Grafton County

Employee Handbook

JULY 2026

The July 2026 Employee Handbook was approved by the Grafton County's Board of Commissioners on July 7, 2026

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INTRODUCTION

The provisions which follow are summaries of the personnel policies of Grafton County and are current as of the date of this publication of this Employee Handbook ("the Employee Handbook" or "the Handbook). These Policies apply to all salaried (exempt) and hourly (non-exempt) employees. Further revisions and interpretations of these Policies will be made periodically by Grafton County. The most recent Policies/Handbook will replace any previous versions.

Pursuant to NH RSA 28:12, Grafton County Commissioners reserve the right to add to, delete from, or modify any of these Policies either on an individual or County wide basis. Such additions, deletions, or modifications will be effective when approved by a quorum of the Grafton County Commissioners. This Handbook is not intended to and does not create any contractual obligations by Grafton County concerning any subject matter, including duration of employment and/or any term and condition of employment. The employer's relationship with employees is "at will".

The terms and conditions of the fringe benefit programs are described in greater detail in the insurance contracts with the specific insurance carriers. Those terms and conditions will supersede any provision in this Handbook to the contrary. Only for employees who fall under an applicable collective bargaining agreement, any specific terms and conditions in the collective bargaining agreement would supersede any provisions listed in this Handbook. Furthermore, there may be specific departmental operational policies that would expand any provisions listed in this Handbook (e.g., dress code).

Grafton County's objective is to provide the best possible resident/inmate care and public services through the well-trained and dedicated County staff. The Employee Handbook is intended to explain rights and responsibilities of both the administration and employees of Grafton County.

DEFINITIONS

The following are definitions for words or phrases commonly used multiple times within the Employee Handbook. Please note there may be specific definitions that pertain only to a specific policy, those definitions would be defined within that particular policy.

"**BARGAINING UNIT EMPLOYEE" –** refers to all employees whose positions are covered under the provisions of the collective bargaining agreement between Grafton County Nursing Home and United Electrical, Radio and Machine Workers of America (UE) Local 278 and, as applicable, all employees who become covered under the provisions of any other collective bargaining agreement with any other union certified by the New Hampshire Public Employee Labor Relations Board. An employee whose position is included in the bargaining unit is a bargaining unit employee whether or not he/she is a dues-paying union member.

"COUNTY PERSONNEL COMMITTEE" – refers to the Chairman, Vice Chairman, and Clerk of the Grafton County Delegation. This Committee is involved in the RSA 28:10a process.

"DEPARTMENT HEAD" – refers to the managers appointed by the Commissioners on a bi-annual basis. Positions include County Administrator, Superintendent of Corrections, Superintendent of Maintenance, Nursing Home Administrator, Human Resources Director, Farm Manager, IT Director and Alternative Sentencing Director.

"ELECTED OFFICIALS" – refers to those who are elected by the citizens of Grafton County. These Elected Officials include County Attorney, High Sheriff, Treasurer, Register of Deeds, and County Commissioner.

"EXEMPT" – refers to an employee who under the Fair Labor Standard Act and applicable state law receives the same bi-weekly salary regardless of hours worked. An exempt employee is not entitled to any overtime compensation.

"FAIR LABOR STANDARDS ACT (FLSA)" – refers to a federal statute that establishes certain wage and hour requirements, including requirements around overtime, exempt status, minimum wage, and youth employment.

"INFORMATION TECHNOLOGY" – refers to all computer\network user accounts, email accounts, computers, laptops, PDA's, servers, software, email, internet, copiers, scanners, printers, network switches, routers, firewalls and other network devices and technology.

"INMATES" – refers to all those admitted to the Grafton County Correctional Facility as pre-trial or post-trial detainees.

"INVOLUNTARY TERMINATION" – refers to an employee's separation from employment that is caused by Grafton County. Examples would be the following: layoff, termination of employment within an employee's probationary period, or termination of employment within NH RSA 28:10a. Sometimes involuntary termination will be referred to as discharge in this Handbook.

"MANAGERS" – refers to any employee who oversees at least one department and has employees that report directly to him or her. Positions include Elected Officials, Department Heads, and Department Managers that report to a Department Head.

"NON-BARGAINING UNIT EMPLOYEE" – refers to all employees who are excluded from coverage as specified in a collective bargaining agreement with Grafton County and the applicable certified union, including department heads, supervisors, professional and confidential employees, persons in a probationary or temporary status, employed seasonally, and all other employees of the County.

"NON-EXEMPT" – refers to an employee who under Fair Labor Standards Act and applicable state law is entitled to overtime for any work performed over Forty (40) hours in a work week (Forty-two and a half (42.5) for Deputy Sheriffs and Eighty Six (86) in a fourteen (14) day work period for Certified Corrections staff).

"NH" – refers to the State of New Hampshire.

"RESIDENTS" – refers to all those admitted to the Grafton County Nursing Home Facility as patients.

"RETIREMENT" – refers to when an employee officially retires under the guidelines of the NH Retirement System. Such employee would be immediately eligible to receive a pension from the NH Retirement System.

"SUPERVISORS" – refers to any other employee that has managerial or supervisory responsibilities but does not oversee a department. Positions include, but are not limited to, the following: Sergeants, Dietary Supervisors, Communications Supervisors, and Assistant Activities Director.

"VOLUNTARY TERMINATION" – refers to an employee's separation from employment that is a decision made by the employee to leave a job. Examples would include the employee submitting a resignation or retiring.

CHAPTER 1: GENERAL PRACTICES

1:1 EQUAL OPPORTUNITY EMPLOYER

Grafton County is an equal opportunity employer and does not discriminate in recruitment, advertising, hiring, layoffs, terminations, promotions, transfers, rates of pay, fringe benefits, training, or other forms of compensation on the basis of race, color, national origin, age, gender (including pregnancy and pregnancy related conditions), sexual orientation, gender identity or gender expression, marital status, veteran or military status, genetic information, physical or mental disability, religion, religious creed or any other status which is protected by applicable law.

1:2 AMERICANS WITH DISABILITIES ACT

Reasonable Accommodation:

Grafton County complies with the Americans with Disabilities Act ("the ADA"), the Pregnancy Discrimination Act, Title VII of the Civil Rights Act of 1964 and all applicable state and local fair employment practices laws. Consistent with this commitment:

· Grafton County will provide reasonable accommodation to otherwise qualified individuals with disabilities, where appropriate to allow the individual to perform the essential functions of the job, unless doing so would create an undue hardship on Grafton County.

· Grafton County will reasonably accommodate the sincerely held religious beliefs of employees if the accommodations would resolve a conflict between the individual's religious belief or practice and a work requirement, unless doing so would create an undue hardship on Grafton County.

· Grafton County will also provide reasonable accommodation to pregnant employees for known limitations related to pregnancy, childbirth, or other related medical conditions in accordance with the federal Pregnant Workers Fairness Act (PWFA).

· If an employee requires an accommodation, it is the employee's responsibility to notify the employee's Supervisor or Human Resources. The employee may be asked to include relevant information such as:

o The reason the employee needs an accommodation.

o A description of the proposed accommodation.

o How the accommodation will help the employee perform the essential functions of the employee's job.

After receiving the employee's request, Grafton County will engage in an interactive dialogue with the employee to accurately understand the information the employee provides and explore potential reasonable accommodations. Where appropriate, the County may need the employee's permission to obtain additional information from the employee's medical provider. All medical information received by Grafton County in connection with a request for accommodation will be treated as confidential. Grafton County encourages the employee to suggest specific reasonable accommodations that the employee believes would allow the employee to perform his/her job. However, the County is not required to make the specific accommodation requested by the employee and may provide an alternative accommodation, to the extent any reasonable accommodation can be made without imposing an undue hardship on Grafton County. Where state or local law provides greater protections to employees than federal law, Grafton County will apply the law that provides the greatest benefit to employees. If leave is provided as a reasonable accommodation, such leave may run concurrently with other applicable leaves, and/or any other leave where permitted by state and federal law. Grafton County will not discriminate or retaliate against employees for requesting an accommodation under this Policy.

A) Definitions For purpose of this policy:

"Reasonable accommodation" – refers to a change made to help qualified individuals perform all the essential functions of a particular job. Some examples of a reasonable accommodation include, but are not limited to, acquiring or modifying equipment or software, job restructuring, modified work schedules, modification of policies, and/or training structure.

"Undue hardship" – refers to an action requiring significant difficulty or expense by Grafton County, as further defined under the ADA.

"Essential job functions" – refers to those activities of a job that are the core to performing the job in question, as further defined under the ADA.

1:3 ANTI -DISCRIMINATION, ANTI-HARASSMENT AND ANTI -RETALIATION

Grafton County will not tolerate the discrimination, or harassment or retaliation of any employee, resident, vendor or any other person dealing with Grafton County. Grafton County defines harassment as follows:

A).Harassment: *Harassment is verbal and physical conduct that is intended to annoy, intimidate, degrade or abuse an individual because of his or her race, color, national origin, age, gender (including pregnancy and pregnancy-related conditions), sexual orientation, gender identity or gender expression, transgender status, marital status, veteran or military status, genetic information, physical or mental disability, religion, religious creed or any other status which is protected by applicable law (for purposes of this Policy, any and all of these statuses are referred to as a "Protected Status") and that has the purpose of creating an intimidating, hostile, or offensive work environment.*

Individuals Covered by this Policy: This policy applies to all employees of Grafton County at every level. This policy also prohibits discrimination, harassment, and/or retaliation of or by non-employees (members, vendors, elected officials, consultants, contractors, etc.) that come in contact with Grafton County's employees.

Examples of harassment affecting an employee's working environment include, but are not limited to, the following:

- Calling a person a name intended to degrade on the basis of a Protected Status.
- Abusive or threatening written notes or emails, or texts or social media posts on the basis of a Protected Status.
- Derogatory remarks or stereotyping on the basis of a Protected Status.
- Making insults, taunts or challenges intended to provoke violence on the basis of a Protected Status.
- Behaviors directed against a person that are intended to personally intimidate or taunt on the basis of a Protected Status.

B). Sexual Harassment: Sexual harassment is a form of gender discrimination and means unwelcome sexual advances, requests for sexual favors, and other verbal and/or physical conduct of a sexual nature when:

- Submission to or rejection of such conduct is made explicitly or implicitly a term or condition of employment.
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting that individual, or for awarding or withholding favorable employment opportunity, evaluation or assistance; or
- 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.

Sexual harassment can involve an individual of the opposite gender or the same gender. Examples of sexual harassment include, but are not limited to, the following:

- Conditioning any term of employment (e.g., continued employment, wages, evaluation, advancement, assigned duties or shifts) on the granting of sexual favors.
- Touching or grabbing any part of an employee's body after that person has indicated, or it is known, that such physical conduct was unwelcome, or is done in an obviously sexually suggestive manner;
- Continuing to ask an employee to socialize on or off duty when that person has indicated she/he is not interested;
- Displaying or transmitting sexually suggestive materials (e.g., pictures, objects, cartoons, e-mails, text images or posters);
- Continuing to write sexually suggestive emails or notes or texts;
- Referring to or calling a person a sexualized name;
- Telling sexual jokes or using sexually vulgar or explicit language in the presence of a person that does not welcome such behavior;
- Retaliation of any kind for having filed or supported a complaint of sexual harassment (e.g., pressuring the person to drop or not support the claim or adversely altering the person's duties or work environment);
- Derogatory remarks about or relating to an employee's sex or sexual orientation.

C) Reporting: All complaints of harassment, discrimination, and retaliation, should be referred immediately to the Department Head or Elected Official, Human Resources Department, or the County Administrator, and the matter will be promptly investigated. Confidentiality will be maintained to the extent possible consistent with the need to conduct a prompt and thorough investigation of a complaint.

Mandatory Reporting Procedure: Any employee who has observed, been made aware of, or experienced conduct in violation of this Policy must report the alleged conduct using the Reporting Procedure set forth in this Policy. Do not assume that Grafton County is aware of the problem. Each employee has a responsibility to report discrimination, harassment, and retaliation to the County. It is only through the active involvement of employees that Grafton County can prevent and correct discrimination, harassment, and retaliation in the workplace.

Investigations: Grafton County will investigate reports made through the reporting procedure promptly and fairly. The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances. The investigation may be conducted internally, or, in appropriate circumstances, an outside investigator may be retained. Investigations will typically include private interviews with the person filing the report and with witnesses. The person alleged to have violated the Policy will also typically be interviewed. Any employee asked to participate in an investigation is expected to cooperate fully and truthfully. When the investigation is complete, to the extent appropriate, Grafton County will inform the person(s) filing the report and the person(s) alleged to have violated the Policy of the results of that investigation.

D) Retaliation Prohibited: Retaliating or discriminating against an employee for complaining about discrimination or harassment or retaliation prohibited by this Policy, or for participating in protected activity such as filing a complaint about such behavior or participating in an investigation about such behavior, is prohibited by this Policy. An employee who is found to have retaliated against another employee, resident or vendor in violation of this Policy will be subject to appropriate disciplinary action up to and including involuntary termination of employment.

Any instance of discrimination and/or harassment as discussed above, or any act of retaliation, will be subject to discipline up to and including involuntary termination of employment.

1:4 CONFIDENTIALITY

Access to materials containing medical, personal, and/or financial information regarding residents, inmates, or employees is restricted to those who need the information to carry out their specific job assignments. Unauthorized access to materials (including email) and inappropriate use of, discussion of, or distribution of any confidential information is considered a breach of confidentiality and will be subject to discipline up to and including involuntary termination of employment.

Safeguarding confidential information or materials is the responsibility of all Grafton County Employees. In the Nursing Home, HIPAA breaches should be reported immediately to the Health Information Manager or his or her designee.

1:5 STANDARDS OF CONDUCT AND WORKPLACE BULLYING

All employees and elected officials are expected to maintain the highest standards of conduct. Proper respect toward the public, residents and their responsible party (family members/guardians), inmates, visitors, fellow employees, and supervisors must be maintained. All inappropriate and unprofessional conduct is prohibited. Some examples include, but not limited to, the following:

- Unnecessary noise that is disturbing to residents;
- Gossip;
- Use of profane or abusive language;
- Any action that violates any of Grafton County's Policies contained in this Handbook, including but not limited to behavior which would be grounds for corrective action and/or discipline under Policy 2:12.
- Workplace bullying (see below)

A) Workplace Bullying: "Workplace bullying" refers to the repeated unreasonable actions of individuals (or a group) directed towards an employee (or a group of employees), in which the actions are intended to intimidate, degrade, humiliate, or undermine a co-worker(s). The following are examples of workplace bullying:

- Verbal Bullying: slandering; ridiculing a person or his/her family; persistent name calling which is hurtful, insulting, or humiliating; shouting; abusive or offensive remarks.
- Physical Bullying: pushing; shoving; kicking; poking; tripping; assaulting, or threat of physical assault (see Policy 7:9); damage to a person's work area or personal property.
- Gesture Bullying: non-verbal threatening gestures; glances which could reasonably be perceived as conveying threatening messages.

1:5 A EMPLOYEE DATING

Grafton County believes that a workplace where employees maintain boundaries between personal and business interactions is most effective for conducting business. Although this policy does not prevent the development of friendships or romantic relationships between coworkers, it does establish clear expectations as to how relationships will be treated during working hours and within the working environment. Individuals in supervisory relationships or other influential roles are subject to more stringent requirements under this policy due to their status as role models, their access to sensitive information, and their ability to influence others. The following are guidelines and are not meant to be all-inclusive:

- During work time and in work areas, employees are expected to keep personal exchanges limited so that others are not distracted or offended and so that productivity is maintained.

- During non-work time, such as lunches and breaks, employees are not prohibited from having appropriate personal conversations in non-work areas as long as their conversations and behaviors could in no way be perceived as offensive or uncomfortable to a reasonable person.
- Employees are strictly prohibited from engaging in physical contact beyond that which they would share with any other coworker while on County premises, whether during working hours or not.
- Due to the high potential for favoritism or allegations of quid-pro-quo relations, romantic relationships between supervisors and subordinates are generally prohibited.
- Employees working within the same department, supervisors, managers, department heads or anyone else in sensitive or influential positions must disclose the existence of any relationship with another coworker that has progressed beyond a friendship. Disclosure may be made to Human Resources or the Department Head. This disclosure will enable the County to determine whether any conflict of interest exists because of the relative positions of the individuals involved.
- Where problems or potential risks are identified, the County will work with the parties involved to consider options for resolving the conflict. The initial solution will be to make sure that the parties involved no longer work together on matters where one can influence the other or take action for the other. Matters such as hiring, firing, promotions, performance management, compensation decisions, financial transactions, etc. are examples of situations that may require reallocation of duties to avoid any actual or perceived reward or disadvantage.
- In some cases, more significant measures may be necessary, such as transfer to other positions or departments. The individual with the more senior position will be considered for transfer first to avoid any perception of retaliation against the less senior person.
- The provisions of this policy apply regardless of sexual orientations of the parties involved.
- Any employee who feels they have been disadvantaged because of this policy, or who believes this policy is not being adhered to, should contact Human Resources.

1:6 PERSONAL APPEARANCE & GROOMING

Cleanliness, neatness, professional attire, and good personal hygiene are necessary for all employees. Dress codes are established by each Department and approved by the Department Head or Elected Official or the Board of County Commissioners.

1:7 SOLICITATION

Generally, soliciting is forbidden (including Avon, Tupperware, non-profit fundraisers that are not directly affiliated with Grafton County, etc.). Grafton County employees are not to distribute materials (including religious or political pamphlets) on Grafton County property during work time or to the residents, inmates, public, or other employees. An employee may not post materials on bulletin boards without prior written approval from their Department Head or Elected Official (see Policy 3:3). Nothing within this Policy is intended to infringe upon rights within NH RSA 273-A.

1:8 GRATUITIES

Employees are prohibited from accepting gratuities of any kind, including tips or gifts, from residents, inmates, or visitors. Employees are not permitted to give, sell, receive or purchase anything of monetary value from any jail inmate or Nursing Home resident without Administrator/Superintendent approval. Any violation of this Policy will be cause for immediate involuntary termination of employment.

1:9 EMPLOYMENT OF RELATIVES

To avoid possible situations of conflict of interest or favoritism, management personnel are not permitted to hire or manage any relatives for any position that directly reports to them. Management personnel who have or could have relatives that indirectly report to them may not influence or participate in any type of employment practice decision (e.g. hire, retain, promote, evaluate, or discipline).

For the purposes of this Policy, management personnel are defined as Managers and Supervisors.

For the purpose of this Policy, relatives are defined as parents or stepparents, children or stepchildren, sister, stepsister, brother, stepbrother, spouse/live-in-partner, son-in-law, daughter-in-law, legal guardian, grandparents, grandchildren, sister-in-law, brother-in-law, and spouse's or live-in partner's parents, or grandparents.

If any employee, after employment, enters one of the above relationships, one individual must seek a transfer or a change in the reporting relationship.

Current situations between management personnel and subordinate employees shall not be affected unless there is a change in status of an employee (i.e. transfer or promotion).

1:10 OUTSIDE EMPLOYMENT

Except for employees under an approved medical related leave of absence, employees may hold outside jobs as long as they meet the performance standards of their job with Grafton County. All employees will be judged by the same performance standards and will be subject to Grafton County's scheduling demands, regardless of any existing outside work requirements.

If Grafton County in its sole discretion determines that an employee's outside work interferes with performance or ability to meet Grafton County's requirements as they are modified from time to time, the employee may be asked to terminate the employment if he/she wishes to remain with Grafton County.

Outside employment that constitutes a conflict of interest (see Policy 1:11 below) is prohibited. Employees may not receive any income or personal gain from individuals or organizations for materials produced or services rendered while performing their jobs at Grafton County.

1:11 CONFLICT OF INTEREST

Employees have an ethical obligation to conduct Grafton County business within guidelines that prohibit actual or potential conflicts of interest. This Policy establishes only the framework within which Grafton County wishes to operate. The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of conduct.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of the Grafton County's business dealings. For the purposes of this Policy, a relative is any person who is related by blood or marriage.

