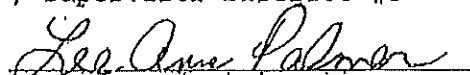
Supervisor District #3



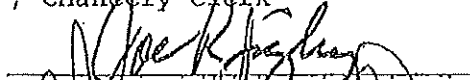
Supervisor District #4




Supervisor District #5



Chancery Clerk



Circuit Clerk



Tax Collector

Addendum 1

UPON MOTION of Joe McGee, seconded by Johnny Harrell, and unanimously carried, the Board does hereby authorize the County Administrator to implement enhanced IT Security programs, including MFA and active phishing training. Further the Board authorizes the purchase of annual software license(s) and hardware keys from Techsource, as required for implementations. The Board further authorizes the Comptroller to amend office technology budget, as required.

ORDERED, this the 22nd day of February, 2023.

UPON MOTION of Joe McGee, seconded by Johnny Harrell, and unanimously carried, the Board does hereby authorize the amendment of the County Bereavement Policy to state:

"A full-time employee of the County is allowed up to three (3) days bereavement leave for the death of an immediate family member. Longer leave times may be granted and charged against employee's personal or medical leave balances, but are subject to approval by the department head. Immediate family is defined for Bereavement: spouse, parent, step-parent, sibling, child, step-child, grandchild, grandparent, son or daughter-in-law, mother or father-in-law, or brother or sister-in-law." *Grandparents-in-law. (Approved 3/14/24)*

ORDERED, SPREAD UPON THE MINUTES this the 22nd day of February, 2023.

UPON MOTION of Joe McGee, seconded by Johnny Harrell, and unanimously carried, the Board does approve County travel / reimbursement policy and authorizes County Administrator to distribute the same to department heads.

ORDERED, this the 22nd day of February, 2023.

UPON MOTION of Johnny Harrell, seconded by Wayne Cooksey, and unanimously carried, the Board does hereby authorize the County Administrator to formulate and execute a leave contribution policy for employees to contribute annual / sick leave to employees with catastrophic injuries or illnesses.

ORDERED, this the 22nd day of February, 2023.

UPON MOTION of Jackie Bradford, seconded by Johnny Harrell, and unanimously carried, the Board does hereby enter into Closed Session for the purpose of determining the need for Executive Session.

ORDERED, this the 22nd day of February, 2023.