No impropriety is created by the mere existence of a relationship with outside firms. However, if employees have any influence on transactions involving purchases or contracts, it is imperative that they disclose to the County Administrator as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties. Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which Grafton County does business, but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving Grafton County, all of which are prohibited by this Policy.

Compliance with this Policy is the responsibility of every employee. Disregarding or failing to comply with this Policy will result in appropriate disciplinary action, up to and including involuntary termination of employment.

1:12 WHISTLEBLOWER PROTECTION

Under NH RSA 275-E, Grafton County will not discharge, threaten, or otherwise discriminate against any employee because an employee, in good faith, reports or causes to be reported, verbally or in writing, what the employee has reasonable cause to believe is a violation of any law or rule adopted by State or Federal regulations. However, the employee should first: (a) bring any alleged violations to the attention of their Department Head or Elected Official; and (b) then allow Grafton County a reasonable opportunity to correct that violation, unless the employee had specific reason to believe that reporting such violation to Grafton County would not result in promptly remedying the violation.

The confidentiality of the whistleblower will be maintained whenever possible. Grafton County will not tolerate any type of retaliation against an employee who reports a violation covered by this Policy. This includes, but is not limited to, protection from retaliation in the form of employment action such as involuntary termination, compensation decrease, threats of physical harm, or poor work assignments.

1:13 CLOSURE OF COUNTY OFFICES

All Grafton County Department Heads, both elected and appointed, shall seek approval of the Grafton County Commissioners' Office prior to closing any County office for any reason during normal working hours. Also, the Grafton County Board of Commissioners, through the County Administrator, will authorize offices to close during inclement weather or other emergencies. The County Administrator shall be responsible for contacting Department Heads/Elected Officials and authorizing them to close or have minimal coverage for their Departments. If the employee leaves work due to inclement weather or an emergency, any available earned time must be used.

CHAPTER 2: EMPLOYMENT PRACTICES

2:1 EMPLOYMENT STATUS

A) Per Diem: Licensed nursing personnel working by the day, as needed, with no guaranteed hours. Per Diem employees receive a stipend in lieu of any and all benefits (e.g. benefits such as insurances, retirement, earned time, holidays, extended medical leave and longevity).

B) Unbenefited Part-Time Employee: Refers to employees that receive no benefits and whose hours are not guaranteed and fluctuate according to scheduling needs. Unbenefited part-time employees would typically work at least one shift per week.

C) 3/5 or 4/5 Status: Employees consistently (every payroll) working a minimum of twenty-four (24) hours per week are eligible for benefits on a pro-rated basis. Employees working 4/5 status consistently work a minimum of Thirty-Two (32) hours and are eligible for benefits on a pro-rated basis.

D) Full-time Status: Employees consistently (every payroll) working a minimum of thirty-five (35) hours or more per week. Employees working thirty-five (35) hours (seven (7) hours a day, five (5) days a week) or thirty-six (36) hours (twelve (12) hours a day, three (3) days a week) accrue earned time and extended medical leave at the same rate as employees who work forty (40) hours (eight (8) hours a day, five (5) days a week).

Temporary staffing adjustments may be applied to meet the needs of the residents/inmates and needs of Grafton County. However, if an employee consistently works a regular schedule (outside of their current employment status) for at least six (6) months, he/she would be eligible to move into new personnel status (e.g. 3/5 status employee who works thirty-five (35) or more hours per week).

2:2 REPORTING OF APPOINTED POSITIONS:

The County Administrator and the Human Resources Director will report to the Board of County Commissioners.

According to RSA 30-B:4, the Superintendent of the County Department of Corrections as an agent of the County Commissioners, shall report to the Board of County Commissioners and be answerable to it for the efficient and effective operation of county correctional facilities.

Per direction of the Commissioners the Superintendent and the Human Resources Director works in conjunction with the County Administrator on a day-to-day basis.

The following positions will report to the County Administrator: Maintenance Superintendent, Farm Manager, Nursing Home Administrator, Alternative Sentencing Director and Assistant County Administrator.

2:3 NURSING HOME PER DIEM GUIDELINES

Nursing Home per diem employees are expected to be available to work at least five (5) shifts per month, with two (2) of those shifts being on a weekend. Per Diem employees must also work one of the major spring/summer holidays, (Memorial Day, July 4th, Labor Day) and one of the major fall/winter holidays (Columbus Day, Veteran's Day, Thanksgiving, Christmas Day, or New Year's Day, or President's Day). The Manager or designee has sole discretion whether or not to schedule per diem employees for any shifts he/she is available.
When an employee goes from a benefited position to a per diem position, all accrued benefits, including the longevity bonus will be paid according to section 5:14- H of this Handbook. In the event an employee returns to a benefit status, they will not be eligible for the longevity bonus in the future.

2:4 DATE OF HIRE/ANNIVERSARY DATE

A) Date of Hire: An employee's date of hire is the date the employee begins employment at Grafton County. This is applicable for the initial benefits employees may be eligible for becoming a new employee. If an employee leaves Grafton County and is rehired, the rehire date would replace the employee's original date of hire.

B) Anniversary Date: If employment began before the 15th of the month, the anniversary date is the 1st day of that month. If employment began on or after the 15th of the month, the anniversary is the 1st day of the next month. This will be considered the anniversary date for benefits and step/wage increases. Examples: employee was hired on December 15th: employee date of hire

would remain December 15th and anniversary date would be January 1st; employee was hired December 14th: employee date of hire would remain December 14th and anniversary date would be December 1st.

2:5 PROBATIONARY PERIOD

All newly hired employees who are not subject to a collective bargaining agreement must serve a probationary period of one (1) year from the date of hire, consistent with New Hampshire law. For employees who are subject to a collective bargaining agreement, the terms of the collective bargaining agreement will govern the length of an employee's probationary period. NH RSA 28:10-a is not applicable during this period. During this probationary period, employment may be involuntarily terminated at the discretion of their Elected Official or Department Head.

If an employee transfers to a different position with a new job description or have a change in status within their current job description (i.e. part-time to full-time), a trial period shall take effect for up to three (3) months during which time the County may remove the employee if the standards of the position have not been met. The County shall have the ability to extend the trial period for up to an additional three (3) months, at the discretion of Department Head or Elected Official. In the event the employee has not met the standards for the position, in lieu of removal, the employee may elect to return to the employee's former position, if the position is then available. If the employee's former position is not available, the employee may or may not fill a vacant position of the same or lower classification if the employee is qualified, as determined by the Department head or Elected Official.

No step increases are given during any employee's probationary or trial periods. If an employee is eligible to receive a step increase while on trial period, the increase will be paid retroactively upon successful completion of the trial period.

2:6 PERSONNEL FILES

Personnel files are maintained in a locked and secure location in the Department of Human Resources.

Besides the employee, the only other Grafton County employees that are authorized to review personnel files are the Human Resources staff, Payroll Coordinator, County Administrator, and the employee's manager or designee. If an employee is applying for a transfer within Grafton County, the Manager who is responsible for filling their vacancy is allowed to review the employee's performance evaluations and any active disciplinary documentation. For compliance issues, certain Federal and State of NH agencies may inspect personnel folders. For auditing purposes, an independent auditor may inspect personnel folders but are limited to view only information regarding employees pay, pay history and applicable benefit information.

Employees shall have a reasonable opportunity to inspect their personnel files and, upon request, to obtain a copy of all or any part of the file after payment of a reasonable cost per photocopy to be determined by Grafton County. The current charge is $.20 per page to photocopy.

If an employee disagrees with any information in the personnel file, and Grafton County refuses to remove or modify such information, the employee may submit a written statement explaining the disagreement together with evidence supporting the employee's version. Such statement shall be maintained as part of the employee's personnel file and shall be included in any transmittal of the file to a third party and shall be included in any disclosure of the contested information made to a third party.

2:7 EMPLOYEE HEALTH & MEDICAL RECORDS

Certain medical records for all employees are maintained by the Human Resources Department, which include drug testing and documentation for any medical leaves. Medical records are maintained separately from personnel files. Director of Staff Development for the Nursing Home maintains specific files for all Nursing Home employees regarding employee health.

If a pre-employment tuberculosis test is positive, the employee shall be responsible for pursuing further medical advice. Verification of physician follow-up must be submitted to the Employee Health Nurse at the Grafton County Nursing Home within thirty (30) days.

2:8 LAYOFF

Whenever the services of an employee are no longer needed because of changes in workload or nature of work requirements, he/she may be laid off. In the event of a layoff, employees shall be laid off in the order of their seniority beginning with the least senior employee within the job classification. The employee(s) retained must be qualified to perform the available work or the least senior employee shall not be laid off. Qualifications shall include work performance, but not be necessarily limited to, experience, skills, ability, training, and education.

Any employee laid off shall be given at least fourteen (14) calendar day's prior notice. All employees laid off would be eligible to be recalled within a period of one (1) year of the effective date of the layoff. Recall of employees into positions shall be by qualifications in reverse order of the layoff. A recalled employee must make arrangements within seven (7) days to return to work or they shall forfeit their recall rights. Any laid off employee who is recalled within a period of one (1) year of the effective date of the layoff, would retain their seniority.

2:9 RESIGNATION/VOLUNTARY TERMINATION

All non-exempt employees are required to provide a minimum of a two (2) week notice in writing prior to voluntary termination of employment (a minimum of a thirty (30) day notice for exempt employees).

An employee who has submitted a resignation (verbal or written) may not donate time to other employees, and if he/she calls out, he/she will not be paid earned time or sick leave without a doctor's note clearly stating he/she was medically unable to work. Unless approved by their Manager for extreme circumstances, employees are required to work out their notice completely, without using earned time.

Prior to their termination date, employees are expected to return all Grafton County issued property (e.g. keys, County-issued computer, equipment, name badge, etc.) to their applicable Department Head, Elected Official or Human Resources.

All employees who voluntarily terminate their employment are strongly encouraged to participate in an exit interview with the Human Resources Department. The Human Resources Department would schedule the exit interview and send the employee the exit interview questionnaire in advance. The purpose of exit interviews is to go over applicable benefits with the employee and to solicit valuable feedback for Grafton County.

Failure to provide appropriate notice of resignation may result in the employee being ineligible for re-hire at Grafton County, and any applicable accrued Earned Time or Extended Medical Leave will not be paid (see Policy 5:14). **Please Note: For an involuntary termination, the termination date would be effective immediately and the employee would be ineligible to receive, and would not receive, any payment for any applicable accrued Earned Time or Extended Medical Leave or Longevity.**

2:10 ATTENDANCE

It is essential that employees come to work to meet the needs of the public, residents, and inmates. If, for some reason, an employee cannot come to work, the employee must provide their Manager or Supervisor with at least two (2) hours advanced notice, except in extreme or unforeseeable circumstances. Individual Departments may have a revised policy other than the two (2) hours noted above – if unsure, check with your Department Head/supervisor. Continued unexcused absenteeism, may result in appropriate disciplinary action up to and including involuntary termination of employment.

For purposes of this policy, any time clocking in after the start of your scheduled shift is considered tardy (for example, if scheduled shift is 8-4, you are considered tardy any time after 8:00).

On performance evaluations, all absences that are not pre-approved or pre-scheduled, including days leaving early are recorded. However, sick days with a doctor's note (for the employee, a child, parent or spouse) are not factored into the overall score. Any doctor's notes/excuse slips must be presented within forty-eight (48) hours of return to work, or they will not be accepted. (NOTE: The Department of Corrections uses a separate scoring system – if a DOC employee, verify the scoring system with your supervisor).

Attendance is scored on performance evaluations as follows: Absenteeism and Tardiness – Number of Occurrences in a 12-month period:

Number of Days Absent or Times Late:	Score As:
0	**5 (Outstanding)**
1-2	**4 (Very Good)**
3-4	**3 (Average)**
5	**2 (Improvement Needed)**
6 or more	**1 (Unsatisfactory)**

2:11 CALL OUTS

A) What is and is not a Call out?

1. Any time off by the employee that is not pre-approved in writing by their Manager.

2. Funeral leave is not considered a call-out.

3. Time lost due to an on-the-job injury covered by Workers' Compensation is not considered a call-out.

4. An approved medical leave of absence, supported by the written confirmation of treating healthcare provider, is not considered a call-out (i.e., FMLA, Personal Medical Leave and Maternity Leave).

5. If an employee comes to work, then leaves, if he/she has not worked at least one half of his/her scheduled shift, it will be considered a call out. If a supervisor directs an ill employee to go home after working a portion of his/her scheduled shift, the one-half shift requirement is waived, provided the supervisor initiates the directive, that is, the supervisor has first-hand verification of the employee's illness and recommends that the employee go home, as opposed to the employee requesting permission to go home due to a vague or unverifiable complaint.

6. If an employee cannot make it to work due to extreme circumstances beyond his/her control, it shall not be considered a call out. Extreme circumstances are approved or denied on a case-by-case basis as determined solely by the Department Head or Elected Official.

Excessive unexcused call outs will result in appropriate disciplinary action up to and including involuntary termination of employment.

2:12 CORRECTIVE OR DISCIPLINARY ACTION

Various types of corrective or disciplinary action include corrective action of coaching/friendly discussion/counseling; disciplinary action of documented verbal warning, written warning, suspension, and involuntary termination. The application of corrective and/or disciplinary action will therefore be flexible; and the County is not obligated to follow any form of progressive corrective action or progressive discipline (e.g., prior written or verbal warnings are not required for consideration for suspension or involuntary termination). Disciplinary documents remain in employee's personnel file indefinitely (see Policy 2:6). The following is the timeline for disciplinary documents to be considered "active": documented verbal warnings for one (1) year from the date of the verbal warning, written warnings for two (2) years from the date of the written warning, and suspensions for three (3) years from the date of suspension. Managers reserve the right to consider any past disciplinary actions (inactive) in determining the type of corrective action to administer with a current performance issue.

The Manager or Supervisor may, but are not obligated to, issue corrective action for employee performance, or behavior which is in violation of the Policies and procedures or detrimental to the operation of the facility.

Grounds for warnings, suspension or involuntary termination/discharge will include, but are not necessarily limited to:

Failure by employee to observe Policies, procedures, and regulations, including the Policies contained in this Handbook.

Insubordination.

Failure or inability to satisfactorily perform all work-related duties.

Compromising the dignity, privacy, or well-being of a Nursing Home resident in any manner.

Manufacture, possession, use, sale transfer or distribution of illegal drugs, drug paraphernalia or alcohol in the workplace, being under the influence of drugs or alcohol or suffering from the aftereffects of drugs or alcohol on Grafton County premises or at any other facility or location while on duty, or while representing Grafton County or conducting business for Grafton County.

Immoral conduct.

Fraternizing with inmates (see Policy7:7)

Giving, selling, receiving, or purchasing anything of monetary value from any Department of Corrections inmate or Nursing Home resident without Administrator/Superintendent approval.

Theft or misuse of residents' funds or property; theft or misuse of county funds or property.

Violation of the False Claims Act (US Code Title 31 § 3729-3733) resulting in fraud, waste or abuse in a Federal Health Care program, i.e., Medicare and Medicaid.

Disclosure of confidential information.

Sleeping or dozing on duty.

Destruction of County property.

Discrimination, harassment, or retaliation.

Keys left in vehicle on County property

Job abandonment (two consecutive scheduled workdays where no call, no show)

Swiping, altering, or otherwise tampering with someone else's time badge, or any other act involving falsification of a time record.

Abuse of sick leave privileges.

Failure to attend mandatory training sessions.

Misrepresentation or omission of material facts in connection with employment.

Resident physical or emotional abuse, neglect and/or misappropriation of resident's property.

Failure to maintain job-required certifications.

Any other conduct deemed detrimental to the County or its responsibilities.

Any other conduct that is grounds for discipline, suspension, removal or discharge under NH RSA 28:10-a

NOTE: Being charged or convicted of any offense or crime or serious motor vehicle offenses, such as driving while intoxicated and reckless operation, may result in immediate suspension or involuntary termination of employment. To ensure compliance with state and federal regulations, all employees are required, on an on-going basis, to notify their Department Head or Elected Official of any charges or convictions for violation of the law, including any sanctions imposed by CMS (Medicare or Medicaid).

The County may place an employee on administrative leave with pay pending an internal investigation. If an employee is placed on administrative leave pending an internal investigation into allegations of violation of established work-place rules and/or workplace misconduct, the employee will continue to receive their regular base pay and employment benefits during any such period of administrative leave.

2:13 DISCHARGE (INVOLUNTARY TERMINATION) - SUSPENSION (NH RSA 28:10-a):

The following rules and procedures are established and adopted by the Grafton County Commissioners for discharge and suspension, in accordance with NH RSA 28:10-a, and are incorporated herein as part of the Personnel Policies. Please see NH RSA 28:10-a for its entire language and applicability.

A) Applicability: NH RSA 28:10-a applies to all non-bargaining unit employees who are employed as full-time or part-time working at least 20 hours per week, who have served at least one (1) year of employment with Grafton County.

NH RSA 28:10-a protection does not apply to the following employees:

- All bargaining unit employees (regardless of their employment status). These employees could be suspended or involuntarily terminated through the terms and conditions within the applicable Union's collective bargaining agreement with Grafton County
- Non-bargaining unit employees who are employed as per diem, seasonal, temporary, or are part-time working less than twenty (20) hours per week. These employees could be suspended or involuntarily terminated at the discretion of the Department Head or Elected Official.
- Per NH RSA 7:33-f, Assistant County Attorneys are appointed by the County Attorney. Per NH RSA 104:3- Deputy Sheriffs are appointed by the High Sheriff. These employees could be suspended or involuntarily terminated at the discretion of the High Sheriff or County Attorney.

B) NH RSA-28:10-a: For applicable employees who have served at least one (1) year, they shall not be discharged, or suspended from employment except for dishonesty, intoxication, immoral behavior, or other misconduct, neglect of duty, negligence, willful insubordination, lack of cooperation, inefficiency, incapacity or unfitness to perform his/her duties, or for the good of the County which include, but not limited to, any of the grounds listed under the corrective action (see Policy 2:12). Provisions of NH RSA-

28:10a shall not apply to Grafton County employees laid off by reasons of elimination of a position, change in organization, lack of work, or insufficient funds.

Pursuant to NH RSA 91-A: 3, II (a) any part of a meeting, where there is a discussion on a possible suspension and/or discharge for an employee, shall be in non-public session, unless that employee requests the meeting to be open to the public.

C) Suspension Procedures under NH RSA-28:10-a: Applicable employees may be suspended at any time by the Elected Official or Department Head, without prior notice, for a period not to exceed ten (10) calendar days.
Step 1 – Written Notice: The Elected Official or Department Head are to provide written notice on suspension addressed to the Board of Commissioners. The written notice shall include the following: dates of suspension and summary of reasons for suspension (including citations to provisions of NH RSA 28:10a and citations to Grafton County's applicable Handbook Policies and, if at issue, applicable Department policies or procedures). The employee, County Administrator, and Human Resources Director must receive a copy of the written notice.

Step 2 – Commissioners' Decision Concerning Suspension: Following the presentation of information at the Commissioners' meeting, the Commissioners shall reach a decision concerning the Elected Official's or Department Head's recommendation of suspension.

If a majority of the Commissioners decide not to suspend the employee, the Commissioners shall notify the employee in writing of the Commissioners' decision.

If a majority of the Commissioners decide to suspend the employee, pursuant to NH RSA 28:10-a, II (a), the Commissioners shall provide the employee with a written notice containing a statement of the grounds and reasons why the Commissioners are suspending the employee signed by a majority of the County Commissioners.

Step 3 – Hearing before the County Personnel Committee: Within ten (10) calendar days of the employee's first day of suspension, the employee may appeal the decision by requesting in writing a public hearing before the County Personnel Committee.

The employee will be provided with advance written notice concerning the date, time, and location of the County Personnel Committee's hearing. If, upon such hearing, the County Personnel Committee finds that there was good cause for the suspension of the employee, the County Personnel Committee shall approve the employee's suspension.

Step 4 – Appeal of the County Personnel Committee Decision: If the employee or Grafton County is dissatisfied with the County Personnel Committee's decision, the employee or Grafton County has the right to a rehearing and/or an appeal under the provisions of NH RSA 541. **Note: NH RSA 541 contains various deadlines and other requirements. The employee should promptly consult NH RSA 541 if the employee believes that he/she may wish to ask for a rehearing or pursue an appeal.**

D) Discharge Procedures pursuant to NH RSA-28:10-a: For applicable employees only, the Elected Official or Department Head may make the recommendation for an employee to be discharged.

Step 1 – Written Notice: The Elected Official or Department Head are to provide written notice on recommendation of discharge addressed to the Board of Commissioners. The written notice shall include the following: summary of reasons for the discharge (including citations to provisions of NH RSA 28:10-a and citations to Grafton County's applicable Handbook Policies and, if at issue, applicable Departmental policies or procedures), date/time/location of Commissioners' meeting where recommendation would be discussed, and that the employee has the opportunity to be present and to be heard by the Commissioners concerning the Elected Official's or Department Head's recommendation. The employee, County Administrator, and Human Resources Director must receive a copy of the written notice.

The Board of Commissioners will send the employee advance written notice confirming the Commissioners' receipt of the recommendation, the date, time, and location of the Commissioners' meeting at which the Commissioners will review the recommendation, and the fact that the employee has the opportunity to be present at the meeting and to be heard concerning the recommendation.

Step 2 – Hearing before the Board of Commissioners: The Commissioners shall meet to address the Elected Official's or Department Head's recommendation of discharge.

At the Commissioner's meeting, the Commissioners shall provide the Elected Official or Department Head and the employee with the opportunity to present relevant information concerning the recommendation of discharge and the employee's response to the recommendation.

Step 3 – Commissioners' Decision Concerning Discharge: Following the presentation of information at the Commissioners' meeting, the Commissioners shall reach a decision concerning the Elected Official's or Department Head's recommendation of discharge.

If a majority of the Commissioners decide not to discharge the employee, the Commissioners shall notify the employee in writing of the Commissioners' decision.

If a majority of the Commissioners decide to discharge the employee: Pursuant to NH RSA 28:10a, II (a), the Commissioners shall provide the employee with a written notice containing a statement of the grounds and reasons why the Commissioners are discharging the employee signed by a majority of the County Commissioners. The employee shall be given the written notice not less than ten (10) days and not more than thirty (30) days before the effective date of such discharge.

Step 4 – Hearing before the County Personnel Committee: Within thirty (30) calendar days of the employee's receipt of written notice of the Commissioners' statement of their decision for discharge, the employee may appeal the decision by requesting in writing a public hearing before the County Personnel Committee.

The employee will be provided with advance written notice concerning the date, time, and location of the County Personnel Committee hearing. If, upon such hearing, the County Personnel Committee finds that there was good cause for the discharge of the employee, the County Personnel Committee shall approve the employee's discharge.

Step 5 – Appeal of the County Personnel Committee Decision: If the employee or Grafton County is dissatisfied with the County Personnel Committee's decision, the employee or Grafton County has the right to a rehearing and/or an appeal under the provisions of NH RSA 541. **Note: NH RSA 541 contains various deadlines and other requirements. The employee should promptly consult NH RSA 541 if the employee believes that he/she may wish to ask for a rehearing or pursue an appeal.**

E) Effective Date: Pursuant to NH RSA 91-A: 3, IV, the salary of the employee shall terminate or be suspended on the effective date of his/her discharge, or suspension; provided, however, that if the employee has been discharged or suspended without good cause, he/she shall be reinstated to his/her former position without loss of pay for the period of suspension and shall be reimbursed for his/her legal costs and reasonable attorney's fees as determined by the County Personnel Committee, or, in the event of appeal from its ruling, by the Supreme Court.

2:14 EMPLOYEE GRIEVANCE & COMPLAINTS

The Employee Council has a Grievance process available to assist non-bargaining unit employees in resolving complaints or grievances. Employees are encouraged to utilize the grievance procedure as they see fit (see Policy 2:15).

Employees are encouraged to present their complaints or grievances to their supervisor; every reasonable effort will be made to resolve the matter at the supervisory level.

If the employee's problem cannot be resolved between the employee and their Supervisor, then a written grievance should be presented to the supervisor or supervisor of both involved. The employee will follow the Grievance Procedure listed in 2:15. Grievances cannot be filed on a suspension and/or involuntary terminations/discharges because suspensions and involuntary terminations/discharges fall under the jurisdiction of the County.

A new employee currently serving their introductory probationary period at Grafton County is not eligible to go through the formal 8 steps of the Grievance Procedure in 2:15.

2:15 GRIEVANCE PROCEDURE

All grievances shall be adhered to in the strictest confidence. As noted in Policy 2:14, a grievance cannot become involved in or entail suspensions and/or involuntary terminations/discharges because suspensions and involuntary terminations/discharges fall under the jurisdiction of the County.

Any employee who believes that he/she has received unjust treatment under the Employee Handbook, procedures and regulations or in violation of them, may file a grievance following the established steps below. Failure of the complainant to proceed in accordance with said procedures herein shall constitute automatic withdrawal of said grievance.

Step 1: The employee must discuss said grievance with his/her immediate Supervisor. This must occur within 72 hours of the incident (not counting weekends, holidays or scheduled days off). If the Supervisor does not rectify the grievance within seventy-two (72) hours, (excluding holidays, weekends and days off), the employee must file a written grievance within an additional seventy-two (72) hours, (excluding holidays, weekends and additional days off). The grievance is then to be submitted to the Supervisor of both parties involved. (Whoever's supervisor is

higher in the County's organization is who it is to be submitted to.) Except for the Department of Corrections, in which case it is then it is to be submitted to the Captain.

Step 2: From the date of which the grievance was submitted in writing, the Supervisor shall have five (5) business days, excluding holidays, weekends and days off, to meet with and give a written response. If the grievance is found to be a valid grievance then it will be forwarded to the Department Head for appropriate action.

Step 3: If the employee feels it is a justifiable grievance, he/she should then submit it to the Department Head with a copy of the written response from the Supervisor within seventy-two (72) hours, excluding holidays, weekends and days off, after he/she received notification from the Supervisor.

Step 4: The Department Head will have five (5) business days, excluding holidays, weekends and days off, to meet with the employee and give a written response. If the grievance is found to be a valid grievance then the Department Head will take appropriate action.

Step 5: If the employee still feels it is a justifiable grievance, he/she should then submit it to the County Administrator with a copy of the written response from the Supervisor and Department Head within seventy-two (72) hours, excluding holidays, weekends and days off, after he/she received notification from Department Head.

Step 6: The County Administrator will have five (5) business days, excluding holidays and weekends, to meet with the employee and give a written response. If the grievance is found to be a valid grievance then the County Administrator will take the appropriate action.

Step 7: If the employee still feels it is a justifiable grievance, he/she should then submit it to the Board of the Grafton County Commissioners with a copy of the written response from the Supervisor and Department Head within seventy-two (72) hours, excluding holidays, weekends and days off, after he/she received notification from County Administrator.

Step 8: The Board of Commissioners, County Administrator, Administrator, Department Head, Supervisor, and the employee will meet, if possible, at the next scheduled nonpublic meeting of the Board of Grafton County Commissioners. The Board of Grafton County Commissioners shall have ten (10) business days, excluding holidays and weekends, to respond with their final decision. All decisions of the Grafton County Commissioners shall be final. If the grievance is found to be a valid grievance then the County Administrator and the Board of Commissioners will take the appropriate action.

Meetings with all parties will be kept confidential and notes may be taken as to the discussions that have taken place. Once a grievance is resolved, all notes will be kept on record in a secure location with the Director of Human Resources and not in the employee's personnel folder, unless requested by the employee filing the grievance.

CHAPTER 3: DEVELOPMENT

3:1 EMPLOYEE COUNCIL

For the purpose of maintaining and enhancing ongoing communication among County employees, the Board of Commissioners and the County Administrator, there is to be an Employee Council comprised of non-bargaining unit employee representatives from all eligible Department s (this does not include any salaried/exempt employee). The Commissioners and County Administrator strongly encourage participation and involvement in the Employee Council as a means of open and candid dialogue and feedback.

The Employee Council will meet on a monthly basis. A subdivision of Executive Committee members of the Employee Council may meet more often. The Employee Council operates in accordance with their own by laws. Minutes are kept and made available for employee review.

3:2 PERFORMANCE EVALUATIONS

Regular employee performance evaluations are prepared annually, by the employee's anniversary date, by Department Heads, Elected Officials, Managers or Supervisors, with the exception that probationary employees are evaluated at three (3) months and again at six (6) months after they assume the job position in question. A nine (9) month job performance evaluation may occur if Department Head/Supervisor feels it is necessary.

New hires in salaried positions will receive an evaluation at the end of their probationary period and by their Anniversary Date at the end of one (1) year. After the one(1) year evaluation, the salaried employee will change to a July 1 evaluation date.

If an hourly employee is promoted into a salaried position that employee's Anniversary Date for evaluations will change to July 1 after the employee's six (6) month probationary period.

Managers in the Nursing Home are to submit their employee evaluations to the Administrator. Managers or Supervisors in the Department of Corrections are to submit their employee evaluations to the Superintendent for review and approval. Evaluations are intended to be a vehicle for communication and employees are strongly encouraged to discuss their evaluations with their supervisor. The employee must sign his/her evaluation as acknowledgment of receipt only and shall be given a copy for his/her records. Performance evaluations are one of the basic elements considered in wage adjustments (step increase) and continued employment. Wage adjustments are based on job performance and evaluation.

Employees may be entitled to a step increase in pay based solely on performance where the employee receives a score of 3.5 or higher (very good or outstanding) on their annual evaluation. The primary tool for determining performance is through annual performance evaluations. Step increases for full time and part-time employees, if approved, are effective on the first full pay period of the month in which they are eligible. NOTE: An employee who is already at the maximum of their assigned pay grade is not eligible for a step increase.

3:3 POSTING ON BULLETIN BOARDS

Other than Federal/State-mandated notices, staffing schedules, and in-service training information nothing is to be posted on bulletin boards unless previously approved by the Nursing Home Administrator, Department of Corrections Superintendent, Director of Human Resources, or the County Administrator.

3:4 JOB POSTINGS/TRANSFERS/PROMOTIONS

It is the Policy of the County to transfer or promote from within where possible and appropriate. All vacancies and/or new positions will be internally posted for a minimum period of three (3) calendar days to allow current Grafton County employees the opportunity to apply. An employee must have the necessary qualifications, longevity, and have a good performance record to be eligible for transfer or promotion.
If an employee transfers to a different position with a new job description a trial period shall take effect for up to three (3) months during which time the County may remove the employee if the standards of the position have not been met. The County shall have the ability to extend the trial period for up to an additional three (3) months, at the discretion of Department Head or Elected Official (see Policy 2:5).

Promotion: When an employee receives an advancement of their position to a higher job or rank, he/she shall be paid at a rate determined by locating the step in the new grade that is closest to, but not less than, their current rate of pay pre-promotion, with the ability to add two steps at discretion of hiring manager.

Demotion: An employee who is demoted for proper cause to a position with a lower labor grade for which qualified, shall maintain their current step level. A demotion due to reduction in force, shall result in the employee being paid at the maximum salary range of the lower labor grade. If the maximum salary of the lower labor grade is the same or higher than the salary of the employee demoted, the salary shall remain at a step closest to the current salary with an increase.

Transfers:

If an employee transfers to a position with a lower labor grade by their own application, they will receive a rate of pay at the lower labor grade that is commensurate with job knowledge and experience for the new position at the discretion of the hiring department head.

If an employee transfers to a position within the same labor grade, he/she will maintain the same step and rate of pay.

If an employee transfers to a position within a higher labor grade, he/she will go to the step in the new labor grade closest to what they are currently making and that results in an increase in pay.

The rate of pay in any new position cannot exceed the maximum for the labor grade. In all three (3) situations above, the employee will have the same anniversary date for purposes of step increments and will not be eligible for a step raise until the trial period is completed (see Policy 2:5).

If the employee being promoted has an anniversary date within their three to six month trial period, they will not be eligible for a step increase until the trial period is completed. Once the trial period is completed, if eligible based on satisfactory performance, the employee will receive a step increase retroactive to the first full pay period in the month of the employee's Anniversary Date.

If an hourly employee is promoted to a salaried/exempt position, after the promoted employee's successful completion of a three month trial period evaluation, the employee will change to a July 1 evaluation date, and the original anniversary date for evaluations will be discarded. Step increase eligibility for new position will be with the first July evaluation.

At no time will an employee being promoted receive more than three step increases in one year, unless reviewed with Human Resources and the County Administrator, and approved by the Board of Commissioners.

3:5 TRAINING PROGRAMS

In-service training programs are available, and attendance will be mandated as appropriate. Employees must participate in programs offered in their area of duty; mandatory training sessions are a job requirement. Failure to comply shall result in the issuance of an appropriate disciplinary action. For any job area that requires certification, failure to maintain certification shall result in involuntary termination of employment.

3:6 TRAINING & EDUCATION (OFF PREMISES)

Time spent attending required or approved job-related training or education programs that occur during an employee's (nonexempt employee) normal work hours will be treated as normal hours worked for wage and overtime purposes. For such programs that take place at an off-site location (off Grafton County premises), travel time during normal work hours will be counted as hours worked for wage and overtime purposes. Travel time before or after an employee's normal work hours (after the employee's normal commute time is deducted) will also be counted as hours worked. This time and related travel expenses must be approved in advance by the employee's supervisor. Overtime will not occur until the threshold of forty (40) hours worked in a workweek has been reached for that week. The manager may adjust employee's work schedule for the workweek to avoid the necessity of working overtime.

Travel time and work time will not be paid for truly voluntary training sessions that do not relate to employee's current position. In these circumstances, the employee can ask for time-off using earned time to attend voluntary training. To avoid confusion employees should contact Human Resources with questions about covered programs and expenses before committing to or attending these events.

There may be instances when an employee wishes to take extended training to enhance their position, to gain certification for a specific job, or career change. If Grafton County agrees to assist the employee with the cost of that program, Grafton County will require that the employee sign a commitment of continued work for one (1) year or to reimburse a pro-rated percentage of the training costs.

3:7 EDUCATIONAL ASSISTANCE PROGRAM

Grafton County is a labor-intensive operation, and well-trained, well-educated employees are the key to operating effectively and efficiently. The Grafton County Commissioners believe that encouraging all employees to pursue further education while continuing to work for Grafton County is beneficial both to the employees and to Grafton County.

A) Eligibility:

County employees who have worked full-time for Grafton County for at least one (1) year are eligible to apply for tuition assistance.

Assistance may be granted to permanent part-time employees consistently working at least twenty-four (24) hours per week, after completing an aggregate total of two thousand eighty (2080) hours (one year) and pro-rated on their 3/5 or 4/5 work week.

Courses must be directly related to the employee's Grafton County job or enhance the employee's potential for advancement to a position within their profession which the individual has a reasonable expectation of achieving (e.g., LNA to LPN; LPN to RN) or to do a career change by allowing employee to train for a different position within the entire Grafton County Complex (e.g., Correctional Officer to RN; Dietary Aide to Deputy Sheriff, Housekeeper to LNA).

Courses must be from an accredited educational institution or an approved training program through the N.H. Board of Nursing. Employees must provide proof of accreditation, course description, enrollment, and cost prior to enrollment. Written requests for educational assistance must be approved prior to enrollment.

Courses must provide college credits or equivalent certification programs (example: LPN, paralegal, computer, prerequisite, etc.). The employee must maintain passing / transferable grades of a "B-" or better.

B) Provisions:
Employees must have course recommendation/approval/authorization by the Department Head or Elected Official prior to enrollment. Department Heads or Elected Officials will present the request through the County Administrator to the Board of Commissioners for authorization.

The employee must disclose funding and grants from other educational sources.

Grafton County will contribute up to 50% of the registration and tuition fees and instructional material costs for approved courses. Assistance is limited to one (1) course per semester, per employee, provided sufficient funding is available, and not to exceed $1,000 total per fiscal year for Grafton County's share.

The employee is to pay full cost of approved courses up front. With appropriate receipts and record of final grades, Grafton County will reimburse its share upon receipt of proof on obtaining a passing grade of at least a "B-". To be considered for reimbursement, and subject to provisions of this Policy, all receipts and records of the final grades must be submitted within ninety (90) days of completion of the course.

Involuntary or voluntary termination of employment prior to successful completion of course will nullify Grafton County's obligation to reimburse.

Once the employee is reimbursed by Grafton County, if the employee voluntarily terminates their employment within one (1) year after receiving tuition assistance for a completed course, the employee may have to reimburse Grafton County a pro-rated percentage of the County's reimbursement payment to the employee.

Class attendance and completion of study assignments shall be accomplished outside of the employees' regular working hours.

To assist employees who cannot afford up-front tuition payment, the Commissioners may authorize an interest-free loan of up to $1000 by a written agreement signed by the employee which includes a promissory note. The advance funds will be paid directly to the course provider and payroll deduction will begin immediately to be fully repaid within six (6) months. The promissory note will include language that if the employee does not pass the course or voluntarily terminates his or her employment before repayment is completed, the County is authorized to deduct the remaining balance from the employee's paycheck(s) to the extent allowed by applicable law, or take further legal action to recover the remaining balance.

C) Procedure:
An application form must be completed before the beginning of the course and submitted to the Department Head or Elected Official for consideration and recommendations. Applications will be reviewed considering relevancy of course to employee's Grafton County job, tenure, the employee's personnel record, job performance, and budgetary constraints of Grafton County.

CHAPTER 4: Pay Practices

4:1 TIME BADGES

Each employee is assigned his/her own personal badge to record time for payroll purposes. Each employee is responsible for his/her own time badge.

No badges are to leave the Grafton County facility; they are to remain in the racks provided. If an employee's badge becomes lost or stolen, notify Human Resources immediately. A fee may be assessed against the employee for a replacement badge.

Swiping, altering, or otherwise tampering with another individual's time badge, or any other act involving falsification of a time record shall be cause for further appropriate disciplinary action including and up to involuntary termination of employment.

No employee should be in a department performing normal/routine job functions without punching in first. Employees are also not allowed to punch out and return to their work without first punching back in. Hourly employees are not routinely expected to be available after normal business hours and are not to access County email unless prior authorization from their Department Head or Elected Official. If prior authorization is given employees will be paid accordingly.

Any errors in pay should be immediately reported by the employee to their Manager.

4:2 FOR PAYROLL PURPOSES, EMPLOYEES MUST:

- Properly swipe his/her badge at the beginning and ending of each work period;

- Request and receive authorization for any non-productive time to be paid during the pay period;
- Report change in marital/civil union status;
- Report change of address;
- Report change in withholding information;
- Follow the chain of command when bringing any questions, complaints or suggestions to the attention of management.

Please note the following shift requirements:

- All employees are to swipe in no earlier than seven (7) minutes prior to their scheduled shift, unless authorized by the Department Head/supervisor or elected official.
- All employees are to swipe out no later than seven (7) minutes after their scheduled shift, unless authorized by the Department Head/supervisor.

4:3 FOR PAYROLL PURPOSES, MANAGERS MUST:

- Notify the Payroll Coordinator of any employee working a sixteen (16) hour shifts immediately upon knowledge of shift;
- Verify, approve and sign time record reports provided by the Payroll Coordinator, indicating changes, with immediate return for processing;
- Process all personnel changes through the Department Head or Elected Official to be immediately forwarded to the Human Resources Department including:
  Rehire
  Absence of more than three (3) consecutive calendar days
  Return to work after Leave of Absence (LOA)
  Status change (part- to full-time, vice-versa, etc.)
  Change of shift
  Terminations
  Job and/or department changes (i.e., Dietary Aide to Cook, LNA to LPN, etc.)
  Suspension
  Work related injury or illness
  Alternate duty
  Extension of probationary period

4:4 PAY PERIOD & PAY DAY

For payroll purposes, the work week begins at 12:00 Midnight (24:00) Sunday and ends at 11:59 P.M. (23:59) Saturday for the Department of Corrections and Deputies and 11:00:00 (23:00) P.M. Saturday and ends at 10:59:59 (22:59) Saturday for all other employees. Employees are paid on a bi-weekly basis and payday is the Friday following the end of the pay period.

4:5 MEALS AND REST BREAKS

Brief rest periods will be allowed in all Departments. The basic work week, with due allowance for authorized holidays and leaves with pay, is as follows:

1. The work period for appointed full-time Deputy Sheriffs is based on a fourteen (14) day work period under the Fair Labor Standards Act (FLSA), with a base work week of 42-1/2 hours, which includes a daily meal period of ½ hour.
2. The work period for Correctional Officers (Officers, Corporal, Sergeant, Lieutenant), is based on a fourteen (14) day / eighty -six (86) hour work period under the Fair Labor Standards Act (FLSA).
3. The basic work week for all other full-time personnel in the Sheriff's Department, and in the Nursing Home, Department of Corrections, Maintenance, and all courthouse and administrative staff is forty (40) hours per week, with the exception being that Nursing Home employees working three (3) twelve (12) hour shifts per week are paid actual hours worked and are considered full time.
4. The basic work week for County Farm employees is forty-eight (48) hours, and they are exempt employees as relates to work hours and schedules.

If possible, employees may be allowed one (1) fifteen (15) minute paid break in the first half of their shift, if working at least four (4) hours, and one (1) fifteen (15) minute paid break during the second half of their shift (if working a minimum of four (4) hours in the second half of the shift.) All Departments will try to accommodate the fifteen (15) minute break schedule. However as this is not a requirement under the Fair Labor Standards Act or applicable state law, and due to unexpected circumstances or specific Departmental needs, this Policy may be waived.

Due to specific departmental needs, if a thirty(30) minute meal break is not feasible, the employee must be allowed a minimum of a bathroom break(s) and the opportunity to eat while on duty consistent with applicable New Hampshire law concerning the timing of meal breaks.

Per 12 hour shift:	Ninety (90) minutes, paid non-productive time, the split of which will be determined by each Manager. If possible, this time will consist of two (2) thirty (30) minute meal breaks and two (2) fifteen (15) minute rest breaks.
Per 10 hour shift:	Ninety (90) minutes, paid non-productive time, the split of which will be determined by each Manager. If possible, this time will consist of two (2) thirty (30) minute meal breaks and two (2) fifteen (15) minute rest breaks.
Per 8 hour shift:	Sixty (60) minutes, paid non-productive time, the split of which will be determined by each Manager. If possible, this time will consist of one (1) thirty (30) minute meal break and two (2) fifteen (15) minute rest breaks.
Per 5, 6 or 7 hour shift:	Forty-five (45) minutes, paid non-productive time, the split of which will be determined by each Manager. If possible, this time will consist of one (1) thirty (30) minute meal break and one (1) fifteen (15) minute rest break.
Per 4 hour shift:	One (1) fifteen (15) minute rest break (paid) as determined by each Manager.
Less than 4 hour shift:	No rest break.

Due to the nature of their work and for the safety of the residents, inmates and the public; Dispatchers, Nursing Home and Corrections employees are not allowed to leave their places of employment during their regular work hours (including break time) without permission from their Manager or Supervisor.

An employee cannot combine or work through meal periods and rest periods to adjust their work schedule.

Any abuse of the above Policy shall result in appropriate disciplinary action being taken.

4:6 LACTATION/BREASTFEEDING POLICY

Objective
To comply with NH RSA 275:78-83 and the federal PUMP Act, this policy ensures that employees who are nursing are supported with adequate break time and a private, sanitary space to express breast milk during work hours.
Accommodation for Lactating Employees
For up to one year after the child's birth, any employee who is breastfeeding will be provided reasonable break times to express breast milk. Grafton County will provide a dedicated, private, and clean lactation space with the following minimum standards:
*Not a restroom * Free from intrusion and shielded from view *Within a reasonable distance of the employee's regular work area *The room will be equipped with chair, flat surface for breast pump, electrical outlet, nearby access to a sink for handwashing and equipment cleaning
Employees must notify their supervisor at least two weeks in advance of their intended start date for lactation breaks.
Employees who work offsite or in other locations will be accommodated with a private area as necessary.
Any breast milk stored in a refrigerator must be labeled with the name of the employee and the date of expressing the breast milk. Employees storing milk in the refrigerator assume all responsibility for the safety of the milk and the risk of harm for any reason, including improper storage, refrigeration, and tampering.
Employees who are nursing are entitled to an unpaid 30-minute lactation break for every (3) three hours worked. Employees must punch out during this period. Employees have the option to combine lactation breaks with paid rest or meal breaks if preferred and would not need to punch out for any time that falls within their paid rest or meal break time. There is no requirement that breaks need to be made up later in the shift.

4:7 OVERTIME

For non-exempt employees, time and one-half will be paid on regular hourly rate for pre-authorized work performed in excess of the established work week of forty (40) hours. For Deputy Sheriff's time and one half will be paid for hours in excess of 85 hours in a 14 day work period and for Correctional Officers (Officers, Corporals, Sergeants, Lieutenant) time and one half will be paid for hours in excess of eighty-six (86) in a fourteen (14) day work period per Section 7(k) of the FLSA. Department Heads and Elected Officials must keep overtime authorizations within budget allowances.

Employees approved to work a double shift of sixteen (16) hours straight shall receive time and one-half for the second eight (8) hour shift, even if the employee has not worked forty (40) hours. This arrangement is not applicable for employees who are regularly scheduled for twelve (12) hour shifts, employees who are regularly scheduled for double shifts or Deputy Sheriff's.

An employee who has a call-out during a week in which he/she has worked an overtime shift referenced above will not receive overtime for that shift; he/she will be compensated at straight time.

Holiday, pre-scheduled Earned Time, and Extended Medical Leave hours are included in the hours worked for the computation of overtime. All other leaves are excluded for the computation of overtime. Holiday worked pay is not included in computation of overtime.

NO overtime will be authorized unless: (a) prior approval has been received, (b) funds are available, and (c) a justified unusual or emergency situations exist.

4:8 SCHEDULE CHANGE

Any employee coming to work and finding his/her schedule has been changed, without prior notification, will be paid mileage to and from the County Complex and will receive two (2) hours at the time and one-half rate for that one work shift in question.

4:9 COMPENSATORY TIME

Only if pre-authorized by their Department Head or Elected Official, non-exempt employees may accrue compensatory time in lieu of monetary overtime compensation at a rate of one and one-half hours of compensatory time for each hour of overtime worked. All comp time must be used first before any earned time is used. Compensatory time must be used within the same pay period, if possible. Any department who chooses to utilize compensatory time must contact The Human Resources Department prior to beginning this practice to arrange proper tracking and application.

4:10 CALL-BACK POLICY

Full-time employees called back to work without prior notice on the same day after once leaving work or before the next regular starting time shall be guaranteed two (2) hours minimum pay at their base rate of pay. Call-back policy does not include per diems or employees attending a mandated in-service.

4:11 CORRECTION OF ANY INCORRECT DEDUCTIONS

In accordance with the FLSA and corresponding regulations, Grafton County is prohibited from making improper deductions from an exempt employee's salary. Exempt employees who feel their pay has been improperly reduced should report this immediately to the Director of Human Resources in order for a prompt investigation to be conducted. If the deduction was in fact improper, Grafton County will reimburse the employee within one (1) full pay-period and will establish safeguards to prevent this error from occurring again.

4:12 WAGES

Wages are paid according to job classification. County Administration determines the pay grade level and classification of any new or vacant position, or a current position or groups of positions requiring adjustment, based on duties, job factors, the essential requirements of the position and local and regional market data. Each wage grade has a range (minimum and maximum), with incremental steps in between. When new employees are hired, previous direct experience may be factored in to determine where the employee falls within the wage range for their hired position.

Employees may see pay increases by four (4) scenarios:

- Cost of Living adjustment
- Promotion to higher pay grade
- Market adjustment

- Step increase

In a given year, there is no guarantee that a market adjustment or cost of living adjustment will be paid by Grafton County.

If an employee has questions about their compensation, please direct questions to the employee's Department Head, Elected Official or to the Director of Human Resources.

Multiple step increases in a single budget year are not granted except in rare and unusual circumstances. Any step increase above and beyond the annual step increase must be pre-approved by the Board of Commissioners. If a detailed request, including cost impact, is presented and approved during Department budget presentations, then a separate request will not be required at the time the raise is to be given.

4:13 DIRECT DEPOSIT

This program is completely voluntary and is available to any employee at any time at the expense of the County. Deposits are credited to your account(s) at the opening of business on Friday, after each bi-weekly payroll period. Employees have the option of deposit to either a checking account, savings account, or both, from any approved financial institution. Our financial institution needs a minimum of six (6) business days' notice prior to the first transaction. For more information and a Deduction Authorization Agreement, contact Human Resources.

4:14 LOST OR DESTROYED PAYCHECKS

Any employee who misplaces or destroys their paycheck must contact the Payroll Coordinator at the Commissioners' Office immediately. A replacement check will be re-issued. If it is deemed that a stop payment must be placed on the original paycheck a stop payment fee will be assessed to the employee and must be paid before the paycheck is re-issued.

4:15 SHIFT AND WEEKEND DIFFERENTIALS

Wage differentials are added to the employee's base rate. See Appendix A in the back of this book, for current listing of differentials.

A minimum of one (1) hour of work time by the employee during work time that entails a shift differential is required to receive the shift differential for the time worked in the shift differential period. All hours worked on the weekend (see Appendix A for definition of weekend) will receive a shift differential.

Daylight Savings: Employees will be paid for actual hours worked on the 11:00 PM to 7:00 AM and midnight to 8:00 AM shifts covering daylight savings hour changes.

4:16 LONGEVITY

For all employees hired prior to September 7, 2010, longevity shall be payable on or before December 31st. For any employee (excluding per diem and un-benefited part-time employees) who is on the payroll November 30th and has completed over six (6) full years of continuous full-time service prior to midnight November 30th shall be paid annually the sum of $100.00 in addition to his/her normal salary, and another additional $100.00 for each year of continuous full-time service with Grafton County thereafter.

All Elected Officials effective January 1, 2011 will not be eligible for longevity (this includes incumbents and newly Elected Officials).

Part-time employees hired prior to September 7, 2010 will be authorized longevity after working continuously, with no break in service, for the aggregate of six (6) years of full-time employment with Grafton County plus an additional year of each additional aggregate full year of service thereafter.

Eligible employees under this Policy will be paid longevity on a pro-rated basis at termination of employment in good standing (with at least two (2) weeks written notice and not as a result of involuntary termination) or upon reduction to a per diem basis. "Pro-rated" means to pro-rate on a monthly basis the amount of longevity an employee had earned as of the previous November 30, plus pro-rating an additional $100.00 accumulating in the current longevity year.

For full time employees hired after September 7, 2010, any employee who has completed 5 years of continuous full time service as of November 30th, shall be paid in addition to their normal wages, a longevity bonus based on the following schedule.

Years of Service	Bonus Amount
5-9	$300.00

10-14	$400.00
15-19	$500.00
20-24	$750.00
25+	$1,000.00

The amount will be paid on or before December 31st of each year.

Eligible employees hired after September 7, 2010, will be paid longevity on a pro-rated basis at termination of employment in good standing (with a least two (2) weeks written notice and not as a result of involuntary termination) or upon reduction to a per diem basis. "Pro-rated means to pro-rate on a monthly basis the amount of longevity an employee had earned as of the previous November 30.

Longevity is based on the employee's date of employment, not job anniversary date. In the event of a rehire of Grafton County employee, previous tenure for longevity does not apply. This includes employees who retire and are rehired or transition to part-time.

4:17 INNOVATION AWARDS

Any Employee Council employee, who submits an innovative idea to improve operations and/or cut costs is eligible for a monetary award, provided the idea is approved and implemented by the Board of Commissioners and funds are available. The amount of any such monetary award shall be at the discretion of the Board of Commissioners.

A) Eligible Subjects:
For purposes of this Policy, eligible subjects for an innovation award consists of anything that helps reduce unnecessary spending, improve efficiency, productivity, work quality, customer service or safety.

B) Ineligible Subjects:
- Suggestions that violate County policy or government regulations
- Suggestions that adversely affect the quality of work at any level
- Proposals already under consideration by the County
- Suggestions not offering a specific solution
- Voluntary cost reductions or improvements made by a vendor
- Suggestions that are not cost effective
- Suggestions that are impractical to implement

The Board of Commissioners decides if a suggestion is feasible to implement, with the input of related managers. The Commissioners will issue a written response for each suggestion submitted. At the discretion of the Commissioners, a suggestion may be implemented for a defined trial period prior to payment of the monetary award.

One award may be paid per calendar quarter (January - March, April - June, July - September and October - December), up to $200 depending on the impact of the suggestion. The names of employees who submit winning ideas will be posted and the monetary award will be paid to the employee.

4:18 STAFF MEALS

If an employee is to purchase a meal either at the Nursing Home facility or the Department of Corrections, the charge for each meal will be $3.00. Meal breaks are scheduled in accordance with Policy 4:5 of this Handbook. Employees working less than a 5-hour shift may purchase meals but may not eat while on duty. Employees should sign the meal sheet each time they purchase a meal. These sheets are located in the dining room areas of each facility.

4:19 REIMBURSEMENT OF EXPENSES

Employees will be reimbursed mileage at the current approved County rate for using private automobiles for approved County business, provided the County vehicle is not available. Mileage will be paid from the starting point to destination, either from the employee's house or the County, whichever is closest to final destination. Use of a private vehicle must be pre-approved by Department Head or Elected Official. Employees are reimbursed mileage by submitting vouchers justifying use of a private vehicle to the Department Head or Elected Official. Reimbursement for meals (excluding alcoholic beverages) is not to exceed $50 per day. Original receipts are required for reimbursement. The reimbursement for meals is applicable for all work-related travel.

All travel involving an overnight stay must be pre-approved by the Board of Commissioners, with the exception being Sheriff's Department personnel who are on routine business, e.g., extraditions. For approved travel involving an overnight stay, a detail record of itemized expenses (i.e. meals, lodging, auto rental, cab fare, commercial travel, lodging, parking, etc.) with all receipts must be submitted for reimbursement. Whenever possible, the lowest rates for certain expenses such as lodging and commercial travel should be selected. Any employee who is traveling via an airport and chooses to travel to and/or from the airport by any other means than their personal transportation will be reimbursed the equivalent of their roundtrip mileage and parking fees for the airport or the cost of the alternate transportation whichever is less expensive. Travel from airport to hotel, conference center, etc. will be reimbursed at the least costly means of transportation (i.e. taxi vs. limousine)

4:20 JURY DUTY

An employee called to serve on County, state or federal jury must give advance notice of the need for time off for jury duty. A copy of the summons must accompany the request. Employees must request from the court a certificate of juror's attendance stating the dates the employee served as a juror and amounts that will be paid to the employee. Absences for jury duty are not counted as hours worked and therefore do not count toward overtime. The employee shall be reimbursed at the employee's rate of pay, minus the per diem juror's fee for any day employee is scheduled to work. The employee retains any mileage fee from the court. Employees are expected to report for work when not needed for jury duty. Any per diem jurors fee for any day employee is scheduled to work shall be turned over to the County within (7) seven days of receipt.

CHAPTER 5: BENEFITS

5:1 HEALTH INSURANCE

A) Eligibility: Health insurance coverage is available to employees, who may also elect to cover their spouses and dependents. Grafton County offers Harvard Pilgrim/Point 32 Health, or comparable health insurance, to eligible employees consistently working at least twenty-four (24) hours per week. All employees working twenty-four (24) or more hours per week must file either a signed enrollment application or a refusal of coverage form.

Coverage will take effect the 1st of the month after date of hire. Applications must be submitted to the Human Resources Department prior to the effective date of coverage.

If there is a qualifying event (i.e., marriage, birth, divorce, death) you can make changes to your Health Insurance. However, documentation and proof of the qualifying event (i.e., marriage certificate or divorce papers) is required and change must take place within 30 days of event. Otherwise, membership can only be accepted or altered on the County's group anniversary date (July 1st) by applying during open enrollment.

Once membership is effective, the County and employee share the cost of the premiums for employees consistently working at least thirty (30) hours per week. Employees working 35 or more hours per week, the County will share the cost of a single, 2 person or family plan. Employees working 30-34 hours per week, the County will share the cost of the lowest cost plan being offered and for the single plan only. Employees working 30-34 hours per week are responsible for the difference in premium if dependents are enrolled. Employees pay their portion through payroll deduction. Employees in a 3/5 status working twenty-four (24) to twenty- nine (29) hours per week may receive coverage at their own expense, and there is no premium share with the County.

B) Double Coverage/Payment for Use of outside Group Health Insurance Plan: Married couples both working for Grafton County and eligible for County-paid coverage (which is working an employment status of full-time) cannot carry double coverage. They may individually carry single memberships, or one party may carry the two-person or family membership covering both employees. For those spousal employees who are each, individually, eligible for County-paid coverage and have one joint policy, Grafton County will pay $900 per year on a pro-rated monthly basis. Adult children of insured employee who also works at Grafton County and is eligible for County-paid coverage is also eligible for $900 per year on a pro-rated monthly basis.

Grafton County encourages any full-time employee who is covered by an outside group health insurance plan (i.e. spouse's employer plan) to use that outside group health insurance plan rather than carrying County-paid health insurance if he/she is covered by another outside group health insurance plan (i.e. spouse's employer plan). The outside insurance plan coverage must be a group health plan in order to be eligible for coverage. State assistance plans do not qualify for reimbursement. Accordingly, in lieu of carrying the County membership, Grafton County will pay $1,800 per year on a pro-rated monthly basis to any active full-time employee (excluding part-time elected officials) who documents active health insurance coverage through an outside group health insurance.

This payment for the use of an outside group health insurance plan is made to the eligible employee on or around the 10th of each month for the previous month, for example, on or around August 10th for the month of July. The employee must work through the 15th of the month for credit for the month (i.e., involuntary termination or voluntary termination before the 15th will void eligibility for that month).

C) Termination: If an employee's employment is involuntarily or voluntarily terminated after the first of the month, Grafton County will pay the employee's premium through the end of that month. The employee will be responsible for their share of the premium for the final month as well. .After that, if the former employee or their spouse elects to continue coverage (COBRA), the employee must pay all monthly premium payments pursuant to COBRA. Grafton County's applicable health insurance administrator will issue monthly invoices for continued coverage. Invoices must be paid by the due date indicated on the invoice.

D) COBRA: Under Federal and State law, a former employee, their spouse and any eligible children are entitled to continue group health insurance coverage at their own cost at group rates under circumstances set forth under applicable Federal and State laws.

Continuous coverage is not automatic, nor is it free. Grafton County's insurance carrier will make every effort to contact the employee, as soon as practical after notification of a qualifying event, advising him/her of the right to extension, at the same group rate as active employees.

Please note that applicable Federal and State laws governing continuation of coverage controls, and nothing in the Handbook is intended as any representation or contradiction by Grafton County about such applicable law or available coverage.

E) Retirement: At age 65, active employees (and spouses as applicable) should apply for Medicare coverage (only Part A is required until you retire) to supplement County coverage. As long as the employee remains an active employee, the employee is entitled to the regular group coverage. Once an employee retires and is at least 65 years of age, the retiree must convert to the Medicare Advantage Plan offered by the County. Grafton County advises employees to contact their local Social Security Administration office prior to retirement to make arrangements to obtain Part B of Medicare. Part B is required to obtain supplemental coverage.

Grafton County will help contribute for retiree's health insurance coverage under the following conditions:
a) For employees hired before June 30, 2009, any employee who has completed 10 (ten) years of continuous full-time paid employment during which the employee was eligible (*) for County-paid medical benefits may receive County-paid medical benefits upon retirement at age 62 or thereafter.

b) For employees hired on or after June 30, 2009, any employee who has completed twenty (20) or more years of continuous full-time paid employment during which he/she was eligible (*) for County-paid medical benefits, may receive County-paid medical benefits upon retirement at age 62 or thereafter.

c) Any employee who has completed thirty (30) or more years continuous full-time paid employment during which the employee was eligible (*) for County-paid medical benefits may receive County-paid medical benefits upon retirement at age 60 or thereafter.

Provided eligibility requirements are met the County will help contribute towards the lowest cost plan offered by the County at the time of retirement.

Upon reaching the age of sixty-five (65), it will be mandatory for the retiree (spouse as applicable) to enroll in Medicare. The County will pay 100% for the retiree only (individual plan), at the single rate while age 62-64 or 60-64, whichever applies as in paragraph a), b), or c) above, and for the Medicare Advantage Plan at age sixty-five (65).

Group II category employees under NH Retirement System may be entitled, if they meet specific criteria, to receive the health insurance subsidy.

(*) An employee will not be ineligible, if otherwise eligible, but covered by a spouse's health insurance plan or due to a break in continuous service because of FMLA or Worker's Compensation, provided the employee continues coverage at his/her own expense.

An employee officially retiring under NH Retirement System guidelines under age sixty-two (62) or sixty (60), whichever applies in accordance with paragraph 1) or 2) above, may continue health insurance coverage at his/her own expense indefinitely.

In the event of employee retirement, the spouse/civil union partner of said employee may elect, at the time of the employee's retirement, to continue health insurance coverage by paying the costs of a one-person membership.
In the event of divorce or legal separation/ dissolution of civil union from a retired employee, the spouse/civil union partner of said employee may continue health insurance coverage, at the spouse's expense, under COBRA extension guidelines. Spouse's partners of deceased retirees may indefinitely remain on the County's health insurance at their own expense, provided the retiree and spouse were covered by the Grafton County's health plan at the time of the retiree's death.

5:2 FAMILY/MARITAL STATUS CHANGES

Employees must contact Human Resources, in writing, when there are changes in their family and/or marital/civil union status, including a change in address, to ensure appropriate record keeping and benefit coverage and to avoid unnecessary costs. Grafton County reserves the right to recapture from the employee the cost of providing erroneous health insurance premiums paid by the County due to employee failure to notify Human Resources of such changes.

5:3 HEALTH REIMBURSEMENT ACCOUNT (HRA)/ FLEXIBLE SPENDING ACCOUNT (FSA)

An HRA is an account that Grafton County uses to reimburse employees for deductible expenses that they may incur through their health insurance. The HRA will only reimburse for eligible medical deductible expenses. Once an employee enrolls into the health insurance, Open Access LP $3k/$9K deductible plan the employee will automatically be enrolled into the County's HRA. Only active employees with their dependents are eligible for this benefit.

The deductible for the Open Access LP $3k/$9K is $3,000 for an individual, $6,000 for a two person and $9,000 for a family. Employees can be reimbursed up to 50% ($1500, $3,000, $4,500) through the HRA for deductible expenses. The County would be responsible for the first 50% of the deductible for each individual deductible on the employee's plan and the employee would be responsible for the last 50% of the deductible. The HRA is based on Grafton County's fiscal year, which is the same as the deductible year.

Eligible HRA claims will automatically be sent to HealthEquity from Harvard Pilgrim/Point 32 Health. There is no manual claims submission necessary due to the automatic claims process.

The County will also contribute $250 to a healthcare flexible spending account for any employee enrolled in the Open Access LP $3k/$9K plan. This contribution is contingent upon the employee participating in the required health insurance education sessions and completing the required enrollment form for the FSA. This amount can be used for covered expenses (according to IRS guidelines), including deductibles.

5:4 DENTAL/VISION INSURANCE

Dental and Vision insurance is available for eligible employees consistently working at least twenty-four (24) hours per week. All employees working twenty-four (24) or more hours per week must file a signed application requesting or refusing coverage. Coverage is effective the first of the month following date of hire. Those eligible for coverage are the employee, spouse/civil union partner and all unmarried children up to the age of twenty-six (26). Eligible children include stepchildren and legally adopted children. Once membership is effective, bi-weekly payroll deductions will be established for coverage for that month. The employee is responsible for the entire premium; the County does not contribute anything towards the premium. Any changes in family status (birth, adoption, marriage, divorce, death, etc.) should be reported to Human Resources to adjust the employee's premiums, if necessary. In accordance with Grafton County's contract with the County's insurance provider, dental and vision insurance premiums are paid with pre-tax dollars. See Appendix B in the back of this book for current payroll deductions.

Termination of dental or vision insurance coverage is effective on the last day of the month during which the earliest of the following occurs:

*You terminate employment

*Drop below twenty-four (24) hours weekly

*Premiums are not paid

*On the 16th consecutive day of service in any armed forces

*Grafton County ceases the policy

*Voluntary cancellation of your policy (at end of plan year)

5:5 FLEXIBLE SPENDING ACCOUNT (FSA)

The Flexible Spending Account is a Cafeteria Plan under Section 125 of the Internal Revenue Code, allowing employees to avoid paying income tax and social security tax on qualified out-of-pocket health care expenses, insurance premiums and dependent day care expenses. This benefit is available to all employees regularly scheduled to work twenty-four (24) hours or more per week. The plan year runs from July 1 to June 30 of each year.

Flexible Benefit Plan has three (3) parts:

- The Premium Conversion Plan which affects how employees pay for their share of medical and dental (if applicable) insurance premiums,

- The Dependent Care Reimbursement Plan which provides an account for reimbursement of dependent daycare expenses, and

- The Health Care Flexible Spending Account reimburses employees for health care expenses that are not reimbursed from any other source, such as insurance.

The employee may enroll in the Flexible Benefit Plan upon employment, with participation effective the first day of the month following date of hire/eligibility or at the group re-enrollment in June of each year. Elections do not carry forward from current year to the next. Elections must be in writing on the form provided and received prior to the first day of the period of coverage. If the employee fails to return the required election form, it will be assumed that you have chosen to receive the full amount of your salary, after taxes, in cash.

Once an election becomes effective, it stays in effect until the following plan year. The employee MAY NOT change their election during the plan year, except under certain qualifying circumstances.

An employee's participation in the Plan will cease upon termination of their employment, unless that employee elects to continue participation under COBRA, or if the employee no longer meets the eligibility requirements.

5:6 CREDIT UNIONS

Credit Union services are offered to all employees through the New Hampshire Federal Credit Union and Service Credit Union. All employees are eligible to open accounts with the credit unions. To open an account with either credit union contact Human Resources for further information or visit their websites at https://nhfcu.org/ or https://servicecu.org/

5:7 LIFE INSURANCE

Insurance is available to all employees working at least twenty-four (24) hours per week, effective the first of the month following date of hire or eligibility. For employees consistently working at least twenty-four (24) hours per week, and less than thirty-five (35) hours per week, the employee pays 100% of the premium. For employees consistently working thirty-five (35) or more hours per week, the County pays for a Basic Plan 1 ($15,000 term life insurance).

Additional amounts of insurance, including extra term life, accidental death and dismemberment, and whole life may be purchased by the employee at his/her own expense. Premiums are paid via payroll deductions and the costs vary depending on the amount of insurance purchased. Coverage is guaranteed, regardless of health status, within the employee's first sixty (60) days of eligibility. After sixty (60) days, coverage is subject to underwriting. Upon termination of employment, the covered employee may opt to continue coverage by converting to whole life non-group coverage and being directly billed by the insurance agency.

5:8 TRANSAMERICA/AFLAC/METLIFE

These are optional plans available to all employees working at least twenty-four (24) hours per week. Offerings include accident, critical illness, hospital indemnity, permanent life insurance, pet, home/auto and long term and short-term disability insurance, available at the employees' expense. Employees are eligible to apply first of the month following date of employment or at the group re-enrollment in June of each year with the exception of the home and auto and pet insurance which can be elected at any time. Premiums are paid via payroll deductions and the premium cost varies depending on the plan(s) selected.
* Any employee who currently has AFLAC or Colonial Life Insurance, which is no longer offered to new employees, will be able to continue purchasing this insurance at their own expense.

5:9 DEFERRED COMPENSATION PLAN

The County shall make available a deferred compensation program through Nationwide or Empower Retirement or a similar program through another carrier. The deferred compensation program shall be governed by the program requirements of the provider and applicable law. Deferred compensation shall be solely by employee contribution. 457(b) and Roth 457(b) deferred compensation plans are offered to all employees. Employees may enroll in the deferred compensation plans at any time and may increase or decrease the amount of your deferrals at any time, within IRS guidelines. The minimum contribution is $10.00 per pay period. Employees within three (3) years of normal retirement age may be eligible for a "catch-up".

If employees would like to enroll in a deferred compensation plan, contact the Human Resources Department.

5:10 PENSION PLAN

Employees are covered by the New Hampshire Retirement System under New Hampshire State Law NH RSA 100:1-51, and as such, participation is mandatory for all eligible personnel. One must work a minimum of thirty-five (35) hours per week to be considered "full-time" and eligible.

Eligible employees must apply for membership immediately upon employment, with membership to be effective as of the 1st day of employment. In the case of current part-time employees who become eligible, application must be made as soon as full-time status is approved, with membership to be effective the first day of eligibility.

A retirement application must be submitted to the Human Resources Department before the payroll can be processed.

Any member whose hourly work status is reduced to a level below the thirty-five (35) hour minimum standard shall be ineligible for continued membership.

After ten (10) years, the employee has a vested interest in the retirement plan.

Retirement categories are:

- Group II - Law Enforcement: Only for full-time certified Deputy Sheriffs and full time certified Correctional Officers.
- Group I - Employee: All other full-time County employees.

5:12 COMMUNITY SERVICE

Each benefited employee who has been employed at least six (6) months may take eight (8) hours of paid time off per calendar year to perform acts of community service. Community service includes, but is not limited to the following:

- Giving blood
- Volunteering at schools, nursing homes or non-profit organizations
- Environmental clean-up
- Walks / runs for charitable organizations

Volunteering must be done in an official capacity through a formalized volunteer program. Environmental clean-up refers to activities such as Adopt A Highway and Green Up days. Walks/runs refer to recognized events such as March of Dimes Walk America and Alzheimer's Association Walk-a-Thon.

As with other requests for time off, requests for community service time must be submitted to your Department Head or Elected Official. It is each Department Head's or Elected Official's responsibility to track community service time for his/her staff.

The County may require proof that community service has been performed before issuing payment for community service hours. Community service hours do not roll over or continue to accrue; if they are not used within the calendar year, they are lost.

Community service hours are granted at the department head or Elected Official's discretion and shall not be unreasonably denied. If granting of community service time would result in the payment of overtime to another employee, community service time may be denied.

5:13 EARNED TIME

A) Overview:
Earned Time provides full -time and eligible part-time employees with paid time away from work that can be used for vacation, personal time, illness or time off to care for dependents. Earned Time must be scheduled in advance and have supervisory approval, except in the case of illness or emergency. All time away from work will be deducted from employee's Earned Time balance with the exception of County holidays and time off in accordance with County policy for jury duty, military duty, bereavement and FMLA and illness/injury lasting beyond three (3) days.

In the event of an emergency, a Manager may cancel Earned Time when unable to staff the department by other means.

B) Eligibility: Full-time employees are eligible for Earned Time. Employees who are at 3/5 or 4/5 status shall be eligible for Earned Time benefits at lower accrual rates, on a pro-rated basis. (For bargaining unit positions, refer to the applicable Collective Bargaining Agreement).

Earned Time begin accruing upon first day of employment. Employees may not use Earned Time until the first of the month after they have completed six months of employment. Employees may not take more than forty (40) consecutive hours of Earned Time until completion of one (1) year of employment.

If an employee has no earned accrued time or is ineligible for Earned Time and has time off due to illness or pre-approved vacation, the time off is without pay and is subject to pre-approval on a case by case basis for pre-approved circumstances.

If an employee is out of work for a full pay period without pay, there will be no accrual for Earned Time.

Earned Time is paid at the employee's current base rate of pay, and it also, includes 2nd and 3rd shift differentials if the employee is normally scheduled for 2nd or 3rd shifts. Weekend differential is not included in base rate of pay for Earned Time purposes.

C) Employment Status Change: If an employee's status changes (e.g. per diem to full-time) and he/she has completed their initial six (6) month waiting period, the employee would have Earned Time benefits begin accruing immediately and be able to use as time is accrued. However, the employee's Anniversary Date for benefit accruals would become the date their status change became effective and there would be a full five (5) year waiting period before their accrual rate increases.

D) Donations: If an employee has exhausted his/her accrued benefits they may be eligible to receive donated time from other employees. If employee has exhausted all accrued time, a coworker may request on the employee's behalf, approval for donated time. Requests must be submitted in writing to the Human Resources Department. Donated hours are not guaranteed and will be considered on a case-by-case basis when extreme and extenuating circumstances exist. This decision will be at the sole discretion of the County Administrator or the County Administrator's designee. If approved, employees may donate time to said employee from their Earned Time bank. If donated time is granted an employee who is not eligible for FMLA (see Policy 6:1) may only receive donation of up to five (5) days for their own illness or family illness (as defined in FMLA). Employees on FMLA who have exhausted their accumulated sick leave and earned time may receive donated time only up to the number of hours they have remaining in their FMLA entitlement. Earned time may not be donated to probationary or per diem employees.

E) Maximum: Earned Time will accumulate to three hundred seventy-five (375) hours for Farmers, three hundred sixty-five (365) hours for Correctional Officers (Line officer, Corporal, Sergeant and Lieutenant), three hundred fifty (350) hours for full-time employees, two hundred eighty (280) hours for 4/5 employees, and two hundred ten (210) for 3/5 employees. Please see Section H below for further information concerning accruals.

F) Buy Back

Employees are permitted to exchange a maximum of forty (40) hours of Earned Time for forty (40) hours of pay, calculated at base rate, on the first payroll in June and another forty (40) hours on the first payroll in December. Employees must have used a minimum of eighty (80) hours of pre-approved scheduled Earned Time during the year (April to April) preceding (call outs, unscheduled Earned Time, FMLA and Holiday time shall not count towards the eighty (80) hours) and a minimum of one hundred sixty (160) hours must remain in the Earned Time account. If extreme circumstances arise that prohibit an employee from taking Earned Time that has been previously approved by a Department Head may approve the time an employee is called back from a previously approved leave towards the eighty (80) hours. Request forms for the buyback may be obtained from the Human Resources Office and must be submitted to the Human Resources Office no later than May10th for the June buy back and November 10th for the December buy back.

G) Procedure: Earned Time will be used for personal or family illness or accident, or for vacation and/or personal reasons. The taking of Earned Time for vacation and/or personal reasons must be scheduled in advance with the approval of the employee's Supervisor, except in the case of an emergency. When an employee is unable to report for a shift due to personal or family illness, he/she will give at least two (2) hours' notice, except in extreme and unforeseeable circumstances, to their Manager or Supervisor or the Supervisor on duty prior to the commencement of their shift.

If an employee is on a pre-scheduled vacation and becomes ill or has a death of an immediate family member, the pre-scheduled vacation time must be used before using other types of leave. If, in advance, an employee picks up an extra shift and/or fills a need on the schedule the same day they are scheduled for a pre-approved Earned Time Day, he/she will not be paid for both. The scheduled Earned Time will remain in the Earned Time bank for use at another time.

For FMLA, Medical (illness or injury of 3 consecutive days or more), or Maternity Leave of absences, there are specific procedures on using Earned Time.

H) Accrual:

Earned Time combines traditional vacation, personal, and sick benefits into one bank of Earned Time hours. Earned Time is accrued per each year from the employee's Anniversary Date for all hourly employees in accordance with the schedule listed below. At the end of each five-year period the increase in Earned Time days for the next five year period is added to the employees current Earned Time bank in a lump sum and the accrual rate increases to the new rate. Employees should always be aware of their Earned Time balance to not reach the maximum accrual amounts. Employees can check their Earned Time balance by reviewing the time on their pay stubs or by logging into their UKG account.

YEARS	FULL TIME	4/5 STATUS	3/5 STATUS	CORRECTIONAL OFFICERS	FARMERS
1 - 5	Earned Time 21 days/168 hrs 6.47/pay period	Earned Time 17 days/136 hrs 5.23/pay period	Earned Time 13 days/104 hrs 4.00/pay period	Earned Time 21 days/178.5 hrs 6.87/pay period	Earned Time 21 days/201.6 hrs 7.76/pay period
6 - 10	Earned Time 26 days/208 hrs 8.00/pay period	Earned Time 21 days/168 hrs 6.47/pay period	Earned Time 16 days/128 hrs 4.93/pay period	Earned Time 26 days/221 hrs 8.50/pay period	Earned Time 26 days/249.6 hrs 9.60/pay period
11-15	Earned Time 31 days/248 hrs 9.54/pay period	Earned Time 25 days/200 hrs 7.70/pay period	Earned Time 19 days/152 hrs 5.85/pay period	Earned Time 31 days/263.5 hrs 10.13/pay period	Earned Time 31 days/297.6 hrs 11.45/pay period
16-20	Earned Time 33 days/264 hrs 10.16/pay period	Earned Time 26 days/208 hrs 8.00/pay period	Earned Time 20 days/160 hrs 6.16/pay period	Earned Time 33 days/280.5 hrs 10.79/pay period	Earned Time 33 days/316.80 hrs 12.19/pay period
20+	Earned Time 35 days/280 hrs 10.77/pay period	Earned Time 28 days/224 hrs 8.62/pay period	Earned Time 21 days/168 hrs 6.47/pay period	Earned Time 35 days/297.5 hrs 11.45/pay period	Earned Time 35 days/336 hrs 12.93/pay period

I) Benefits at resignation/retirement:

Upon **resignation** in good standing (with two (2) weeks written notice and not as a result of disciplinary action) of hourly non bargaining unit employees, and having completed one year of service, an hourly employee is eligible to receive a lump-sum payment of all unused, accrued Earned Time at the current base rate of pay, excluding any shift differentials or other types of wages. This payment is paid to the employee with their final paycheck. Employees who are discharged are not eligible for payout of accrued Earned Time or Extended Medical Leave.

Upon **retirement**, under NH Retirement System guidelines or upon age 65, and having completed one year of service, an employee is eligible to receive a lump-sum payment of all unused, accrued Earned Time at the current base rate of pay.

J) Abuse:

Earned Time abuse is based on, but not limited to, a track record of excessive use and unexcused absenteeism, repeated use with days off, holidays, vacation, etc. Abuse of privileges is subject to warning and other appropriate disciplinary action. Managers may deny pay for unwarranted use of Earned Time where a pattern of abuse is prevalent.

If an employee is determined to have abused Earned Time, a warning may be issued immediately. If the abuse is not corrected, the employee will be subject to suspension and/or involuntary termination of employment.

5:14 EXTENDED MEDICAL LEAVE

Extended Medical Leave is a bank of time full-time and eligible part-time employees accrue and are authorized to use only for qualifying medical reasons – Family and Medical leaves (See guidelines Chapter 6), Maternity Leaves (See guidelines Chapter 6), Personal Medical Leave (See guidelines Chapter 6), Worker's Compensation leave (See guidelines Chapter 6). Extended medical leave may also be utilized after three (3) days, with a doctor's note, if the leave is longer than three (3) days but does not qualify for FMLA or Personal Medical leave. Nursing Home Employees who test positive for a communicable disease requiring the employee to miss scheduled days of work due to work exclusion requirements for healthcare personnel as stated by current Centers for Disease Control (CDC) guidance shall have the 3 day earned time requirement waived and will be paid for the required work exclusion period stated by the CDC, out of their extended sick leave bank.

Accrual: Full-time Employees will accrue ten (10) days per year, 3.08 hours per pay period. Full-time Deputies and Correctional Officers (Line staff, Corporals, Sergeants, Lieutenants) will accrue ten (10) days per year, 3.27 hours per pay period. Farm Staff will accrue thirteen (13) days per year, 4.8 hours per pay period. Hours for part-time staff are pro-rated as follows: 4/5 staff accrue eight (8) days per year, 2.46 hours per pay period and 3/5 staff accrue six (6) days per year, 1.85 hours per pay period. Extended Medical Leave will accumulate to six hundred forty (640) hours for full-time, five hundred twelve (512) hours for 4/5, three hundred eighty-four (384) hours for 3/5 employees. Accruals begin on first day of employment but will not be available for use until the first of the month after the employee has completed six (6) months of employment. If an employee is out of work for a full pay period without pay, there will be no accrual for Extended Medical leave accrued for that period.

Benefits at resignation/retirement: Upon resignation in good standing (with two (2) weeks written notice and not as a result of disciplinary action) and having completed one year of service, hourly employees are eligible to receive payment of up to 1/4 the number of days remaining in his/her Extended Medical Leave Bank at the current base rate of pay, excluding any shift differentials or other types of wages, not to exceed sixteen (16) days (see Policy 2:9). This payment is paid to the employee with their final paycheck. Exempt employees, see Appendix C.

Upon retirement, under NH Retirement System guidelines or upon age sixty-five (65), an eligible employee is also eligible to receive payment of up to 1/3 the number of days remaining in his/her Extended Medical Leave bank, as follows:

0-9 years of service, not to exceed twenty (20) days
10 or more years of service, not to exceed twenty-seven (27) days

This Policy does not apply to Nursing Home bargaining unit employees. See Article 37, section H of the Collective Bargaining Agreement between Grafton County Nursing Home and UE Local 278 for bargaining unit benefits at resignation/retirement.

5:15 HOLIDAYS

The following holidays are recognized by the County:

HOLIDAYS		
New Year's Day	Independence Day	Veteran's Day
Civil Rights Day	Labor Day	Thanksgiving
Presidents' Day	Columbus Day	Friday after Thanksgiving
Memorial Day	*Election Day (Even years only)	Christmas
Juneteenth		

Holiday benefits will take effect upon date of hire, for employees working a minimum of 3/5 status.

To be eligible for holiday pay, an employee must have worked the last full scheduled day before and the first full scheduled day after the holiday unless on pre-approved, pre-scheduled time off, or at the discretion of the Department Head upon review of the individual circumstance (documentation may be required). Any call-out situation for all Departments, except for the above, will void holiday pay. If the employee was off on the holiday, earned time will be substituted for the holiday pay. If there is no earned time available, the day is without pay.

If a holiday occurs during an employee's pre-approved, pre-scheduled Earned Time Day off, the absence on the day of the holiday will be counted as holiday and will not reduce the employee's accrued leave. Employees on FMLA, Medical Leave and Extended Medical Leave do not receive holiday pay.

In the Nursing Home, and for seven (7) day a week Departments, every other holiday is to be worked. (*Election Day, and the Friday After Thanksgiving are excluded as alternates for scheduling)~~;~~ if a holiday falls on your usual day off, but it is your holiday to work, your day off will be rescheduled within the same pay period.

If an employee has the holiday off, they will be paid for the regularly scheduled hours for that day. (I.e. if you are scheduled to work eight (8) hours you will be paid eight (8) hours holiday pay; if you are scheduled to work twelve (12) hours you will be paid twelve (12) hours of holiday pay.)

The County reserves the right to schedule work on an observed holiday. Thanksgiving and Christmas holidays are paid at time and a half. Hourly employees who work on a scheduled holiday shall be compensated by the rate of pay for the specific holiday and by an additional number of actual hours worked at the employee's base rate of pay, plus applicable shift differentials.
Part time and Per Diem employees who work on a holiday shall be compensated by the rate of pay for the specific holiday and by an additional number of actual hours worked at the employee's base rate of pay, plus applicable shift differentials.

If, in advance, an employee picks up an extra shift and/or fills a need on the schedule, or is called in to work any portion of a holiday due to a call out, weather, etc. when he/she is scheduled for a holiday off, he/she will be paid double time for the hours worked and straight pay for any remaining hours left in the shift, up to eight (8) hours.

When a holiday falls on the regularly assigned day off for an hourly employee, and it is not their holiday to work, such employee shall be compensated by his/her regular base rate of pay, plus applicable shift differentials, for the number of regularly scheduled hours. The holiday hours will not count towards overtime hours. In seven (7) day a week Departments, at the discretion of the Supervisor, the employee's day off may be rescheduled. Outside of the seven (7) day a week department, in situations where an employees works a set schedule and the holiday does not fall on a scheduled day to work, their day off will be rescheduled to one of their work days (at the discretion of management) and they will receive holiday pay for the date of the holiday. The holiday pay will not put them above their normal hours to work in a given week.

A) Floating Holidays: Election Day will be a floating holiday for all employees. Only benefitted employees are eligible for the floating holiday benefit. If a benefitted (3/5, 4/5 or Full-time) employee works on Election Day, the hours that they work will be automatically rolled over into their Earned Time bank. If a benefitted employee has Election Day off they will be paid holiday time at their normally regular scheduled number of hours. If Election Day falls on a regularly scheduled day off, the hours will automatically roll into the Earned Time bank.

5:16 EMPLOYEE ASSISTANCE PROGRAM

Grafton County partners with ESI to provide a free Employee Assistance Program to all Grafton County employees (including per diems and un-benefited part-time employees) and household members and dependent children up to age 26 even if not a household member.

The program provides confidential, professional counseling, assessment and referral services for members dealing with, and needing help with, personal issues such as marital problems, domestic violence, substance abuse, elder care, emotional illness, financial problems, etc. The Employee Assistance Program is staffed by professionally qualified clinicians twenty-four (24) hours a day. Callers may contact the Helpline at any time for help with urgent issues. You can access the Employee Assistance Program toll free by calling 1-800-252-4555, or online by visiting www.theeap.com and clicking the register button to create your username and password. You can also download the mobile friendly website from the app store or google play by searching "ESI Employee Assistance". This will allow you to explore all your EAP benefits and resources on the go.

CHAPTER 6: LEAVE OF ABSENCES

6:1 FAMILY MEDICAL LEAVES OF ABSENCE

A) Introduction:
The County recognizes that employees occasionally need to take time away from work to care for important family and medical needs. This Family Medical Leave policy (FMLA) is designed to meet those needs in a manner that is beneficial to employees, their families and the County.

B) Eligibility:
To be eligible for a leave of absence under this Policy, an employee must:

1. have been employed for at least twelve (12) months; and
2. have worked at least 1,250 hours during the twelve (12) months preceding the commencement of the leave; and
3. work at a work site where fifty (50) or more employees are employed within seventy-five (75) miles of the work site.

C) Reasons for Leave:
Eligible employees may be entitled to take a leave of absence for the following reasons:

1. The birth of a child or the placement in the employee's home of a child for adoption or for foster care;
2. The need to care for the employee's spouse, son, daughter or parent who has a serious health condition;
3. A serious health condition that prohibits the employee from performing essential functions of their job;
4. Any qualifying exigency arising out of the fact that the spouse, son, daughter, or parent of the employee is on active duty or has been notified of an impending call to active duty status, in support of contingency operation.
5. To care for the employee's spouse, son, daughter, parent, or next of kin who is a covered service member and is recovering from a serious illness or injury sustained in the line of duty while on active duty;

D) Definitions of Serious Health Condition:

A serious health condition is an illness, injury, impairment or physical or mental condition which involves the following:

1. inpatient care; or
2. period of incapacity of more than three (3) consecutive calendar days (including any subsequent treatment or period of incapacity relating to the same condition) that involves treatment two (2) or more times by a health care provider, by a nurse or physician's assistant under direct supervision of a health care provider or by a health care service under orders of or on referral by a health care provider; or
3. a chronic condition which requires periodic visits for treatment by a health care provider or by a nurse or physician's assistant under direct supervision of a health care provider at least two (2) visits per year and continues over an extended period of time (including recurring episodes of a single underlying condition) and may cause episodic absence rather than a continuing period of incapacity (e.g., diabetes, epilepsy); or
4. a period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective – the employee or family member must be under the continuing supervision of, but need not be receiving active treatment by a health care provider (e.g., Alzheimer's, a severe stroke); or
5. a period of absence to receive multiple treatments (including any period of recovery there from) by a health care provider or by a provider of health care services under orders of or on referral by a health care provider, either for restorative surgery after an accident or other injury or for a condition which would likely result in a period of incapacity of more than three consecutive calendar days in the absence of medical intervention or treatment (e.g., chemotherapy, radiation, dialysis); or
6. any period of incapacity due to pregnancy or for prenatal care.

E) Definitions of Service member:

The service member is a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, in outpatient status or is otherwise on the temporary disability retired list for a serious injury or illness. Outpatient status means the assignment of the service member to a military medical treatment facility as an outpatient or to a unit established for the purpose of providing command and control of members of the Armed Forces receiving medical care as outpatients.

A qualifying exigency arises out of the employee's spouse, son, daughter or parent is being posted on active duty or being notified of an impending call or order to active duty in the Armed Forces in support of a contingency operation. A qualifying exigency includes short-notice deployment; military events and related activities; childcare and school activities, financial and legal arrangements; counseling; rest and recuperation; and post-deployment activities. Next of kin is the nearest blood relative to the service member.

F) Amount of Leave Available:

Under "Reasons for Leave", examples 1 thru 4, an eligible employee may take up to twelve (12) weeks of leave in a twelve (12)-month period. The amount of leave available is determined by looking at the amount used during the twelve (12) months preceding the date leave would begin; the total amount of leave available in this 12-month period may not exceed twelve (12) weeks. Different rules may apply when both spouses work for Grafton County.

In case of birth of a child or placement of child by foster care or adoption, leave must be taken in consecutive weeks after the child's birth or placement.

Under "Reasons for Leave", example 5, an eligible employee may take one twenty-six (26) week leave period in a single twelve (12) month period. The right to take this leave does not renew once a new twelve (12) month period begins and all this leave must be taken in a single twelve (12) month period, although it may be taken intermittently or on a reduced schedule.

The County has the right to designate as FMLA for all time missed by an employee which would qualify under this Policy.

G) Notification by Employee:

1. Foreseeable Events. The employee must meet with their Department Head or Elected Official prior to submitting their application for FMLA. Once that meeting is completed and the Department Head or Elected Official has signed the application, the

application must be submitted to Human Resources. The meeting with the Department Head or Elected Official should be conducted, and application should be submitted, at least thirty (30) days in advance of the requested time, if event is foreseeable, such as leaves for planned medical treatment, son/daughter/parent being called to active duty, or for the employee's child's birth

2. Unforeseeable Events. For unforeseen events, such as accidental injury causing a serious health condition, premature birth or a sudden change in the employee's health, he/she must notify their Department Head or Elected Official, who will then notify Human Resources for application/paperwork to be sent, of his/her need for leave as soon as it is possible and practical to do so. In most cases, the employee should notify their Department Head or Elected Official and Human Resources of an unforeseen leave and request an application within one day of when he/she finds out when leave is needed.

3. Failure to Give Notice. Failure to give notice as required here may result in delay or denial of FMLA. In the case of foreseeable leaves, the County may delay the leave for up to thirty (30) days from the date the employee notified it of the need to take the FMLA.

H) Notification by the County:

The County will notify an employee and Department Head or Elected Official when it designates absences as FMLA. In appropriate cases, Grafton County will designate leave as FMLA even if not requested by the employee.

I) Medical Certification:

The employee must submit a Certification of Health Care Provider no later than fifteen (15) days following his/her request for FMLA. The Certification of Health Care Provider must be completed by a qualified health care provider.

Grafton County retains the right to have the employee examined by another health care provider (and possibly a third one, if the first two medical opinions are inconsistent) at Grafton County's expense. Grafton County reserves the right to request periodic additional medical certification during the term of a leave of absence, to the extent permitted under the FMLA and its regulations.

J) Intermittent or reduced schedule:

If and only if it is medically necessary, FMLA may be taken on an intermittent or reduced schedule basis. Intermittent or reduced schedule leave will be counted on a quarter-hour basis to apply toward the twelve (12) week maximum per twelve (12) months.

The employee must submit a Certification of Health Care Provider to support his/her need for an intermittent or reduced schedule leave. Furthermore, the employee must inform the County of the anticipated treatment schedule and the reasons for the proposed schedule.

The County may require the employee to work in a different position or on a different schedule during the period on an intermittent or reduced schedule leave that will better accommodate the necessities of his/her schedule. The alternative position will have the same pay and benefits as the position held prior to commencement of the leave.

For all leaves involving planned medical treatments, including intermittent and reduced schedule leaves, the employee is obligated to plan for treatments so that they will cause the least disruption to Grafton County.

Grafton County retains the right to deny an intermittent or reduced schedule leave for leave due to the birth of a new child or placement of child by adoption or foster care.

K) Pay and Benefits:

Federal guidelines do not require FMLA to be paid leave. Grafton County, however, has chosen to pay employees from accrued leave during designated FMLA per the following guidelines: The employee must use Extended Medical Leave and Earned Time, if any is available, during this FMLA leave, unless the FMLA leave is running concurrently with Worker's Compensation leave (see Policy 6:4). Extended Medical Leave is utilized beginning with the first day of leave. Employees are required to use Earned Time when their Extended Medical Leave is exhausted. Employees must exhaust their own Extended Medical Leave and Earned Time before receiving donated time. Regardless of whether the employee receives pay during the leave, the full amount of leave will be counted toward the maximum leave available in the twelve (12) month period.

The employee will not accrue any Earned Time, holidays or Extended Medical Leave benefits during FMLA leave. While on leave, the employee may not receive government compensation (unemployment, etc.) or perform work for another employer.

The employee will continue to be covered by Grafton County's group health insurance plan during the FMLA, if the employee pays their portion of the premium either through payroll deduction or prepayment arrangement. Insurance may stop if Grafton County learns the employee does not intend to return to employment, does not return to employment or does not pay their portion of the premium. In some cases, Grafton County may request the employee to reimburse Grafton County for any premiums it has paid on the

employee's behalf during the leave, unless the reason the employee did not return was because of a continued serious health condition or for other reasons beyond the employee's control.

L) Return to Work:

An employee returning from FMLA for their own medical condition must provide written medical certification that they are able to resume working. Prior to returning to work, the employee must contact the Human Resources office to submit the written medical clearance to return to work and to determine when to report for duty with the employee's Manager. Failure to follow these procedures may result in delay when he/she is ready to come back to work. Grafton County may require the employee to submit to a fitness-for-duty exam at the County's cost.

The employee will be returned to the same or an equivalent employment position unless he/she has been notified that he/she is a "key employee" based on the FMLA statute and corresponding regulations. The employee will not lose any seniority or benefits because of the leave. Failure to return to work at the end of the FMLA may be considered a voluntary resignation. Grafton County will try to contact the employee and determine why the employee has not returned to work.

M) Failure to Comply:
If an employee fails to follow the guidelines in the Policy or falsifies any information related to the medical certification, his/her leave may be delayed or denied and discipline, up to and including involuntary termination of employment.

6:2 PERSONAL MEDICAL LEAVE

A) Introduction:
If an employee meets the eligibility requirements under FMLA (see Policy 6:1), he/she would fall under FMLA. If the employee does not meet the requirements under FMLA, the employee may be eligible for a Personal Medical Leave under this Policy.

B) Eligibility:
New employees must have completed six (6) months of employment and have a serious medical condition (as defined by FMLA guidelines) which keeps him/her from working. This is for employees' own illness and does not include family members.

Under this Personal Medical Leave Policy, there are no requirements for total hours worked (e.g., per diems and un-benefitted part-time employees would be eligible for Personal Medical Leave if the employee has completed six (6) months of employment).

C) Amount of Leave Available:
An employee may be absent from work for up to four (4) weeks in a twelve (12) month period and a position will be held for him/her. The amount of Personal Medical Leave available under this policy is determined by looking at the amount of Personal Medical Leave used during the twelve (12) months preceding the date leave would begin.

Additionally, if an employee has exhausted all of their FMLA entitlement to them they may be eligible for up to four (4) weeks of additional Personal Medical Leave if all twelve (12) weeks of FML had been used consecutively and it is for the same serious medical condition. This extension is not guaranteed and will be considered on a case-by-case basis when extreme and extenuating circumstances exist. This decision will be at the sole discretion of the County Administrator or designee.

Personal Medical Leave runs concurrent with Maternity Leave (see Policy 6:3). The County has the right to designate as Personal Medical Leave for all time missed by an employee which would qualify under this Policy.

D) Notification by Employee:

1. Foreseeable Events. The employee must meet with their Department Head or Elected Official prior to submitting their application for Personal Medical Leave. Once that meeting is completed and the Department Head or Elected Official has signed the application, the application must be submitted to Human Resources. The meeting with the Department Head or Elected Official should be conducted, and application should be submitted, at least thirty (30) days in advance of the requested time, if event is foreseeable.

2. Unforeseeable Events. For unforeseen events, such as a sudden change in the employee's health, he/she must notify their Department Head or Elected Official and Human Resources of his/her need for leave as soon as it is possible and practical to do so. In most cases, the employee should notify their Department Head or Elected Official and Human Resources of an unforeseen leave and request an application within one day of when he/she finds out when leave is needed.

3. Failure to Give Notice. Failure to give notice as required here may result in delay or denial of Personal Medical Leave. In the case of foreseeable leaves, the County may delay the leave for up to thirty (30) days from the date the employee notified it of the need to take the leave.

E) Notification by the County:
The County will notify an employee and Department Head or Elected Official when it designates absences as Personal Medical Leave. In appropriate cases, Grafton County will designate leave as Personal Medical Leave even if not requested by the employee.

F) Medical Certification:
Within seven (7) days of the first day absent for Personal Medical Leave, the employee must provide a doctor's statement that the employee cannot work due to a serious medical condition (as defined by FMLA guidelines) and the date the employee is expected to be able to return to work. If the employee cannot return on the expected date, they must provide another doctor's statement that they cannot work and the new date of expected return.

Grafton County retains the right to have the employee examined by another health care provider (and possibly a third one if the first two (2) medical opinions are inconsistent) at Grafton County's expense. Grafton County reserves the right to request periodic additional doctor's statements during the term of the Personal Medical Leave of absence.

G) Intermittent or reduced schedule:
If and only if it is medically necessary, Personal Medical Leave may be taken on an intermittent or reduced schedule basis. Intermittent or reduced schedule leave will be counted on a quarter-hour basis to apply toward the four (4) week maximum per twelve (12) months.

The employee must submit a doctor's statement to support his/her need for an intermittent or reduced schedule. Furthermore, the employee must inform Grafton County of the anticipated treatment schedule and the reasons for the proposed schedule.

Grafton County may require the employee to work in a different position or on a different schedule during the period on an intermittent or reduced schedule. The alternative position will have the same base pay and benefits as the position held prior to commencement of the leave.

For all leaves involving planned medical treatments, including intermittent or reduced schedule leaves, the employee is obligated to plan for treatments so that they will cause the least disruption to Grafton County.

H) Pay and Benefits:
The employee must use accrued Earned Time and Extended Medical Leave, if any is available, during Personal Medical Leave. The first three (3) days of leave are deducted from the Earned Time bank and Extended Medical Leave is utilized beginning with the fourth consecutive day of leave unless the employee is hospitalized, in which case Extended Medical Leave will be utilized immediately. If the Personal Medical Leave is an extension of FMLA, Extended Medical Leave will be used immediately. Employee must exhaust their own Extended Medical Leave and Earned Time before receiving donated time. Regardless of whether the employee receives pay during Personal Medical Leave, the full amount of leave will be counted toward the four (4) week maximum leave available.

The employee will not accrue any Earned Time, holidays, or Extended Medical Leave benefits during the Personal Medical Leave. While on Personal Medical Leave, the employee may not receive government compensation (unemployment, etc.) or perform work for another employer.

If the employee is covered by Grafton County's group health insurance plan, he/she will continue to be covered during Personal Medical Leave if the employee pays their portion of the premium or prepayment arrangement. Insurance may stop if Grafton County learns the employee does not intend to return to employment or does not pay their portion of the premium. In some cases, Grafton County may request the employee to reimburse it for any premiums it has paid on the employee's behalf during the leave, unless the reason the employee did not return was because of a continued medical condition or for other reasons beyond his/her control.

I) Return to Work:
An employee returning from Personal Medical Leave for their own illness must provide written medical certification that they are able to resume working. Prior to returning from Personal Medical Leave the employee must contact Human Resources to submit written medical clearance to return to work, if required, and to determine when to report for duty with the employee's Manager. If circumstances change and the employee can return to work sooner than anticipated, the employee must immediately notify Human Resources. Failure to follow these procedures may result in delay when he/she is ready to return to work. Grafton County may require the employee to submit to a fitness-for-duty exam at its expense.

Grafton County will make every effort to return the employee to the same or equivalent position; however, due to business necessity, this cannot be guaranteed. The employee will not lose any seniority or benefits because of the Personal Medical Leave.

Unexcused failure to return to work at the end of the Personal Medical Leave may be considered a resignation. Grafton County will try to contact the employee and determine why the employee has not returned to work.

J) Failure to Comply:
If an employee fails to follow the guidelines in the Policy his/her leave may be delayed or denied. If the employee falsifies any information related to the medical certification or required by this policy, the employee may be subject to appropriate discipline, up to and including involuntary termination of employment.

6:3 MATERNITY LEAVE

A pregnant employee should let her Manager know her due date and whether she expects to return to work after the birth. She must provide a specific written doctor's statement setting out any work limitations her condition may require, if any, as well as a written doctor's statement indicating when she should cease work prior to the birth.

A) Amount of Leave Available:
The employee will receive 6 (six) weeks leave during her time off for Maternity Leave. If she needs more time off, she must provide a specific, written statement from her doctor stating that she cannot work due to her medical condition.

If the employee is eligible for FMLA, then she may take time off consistent with that Policy.

Grafton County has the right to designate as Maternity Leave for all time missed by an employee which would qualify under this Maternity Leave Policy.

B) Pay and Benefits:
The employee must use accrued Earned Time and Extended Medical Leave, if any is available, during Maternity Leave. The first three (3) days of leave are deducted from the Earned Time bank and Extended Medical Leave is utilized beginning with the fourth consecutive day of leave unless the employee is hospitalized, in which case Extended Medical Leave will be utilized immediately. Employees must exhaust their own Extended Medical Leave and Earned Time before receiving donated time. Regardless of whether the employee receives pay during Maternity Leave, the full amount of leave will be counted toward the six (6) week maximum leave available.

The employee will not accrue any Earned Time, holidays, or Extended Medical Leave benefits during the Maternity Leave. While on Maternity Leave, the employee may not receive government compensation (unemployment, etc.) or perform work for another employer.

If the employee is covered by Grafton County's group health insurance plan, she will continue to be covered during Maternity Leave if she pays her portion of the premium or prepayment arrangement. Insurance may stop if Grafton County learns the employee does not intend to return to employment or does not return to employment of does not pay her portion of the premium. In some cases, Grafton County may request the employee to reimburse it for any premiums it has paid on her behalf during the Maternity Leave, unless the reason she did not return to work was because of her continued medical condition or for other reasons beyond her control.

C) Return to Work:
The employee is expected to return when she is physically able to work. She must provide written medical certification that she is able to resume working. Prior to returning to work, she must contact the Human Resources office to submit the written medical clearance to return to work and to determine when to report for duty with the employee's manager. Failure to follow these procedures may result in a delay when she is ready to return to work. Grafton County may require the employee to submit to a fitness-for-duty exam at its expense.

The employee will be returned to the same or a comparable position, unless business requirements make it impossible, impractical or unreasonable. The employee will not lose any seniority or benefits because of Maternity Leave.

Nursing mothers are permitted to take breaks in order to express milk for the first year following the birth of a child (see Policy 4:5).

Failure to return to work at the end of Maternity Leave may be considered a voluntary termination. Grafton County will try to contact the employee and determine why the employee has not returned to work.

D) Failure to Comply:
If an employee fails to follow the guidelines in the Policy her leave may be delayed or denied. If the employee falsifies any information related to the medical certification or required by this Policy, the employee may be subject to appropriate discipline, up to and including involuntary termination of employment.

6:4 WORKERS' COMPENSATION LEAVE

In terms of workers' compensation, Grafton County is required to follow regulations set forth by the NH Department of Labor.

In the case of an injury or occupational disease to an employee sustained in the performance of their duties, the County will pay compensation at the employee's rate of pay for the time lost for the balance of the employee's shift on which the injury occurred. In the event that the injury or occupational disease occurs on the job and is found compensable under Workers' Compensation, the employee shall be placed on Workers' Compensation leave which runs concurrent with FMLA and shall be paid by the County's Workers' Compensation Insurance Carrier.

While on Workers' Compensation, employees may use Extended Medical Leave or Earned Time so their average gross pay (as determined by RSA: 281-A:15) is not significantly diminished. If absent for three (3) days or less, employees will use Extended Medical Leave. Extended Medical Leave or Earned Time cannot be paid until the employee's average weekly earnings amount has been determined by the workers' compensation insurance carrier. The provisions of this paragraph will not take effect unless the employee is out over three (3) weeks, in which case they will be retroactive to when workers' compensation began. Under no circumstances will the total pay from the workers' compensation insurance carrier, Extended Medical Leave and/or Earned Time combined exceed the employee's average gross pay.

County liability for health insurance premiums ceases after three (3) months on Workers' Compensation. The employee will not accrue any Earned Time, holidays, or Extended Medical Leave benefits while out on Workers' Compensation Leave.
For a period of eighteen (18) months from the date of injury, any employee who is unable to work due to a work-related injury is entitled to reinstatement of his/her former position, provided the position has not been eliminated and the employee is able to perform the duties of the position with or without reasonable accommodations. The right to reinstatement may be terminated prior to eighteen (18) months from the date of the injury upon medical determination that the employee cannot return to the former position.

6:5 FUNERAL LEAVE

Employees are entitled to five (5) days, not to exceed forty (40) hours (forty-two and a half (42.5) for Sheriffs, forty-three (43) for Correctional Officers (86-hour schedule), forty-eight (48) for Farm staff), for death of a spouse, parent or child. Death of all other immediate family as defined in this section will allow for up to three (3) days, not to exceed twenty-four (24) hours (twenty-five and a half (25.5) hours for Sheriffs, twenty-five point eight for Correctional Officers (86-hour schedule), twenty-eight point eight (28.8) hours for Farm staff). Such leave must be approved by the Department Head or Elected Official, and such approval shall not be unreasonably denied. For purposes of this Policy, "immediate family" is defined as parents or stepparents, children or step-children, sister, step-sister, brother, step-brother, spouse/live-in partner, son-in-law, daughter-in-law, legal guardian, grandparents, great grandparents, grandchildren, sister-in-law (step), brother-in-law (step), and spouse's or live-in partner's parents (step), or grandparents.

New employees who are still in their probationary period and employees in per diem or unbenefited positions are eligible to take funeral leave without pay.

6:6 CRIME VICTIM EMPLOYMENT LEAVE ACT

Under NH RSA 275:62, any employee who has been the victim of a crime, felony or misdemeanor, shall be permitted to leave work in order to attend court or legal investigative proceedings associated with the prosecution of the crime. This applies to crimes in which the employee was a victim or is part of the immediate family of a homicide victim or is part of the immediate family of a child under the age of eighteen (18) who was a victim or is part of the immediate family of an incompetent adult who was a victim.
Under this Policy a "victim" is any person who suffers direct or threatened physical, emotional, psychological or financial harm as a result of the commission or attempted commission of a crime. "Immediate family" is defined as the father, mother, stepparent, child, stepchild, sibling, spouse, grandparent or legal guardian of the victim, or any person involved in an intimate relationship and residing in the same household as the victim.

To qualify for leave, the employee must provide Grafton County with copies of written notices of hearings, conferences and meetings the employee must attend as part of the criminal proceedings. Grafton County is not required to pay employees for this time off; however, the employee may elect to use accrued Earned Time, if available, with the decision being the employee's decision. It is the employee's responsibility to notify the Department Head or Elected Official within the same pay period if the employee elects to use Earned Time. In cases where an employee became a crime victim in the course of his/her employment, he/she may not use Earned Time if he/she is receiving his/her regular pay or being paid under worker's compensation while participating in related legal proceedings.

While away from work under the provisions of the Crime Victim Employment Leave Act, employees will not lose any seniority. Benefits are handled in the same way that benefits are handled for employees on other types of leave of absence. Grafton County may limit leave if the employee's absence will create an "undue hardship" to Grafton County's business. Grafton County will not

discharge, threaten or otherwise discriminate against any employee regarding compensation, terms, condition, location or privileges of employment because the employee has exercised his/her right to leave work as provided under this Policy.

6:7 MILITARY DUTY

Any regular employee who is a member of any reserve component of the armed forces of the United States, or the National Guard, shall, upon request, be entitled to leave of absence for the purpose of engaging in military drill, training, or other temporary duty under military or naval authority. An employee called to serve on temporary military duty will be reimbursed the difference, if any, of regular pay over military pay. The employee will be assured of his/her position while on military duty. If an employee so chooses, he/she may take accrued Earned Time in conjunction with military duty.

The provisions of this section shall not apply to any such employee who has been inducted or has enlisted in active service in the armed forces of the United States, or for an extended period of service.

6:8 UNIFORMED SERVICES EMPLOYMENT & RE-EMPLOYMENT RIGHTS ACT

An employee who is absent from work due to being engaged in voluntary or involuntary duty in a uniformed service (Army, Navy, Air Force, Marines, Coast Guard, Army National Guard or Air National Guard) has certain job and benefit protection rights. These rights vary depending on the length of the military service. Employees becoming voluntarily or involuntarily engaged in duty in a uniformed service must provide Grafton County written notice as soon as it is received by the employee. This notice must be in the form of official military orders, training notices or induction papers. After the employee's military service is completed, the employee must notify Grafton County that he/she is ready to return to work. The time frame for this return to work notification varies depending on the length of the employee's military service. Because rights and notification requirements vary depending on each individual's circumstances, employees should contact the Human Resources Department for information specific to his/her own situation. The employee will not accrue any Earned Time, holidays, or Extend Sick Leave benefits during the Military Leave. Grafton County intends for this Policy to conform to the Uniformed Services Employment & Reemployment Rights Act and its corresponding regulations ("USERRA"), and to the extent this Policy becomes inconsistent with USERRA, USERRA requirements control.

6:9 STATE OF EMERGENCY LEAVE

Grafton County provides State of Emergency Leave in compliance with RSA 275:66. When the Governor or the New Hampshire Legislature declares a state of emergency under RSA 4:45, a Grafton County employee who is a member of a fire department, rescue squad, or emergency medical service agency who is called into service of the State of New Hampshire or a political subdivision shall have the right to take leave without pay from Grafton County to respond to the emergency.

For purpose of this State of Emergency Leave Policy, a firefighter, rescue squad member, or emergency medical services member shall be called into service of the State of New Hampshire or a political subdivision when his or her services are requested in writing by the director of emergency services, communications, and management or by the head of a local organization for emergency management established under RSA 21-P: 39. The request shall be directed to the chief of the member's fire department, rescue squad, or emergency medical services agency and a copy shall be provided to Grafton County, as the member's employer.

Grafton County shall not require the employee to use or exhaust his or her Earned Time accrued leave for the period of emergency service. However, the employee may choose to take Earned Time accrued leave for the period of emergency service.
Grafton County may certify to the director of emergency services, communications, and management or to the head of the local emergency management agency that the employee is essential to Grafton County's own emergency or disaster relief activities. If Grafton County provides such a certification, then Grafton County shall be exempt from the provisions of RSA 275:66.

CHAPTER 7: SECURITY AND SAFETY

7:1 NAME TAGS AND KEYS

All non-uniformed employees, except prosecutors and farm employees, will be issued a County-issued ID / name tag while on County premises. Uniformed employees are the Sheriff, Deputy Sheriffs, Correctional Officers, Maintenance Superintendent and Skilled Maintenance Workers. All employees are expected to return name badges immediately to their department when their employment at Grafton County ends.

Certain employees may be issued keys to buildings and designated rooms. Loss of any keys should be reported immediately. Key(s) must be returned to your Department Head upon termination of employment. The employee will be charged for the cost of any replacements or lost keys/proximity cards or keys/proximity cards that are not returned upon termination.

7:2 GRAFTON COUNTY JOINT LOSS MANAGEMENT COMMITTEE

The Joint Loss Management Committee is comprised of an equal number of management and non-management employees, with a minimum of four members. The Committee elects a chairperson, a vice-chairperson, and a secretary on an annual basis. The chairperson position shall be rotated between management and non-management employees.
The Grafton County Joint Loss Management Committee exists for the purpose of bringing employees and management together in an effort to promote safety and health in the workplace. This Committee assists Grafton County and makes recommendations for change at all County locations.

The Committee meets quarterly. Minutes are kept and made available for review by all Grafton County employees.

7:3 TOBACCO FREE CAMPUS

It is the Policy of Grafton County to maintain a 100% tobacco-free environment. Promoting a safe and healthy environment for our employees, residents, volunteers, contract employees and visitors is essential. Tobacco or electronic smoking devices are not allowed anywhere on the Grafton County campus. Employees who are discovered to have been using tobacco products and/or electronic smoking devices on campus will be subject to the Grafton County Disciplinary process, up to and including termination.

7:4 SAFETY AND FIRE RULES

Safety rules and fire regulations are posted on all information bulletin boards. All employees are expected to familiarize themselves with these regulations and understand their precise role in any emergency. All employees are requested to report any conditions that they feel are fire and accident hazards to their supervisor or to a Joint Loss Management Committee member.

All employees are expected to participate in any fire drills to ensure they are all prepared in the event of a real emergency. An annual fire safety in-service is mandatory for Nursing Home employees.

7:5 INJURIES ON THE JOB

ALL ACCIDENTS OR INJURIES, NO MATTER HOW MINOR, MUST BE REPORTED AT ONCE TO THE IMMEDIATE SUPERVISOR. Proper reporting forms must be completed at once. Employee Confidential Injury / Incident Report must be completed for any employee workplace accident or injury and forwarded to the Department Head or Elected Official and Human Resources within twenty-four (24) hours in order to meet State reporting requirements. It is the individual employee's responsibility to seek further medical care, if required, and to notify his/her Department Head or Elected Official and Human Resources of same within twenty-four (24) hours.

For any non-employee accidents or injuries, a Non-Workman's Compensation Incident Report must be completed immediately and forwarded to the Grafton County Commissioners' Office.

While absent from work while on Worker's Compensation, every employee must report to his/her supervisor a minimum of once each week. Subsequent to each doctor's appointment, a written note and report of outcome must be presented to his/her supervisor. Prior to return to work, every employee must present a written doctor's release to his/her supervisor (see Policy 6:4).

7:6 ALTERNATE DUTY EMPLOYMENT

Alternate duty is defined as transitional work responsibilities of a limited nature designed to bring an employee injured on the job back to work while accommodating the temporary limitations imposed by the employee's treating physician. Examples include shortened hours or responsibilities with limited walking, bending, standing, or reaching. The specific elements of the work responsibilities are variable as the employee's work capacity increases.

Alternate duty assignments are transitional and temporary in nature, normally not to exceed twelve (12) weeks. Any extensions in alternative assignments must be certified as necessary by the attending physician and approved by the County Administrator. Alternate duty will be offered to employees with an accepted workers' compensation injury only when the employee's attending physician: (a) certifies that an injury was sustained by the employee at work and (b) describes in detail the limitations imposed on the employee's return to work. The County shall provide the physician with the employee's job description to assist the physician in defining the work limitations.

No alternate duty assignments shall be offered to an injured employee unless: (a) the work to be performed is deemed by the Department Head or Elected Official to be necessary to the fulfillment of the County's legal responsibilities; and (b) a written job description stating the job duties and limitations is signed by the employee and their Department Head or Elected Official. Hours

worked in an alternative duty assignment cannot exceed the average number of hours worked prior to the injury and may vary from the employee's normal shift.

If an employee fails to accept temporary alternative work, he/she may jeopardize his/her worker compensation benefits as specified in RSA 281-A:23-b & RSA 281-A:48.

Compensation for alternate duty positions will be paid at 66.67% of the regular position's wage (differentials included). If returning to work for less than a full eight (8) hour day, the employee will be paid from his/her Extended Medical Leave Bank to equal eight (8) hours and the entire day will be paid at 66.67% of the regular position's wage (differentials included).

7:7 INMATE RELATIONS

Personnel who have contact with inmates of the Department of Corrections in the course of their employment must ensure that relations remain on a professional level. Other contact, including socializing, providing of services, transporting information or material items into or out of the facility, will be considered fraternization and grounds for appropriate disciplinary action, up to and including termination of employment.

7:8 WEAPONS

With the exception of law enforcement personnel, employees are not permitted to possess guns and other weapons while in County buildings. If an employee legally possesses a firearm and is storing the firearm or ammunition in the employee's vehicle while on County property, this will be permitted as long as the vehicle is locked, and the firearm or ammunition is not visible.

7:9 WORKPLACE VIOLENCE

The safety and security of all employees is of primary importance to Grafton County. Intimidation, hostility, physical violence, or any perceived threat of violence, by an employee towards another employee will not be tolerated and will be promptly and thoroughly investigated and if warranted will be handled to include appropriate disciplinary action up to or including termination.

This list of behaviors, while not inclusive, provides examples of conduct that is prohibited:

- causing physical injury to another person;
- making threatening remarks;
- aggressive or hostile behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress;
- intentionally damaging employer property or property of another employee;
- discussing bringing weapons to the workplace;
- unauthorized possession of a weapon while on County property or while on County business; or
- committing acts motivated by, or related to, sexual harassment or domestic violence or discrimination or retaliation based on a Protected Status

Every employee has the duty to inform his/her Department Head/Elected Official or Human Resources of any threats that they witness or receive or that they are told another person has witnessed or received. Even without a specific threat, all employees should report any behavior that they witness that they regard potentially threatening or violent or which could endanger the health or safety of an employee when the behavior has been carried out on the County premises or is connected to County employment or County business. Grafton County through the Human Resources Department will promptly and thoroughly investigate all reports of threats of violence or incidents of actual violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as possible. To maintain workplace safety and the integrity of its investigation, Grafton County may suspend employees suspected of workplace violence or threats of violence, either with or without pay, pending investigation. Following investigation, the County will initiate an immediate and appropriate response. This response may include, but is not limited to, suspension and/or termination of any business relationship, reassignment of job duties, suspension or termination of employment, and/or reporting to local authorities.

Grafton County reserves the right to determine appropriate disciplinary response based on the individual facts and circumstances of the situation.

7:10 AUTOMOBILE SAFETY

All vehicles must be turned off and locked when unoccupied/not in use, unless otherwise authorized by the Department Head or Elected Official.

It is the Policy of Grafton County, and a State of New Hampshire law, that using handheld devices while driving or temporarily halted in traffic for a stop sign or traffic signal or other momentary delays is prohibited. This includes cell phones, GPS, tablets, iPods, iPads or other devices that require data entry. If employees, interns and/or volunteers need to make a phone call, they should pull into a safe parking lot or rest area and park their vehicle before using their handheld device.

All employees are required to wear a seatbelt when traveling on County business regardless of driving or being transported in a Grafton County vehicle or in a private vehicle. All drivers must possess a valid driver's license. If there are any changes or restrictions to driver's license, the employee must notify their Department Head or Elected Official immediately.

If an employee, driving a County vehicle or driving a personal vehicle while on County business, is involved in an accident, a law enforcement officer must be called as soon as safely possible and an accident report must be filed, regardless how minor the accident.

7:11 MOTOR VEHICLE DRIVING RECORD POLICY

The purpose of this Policy statement is to establish the Grafton County standards for the safe operations of vehicles owned by Grafton County and operated by employees for business purposes.

This Policy statement is intended to establish and implement uniform standards in an effort to maximize the safety of those driving on behalf of Grafton County.

Policy Statement:

- All drivers must be in possession of a proper and valid operator's license. **An employee must report immediately to their Department Head or Supervisor a revocation or loss of driving privilege or other restriction that would impair the legal use or operation of a vehicle on Grafton County's business.**

- All drivers must have an acceptable Motor Vehicle Report (MVR) based on a predetermined point system, which is checked at the time of hire and must be attested to by the employee annually.

Number of Violations	Number of At-Fault Accidents (last 3 years)			
	0	1	2	3
0	Clear	Acceptable	Borderline	Poor
1	Acceptable	Acceptable	Borderline	Poor
2	Acceptable	Borderline	Poor	Poor
3	Borderline	Poor	Poor	Poor
4	Poor	Poor	Poor	Poor

Acceptable MVR - No more than 2 minor violations; OR 1 at-fault accident in last 3 years;
OR no more than a combination of 1 minor violation and 1 at-fault accident in last 3 years.

Borderline MVR - 3 minor violations; OR 2 at-fault accidents in last three years; OR any combination of minor violations and at-fault accidents in last 3 years totaling 3 occurrences.
Poor MVR - 1 or more major convictions in last 5 years; OR 4 or more minor violations; OR
3 or more at-fault accidents in the last 3 years; OR any combination of minor violations and at fault accidents totaling 4 or more occurrences.

At-Fault Accident - any accident where the driver is cited with a violation or negligently contributes to the incident or any single vehicle accident where the cause is not equipment related.
Major Violations:

- Driving under the influence of alcohol/drugs
- Failure to stop/report an accident
- Reckless driving/speeding contest
- Driving while impaired
- Making a false accident report
- Homicide, manslaughter or assault arising out of the use of a vehicle • Driving while license is suspended/revoked
- Careless driving
- Attempting to elude a peace officer

Minor Violations: Any moving violation other than a major violation except

- Motor vehicle equipment, load or size requirement
  Improper/failure to display license plates (if they exist)
- Failure to sign or display registration
- Failure to have driver's license in possession (if valid license exists)

7:12 DRUG & ALCOHOL POLICY

Grafton County employees are public servants and provide important services that require the ability to think clearly, make sound decisions and react in a manner that protects the safety, health and well-being of all employees, residents, inmates and the public. The County also has a need to protect its property, information, equipment, operations and reputation. Grafton County recognizes that alcohol and drug use poses a threat to individuals and Grafton County as a whole. Grafton County's goal is to establish a drug-free workplace program that balances our respect for individuals with the need to maintain an alcohol and drug-free environment.

All Grafton County employees should recognize that being under the influence of drugs or alcohol or suffering from the aftereffects of drugs or alcohol while at work can be disruptive, adversely affect the quality of work and job performance, pose serious risks to users and others, and have a negative impact on safety, productivity and morale. Grafton County has no intention of interfering in the private lives of its employees unless involvement with alcohol and/or drugs off the job affects job performance and/or violates a Grafton County policy or policies including Department policies and/or Standard Operating Procedures. As a condition of employment, the County requires that employees adhere to a strict policy as described in the "Prohibited Behavior" section of this Drug & Alcohol Policy ("this policy") regarding drugs and alcohol. Grafton County encourages employees to voluntarily seek help for drug and alcohol problems, keeping in mind the confidential Employee Assistance Program as a resource.

A) Covered Employees:

This Policy covers Department Heads, Managers, and Supervisors, full-time, part-time, and per diem employees.

B) Applicability:

This Policy is intended to apply whenever covered employees are representing or conducting business for the County. Therefore, this Policy applies during all working hours, whenever conducting business or representing the County, while on County property or at County-sponsored events. While at County-sponsored events such as the annual county conference, employees are permitted to consume alcohol in moderation after working hours. Employees of Departments that have internal Standard Operating Procedures (SOP) must also follow their own departments' SOP manuals regarding professional conduct and prohibited behavior. Employees are not permitted to become impaired or intoxicated.

C) Definitions:

Alcohol means anything edible or drinkable that contains ethyl alcohol (ethanol), including but not limited to beer, wine and distilled spirits.

County premises means all property of Grafton County, including but not limited to the buildings and surrounding areas on County-owned or leased property, parking lots and storage areas. The term also includes County-owned or leased vehicles and equipment wherever located.

Illegal drug means any drug or controlled substance that is illegal to possess under NH RSA 318-B, the Controlled Drug Act, or legal drugs illegally obtained or used in a manner inconsistent with their intended use and recommended dosage.

Legal drug means any prescribed drug or over-the-counter drug.

Contraband means alcohol, illegal drugs and drug paraphernalia.

Drug paraphernalia means any object or thing as defined in RSA 318-B.

Reasonable suspicion means showing signs that would lead a prudent person to have a suspicion that there has been a violation of this Policy. Reasonable suspicion is proof or evidence that is more than a hunch, but less than probable cause, and must be based on specific, objective, articulable facts about the conduct of an individual.

Substance abuse professional means a qualified licensed medical professional, a certified drug and/or alcohol counselor or an accredited treatment facility.

Positive test result for alcohol means a blood alcohol content of .03% or more; for drugs means any result over the U.S. Department of Health and Human Services confirmatory limits.

D) Prohibited Behavior:

Grafton County prohibits the manufacture, possession (*), use, sale, transfer or distribution of illegal drugs, drug paraphernalia or alcohol in the workplace,
on County premises or at any other facility or another location while on duty, except for duly authorized authorities, e.g., law enforcement, who are permitted to possess illegal drugs, drug paraphernalia, or alcohol as evidence while performing their duties, and nurses or MNA's who are dispensing drugs to residents pursuant to a doctor's order. Prohibited behavior also includes being under the influence of alcohol or suffering the aftereffects of drugs and/or alcohol while at work Prohibited conduct will result in disciplinary action, up to and including discharge. Please note: Prohibited conduct will result in appropriate disciplinary action, up to and including discharge. (*) Possession of alcoholic beverages in an unopened container with an unbroken seal securely locked in the employee's vehicle is not prohibited, provided the employee is at least twenty-one (21) years of age.

Prescription and over-the-counter drugs are not prohibited when used for the purpose intended by the manufacturer and taken in the recommended dosage and/or according to a physician's prescription. In accordance with RSA 318-B: 14, I, controlled substances are to be possessed only in the container in which they were dispensed, or with proper ID (RSA 318-B: 14, II (b) or in a medication organizer (RSA 318-B: 14, II (c)). Any employee taking prescribed or over-the-counter drugs is responsible for consulting with the prescribing physician and/or a pharmacist to ascertain whether the medication may interfere with the safe performance of the employee's job. If the use of a medication could negatively affect the employee's job performance or compromise the safety of the employee, co-workers, residents, inmates or the public, it is the employee's responsibility to notify their Department Head or Elected Official and either request a change of duty, if possible, or abstain from working to avoid unsafe situations.

E) Notification of Convictions:

Any employee who is convicted of an alcohol or drug offense must notify Grafton County in writing within five (5) calendar days of the conviction. Please note: The County will take appropriate disciplinary action, up to and including discharge, in accordance with applicable personnel policies, collective bargaining agreements, rules, regulations and statutes. Whenever an employee is convicted of an alcohol or drug offense, Grafton County will notify appropriate licensing agencies, if required, within ten (10) calendar days of notification by the employee. Employees of Departments that have internal SOPs must also follow their own Department's SOP manuals regarding professional conduct and prohibited behavior, i.e., criminal conduct, investigations and personal (non-work-related) contact with law enforcement agencies.

F) Searches:

Any on-duty supervisor who is highest in the chain of command in his/her department at the time or any Department Head may conduct unannounced inspections and searches for drugs and/or alcohol in or on Grafton County premises, including but not limited to all property of Grafton County, buildings and surrounding areas on County-owned or leased property, parking lots, storage areas, Grafton County-owned or leased vehicles and equipment wherever located. Employees are expected to cooperate. An employee's refusal to sign consent to search and inspection and to cooperatively facilitate a search and inspection is insubordination and a violation of this Policy and will result in involuntary termination of employment. Every employee is required to sign an acknowledgment of this fact either upon implementation of this Policy or upon hire. Search of an employee's pockets, clothing, personal property, lockers, desks, file cabinets, workspaces, equipment and vehicles on county premises while on County business may be made if there is reasonable suspicion that an employee has violated this Policy. Employees have no expectation of privacy, including but not limited to the employee's pockets, clothing, personal property, lockers, desks, file cabinets, work spaces, equipment and vehicles in or on county premises / Grafton County-owned or leased property.
An employee who is found to possess contraband on County premises while on County business will be subject to appropriate discipline up to and including discharge, except for duly authorized authorities, e.g., law enforcement, who are permitted to possess contraband as evidence while performing their duties, and nurses or MNA's who are dispensing alcohol to residents pursuant to a doctor's order.

G) Voluntary Treatment:

The County strongly encourages persons with drug or alcohol problems to seek immediate treatment. Employees are encouraged to use the Employee Assistance Program, which can provide information on counseling and rehabilitation. If an employee believes he/she has a problem with drugs or alcohol, he/she may seek a leave of absence, in accordance with Grafton County personnel policies or the collective bargaining agreement (if applicable), for the time needed to complete an approved rehabilitation program at his/her own cost, if not covered by health insurance. The employee will not receive a disciplinary penalty of any kind for this decision to seek treatment. However, this does not apply if, prior to requesting a leave of absence, the employee is a) involved in a situation where a possibility exists he/she may be asked to take a test, or b) is informed by the County he/she will be tested, or c) is tested. An "approved" rehabilitation program is one that is conducted by a substance abuse professional.

H) Drug Testing:

Reasonable Suspicion: Employees will be required to participate in a drug and/or alcohol screening when showing signs that would lead a prudent person to have a reasonable suspicion that there has been a violation of this Policy. The time framework and manner of the drug and/or alcohol screening shall be at the discretion of the person authorizing the drug and/or alcohol screening. Only the

County Attorney, Nursing Home Administrator, Sheriff, Register of Deeds, Human Services Director, Maintenance Superintendent, Corrections Superintendent, Farm Manager, Human Resources Director, Information Technology Manager, County Administrator or their designees may authorize the test. The person authorizing the test will inform the employee about the facts upon which the suspicion of impairment and the decision to test is based. Employees who are requested to submit to a drug and/or alcohol test will be expected to complete a "Consent / Release" form authorizing an agent of a County-designated facility to perform the test and to release the results to Grafton County. Please note: Refusal to complete and sign a "Consent / Release" and to promptly take a required test as instructed by the employer is insubordination, a violation of this Policy, and will result in termination.

Pre-employment: Upon being presented with an offer for employment, all applicants must submit to a drug screen within 2 business days following receipt of the offer. If an applicant has a positive test, fails to appear for the test as instructed by the employer or otherwise violates this Policy, the offer of employment will be withdrawn, and the applicant may not be considered for employment in the future.

Post-accident: All employees are required to take a drug and/or alcohol test following a work-related injury that results in medical treatment by a licensed physician or mid-level provider (e.g. ARNP or Physician's Assistant) if the employer has reasonable suspicion to believe the accident was a result of drug or alcohol use. The employer must be able to articulate objective evidence that led the employer to believe the accident was a result of drug or alcohol use.

Substances that may be tested for include but are not limited to alcohol, amphetamines, barbiturates, benzodiazepine, benzolylecgonine, cannabinoids (THC), cocaine, methadone, methaqualone, opiates, and phencyclidine (PCP). Grafton County uses U.S. Department of Health and Human Services (USDHHS) cut-off levels for drug testing. A confirmed result above the USDHHS cut-off will be considered a positive drug test. A blood alcohol content of .03% or more will be considered a positive alcohol test. Positive results without legitimate explanation are considered violation of this Policy.

Testing for the presence of alcohol may be conducted by breath or saliva, the manner to be determined by the testing facility. Testing for the presence of drugs generally will be done by urinalysis. Testing conducted by other authorities, whether by blood, breath or urine, may be used by the County to determine if there has been a violation of this Policy. Please note: a violation of this Policy will result in appropriate discipline, up to and including discharge.

To ensure the accuracy and fairness of our testing program, all testing will be conducted according to USDHHS guidelines. An initial drug screen which shows positive for drug(s) will be subjected to a confirmatory test. All confirmed positive tests shall be reviewed by the laboratory's Medical Review Officer (MRO), who will offer the employee the opportunity to contest or explain the positive result. Absent a valid explanation, a confirmed positive test result is the conclusion that the employee has violated this Policy.

During the period pending receipt and review of final test results, Grafton County reserves the right to suspend the employee without pay and/or place him/her on leave in accordance with applicable statutes, collective bargaining agreements (if applicable) and Grafton County personnel policies. Please note: During the period pending receipt and review of final test results, Grafton County may appropriately discipline the employee, up to and including discharge, if Grafton County determines that the employee has violated a Grafton County policy or policies including Department policies or SOPs.

Pre-employment Drug screening is done on site. For all other testing the test site includes, but is not limited to the following:
Test site: Convenient MD
Occupational Health Department
Phone: 603-761-3660

If testing need is outside of operating hours of other testing site, tests may be performed on site.

Employees who are under the age of 18, along with their parent or legal guardian, must sign for receipt of this Policy and acknowledge its content. In the event a minor becomes a candidate for drug or alcohol testing, the minor's parent or legal guardian must be immediately contacted and either 1) immediately give written consent for testing before the minor leaves County premises or 2) immediately remove the minor from county premises.

To avoid placing the employee or others in a situation that might endanger the safety of the employee or the public, the County is responsible for transporting the employee to the testing site and back to the employer's work site.

The results of the drug or alcohol test shall be given to the Human Resources Director and will be maintained in a separate confidential file. The following individuals or organizations shall have access to the results of the test: the employee, the employee's Department Head or Elected Official, the County Administrator, Union or Employee Council representatives if the employee files a grievance, persons participating in the grievance process, the Board of Commissioners, any local, state or federal agency which requests the information or which the County determines should have the information, including but not limited to Workers' Compensation, Employment Security, and any person who uses process of law to secure the results.

I) Consequences:

One of the goals of our drug-free workplace program is to encourage employees to voluntarily seek help for alcohol and/or drug problems. If, however, an individual violates any part of this Policy, the consequences are serious.

Any employee who violates this Policy may be immediately removed from duty and/or suspended without pay and/or placed on leave in accordance with statutes, Grafton County personnel policies and collective bargaining agreements. If he/she tested positive for drugs or alcohol, he/she must seek advice of a substance abuse professional, comply with all recommendations made, and if recommended, seek treatment. The employee must also provide the Director of Human Resources, within five (5) business days of the County's action, a written statement from the substance abuse professional that 1) the employee consulted him/her, 2) whether rehabilitation is recommended, 3) an estimated time frame for treatment, and 4) whether the employee is cooperating and following the substance abuse professional's recommendations and/or treatment plan. The Director of Human Resources will advise the employee's Department Head or Elected Official of the employee's anticipated absence, if any. If the employee fails to seek professional help from a substance abuse professional, follow the substance abuse professional's recommendations and/or treatment plan and present a written statement from the substance abuse professional within a time frame specified by the County or meet the goals of the treatment plan, discharge will result. An employee receiving treatment will be required to present periodic proof, as specified and deemed acceptable by the County, of on-going treatment while he/she is away from work.

Prior to reinstatement, the employee will be required to present a written statement from the substance abuse professional that the employee has complied with all of the substance abuse professional's recommendations, and, if recommended, is engaged in on-going treatment or has completed a treatment program. Prior to reinstatement, the employee will also be required to pass a fitness-for-duty drug and/or alcohol screening. Failure to do any of these things will result in discharge. The employee will also be subject to on-going, random drug testing for a period of 2 (two) years. Any subsequent violation of this Policy or confirmed positive test will result in discharge.

Please note: If an employee refuses the screening/test, drinks water or other liquid excessively, alters, adulterates, dilutes or otherwise tampers with the specimen in any way, substitutes the specimen with that from another person or sends an imposter, will not complete and sign the required forms or refuses to cooperate in the testing process in such a way that prevents completion of the test, or if the test result reveals the presence of substances intended to mask the presence of drugs or alcohol, it will constitute failure of the employee to submit to the testing, and shall be considered insubordination and a violation of this Policy, and will result in termination. It is understood that an inconclusive test result does not necessarily mean the sample was adulterated.

Time away from work for testing is paid. If the initial or confirmed test is negative, the employee will be paid in full for time missed during any period of unpaid suspension or leave. In the case of employees who have undergone or are undergoing treatment, time used during the regular workday for follow-up testing is also paid. Except under the provisions of the County's Family and Medical Leave of Absence policy (FMLA Leave) and the County's Medical Leave policy, Grafton County does not guarantee the availability of work during treatment or after the employee completes treatment if Grafton County determines that no work appropriate for the employee is available or the employee's absence will create a hardship for the County.

If an employee is the subject of an investigation by Grafton County or by a law enforcement agency because of suspected prohibited alcohol or drug use, he/she may be suspended and/or placed on leave in accordance with statutes, Grafton County personnel policies and the collective bargaining agreement pending completion of the investigation.

J) Rehabilitation:

Rehabilitation assistance given by Grafton County includes the Employee Assistance Program, medical benefits that may be available in the employee's medical benefits plan, if eligible, and use of any leave time available in accordance with statutes, Grafton County personnel policies and collective bargaining agreements (if applicable).

K) Education:

Grafton County will notify its employees of this Policy by providing to each employee a copy of the Policy, and obtaining a written acknowledgment from each employee that the Policy has been received.

L) Support of the Drug and Alcohol Policy:

All employees are expected to support the County's goal of establishing and maintaining a drug free workplace program that balances our respect for individuals with the need to maintain an alcohol and drug free workplace. It is the responsibility of any employee who witnesses a violation of this Policy to immediately and confidentially report it to his/her supervisor in accordance with the internal chain of command. If circumstances prohibit this response, then a report should be made to the County Administrator, Director of Human Resources, or their designee. Please note: Failure to do so will result in discipline up to and including discharge.

CHAPTER 8: INFORMATION TECHNOLOGY

8:1 TELEPHONE/PERSONAL CELLULAR PHONES

Employees may not use the official business telephones of the Grafton County facility for personal business, except in case of emergency. All inbound and outbound phone calls are logged in the County call accounting system. Employees may use personal cellular phones during break periods and in break areas only. Personal cellular phones are not to be taken onto a resident unit or an inmate area at any time, unless otherwise authorized in advance by the Department Head or Elected Official. Employees' personal cell phones should be stored along with other personal belongings in a locker or locked in a personal vehicle.

When using Grafton County's business phones, use of proper telephone etiquette is required. This includes:

- Changing your greeting if you will be out of the office for an extended period.
- Checking voicemail often and responding promptly.
- Maintaining a pleasant tone of voice to ensure the caller feels valued.

8:2 USE OF INFORMATION TECHNOLOGY

A) Purpose:

This Policy is established to achieve the following:

- Protect the IT resources of Grafton County.
- Establish prudent and acceptable practices regarding the use of Grafton County Information Technology (GCIT).
- Educate individuals on their responsibilities associated with the use of GCIT.
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B) No Expectation of Privacy: Employees should have no expectation of privacy in anything they create, store, or emails sent or received using the County's computer equipment.

Users expressly waive any right of privacy in anything they create, store, send or receive using the County's computer equipment or Internet access. County personnel have the right to access to, and review all materials created, stored, sent or received by any user through any Grafton County network or Internet connection.

The County has the right to monitor and log any and all aspects of its computer system, including Internet sites visited, chat and newsgroups, file downloads, and all communications sent and received by users. The County also has the right to block access to Internet sites containing inappropriate content or potential security threats.

C) User Policy: Access to Grafton County's computer systems is limited to users with a valid user account and password. Requests for staff user or group accounts should be made from an authorized Grafton County Department. Each user account is assigned for the sole use of a single user. Sharing of user accounts and/or passwords is not allowed. The user for whom an account was created is responsible for the security of the account and all actions associated with its use.

Transfers of personal non-business files from external media (USB, Drives, CDs, DVDs, etc.) to County computers are not allowed. Downloads of non-business files from the Internet, such as movies, music, and personal email attachments, are not allowed. To maintain security and confidentiality, and compliance with HIPAA, CJIS, and other policies, all users are strongly recommended to lock their computer system when away from their work area. If it is a shared workplace computer, it is recommended to log off the computer so other staff may use the system.

Issuance of an account on a Grafton County host computer/network constitutes an agreement stating that the user understands and will abide by all policies regarding the use of the Grafton County computers/network systems. In exceptional cases, group accounts will be issued. Group accounts are intended for use by a small, well-defined unit. Group account passwords are only to be shared by members of the assigned group.

Users must not attempt to access any data or programs contained on Grafton County systems for which they do not have authorization or explicit consent. Users must not divulge remote access information to anyone not specifically pre-approved to receive such information. Users will not install any software without a valid license key and pre-approval from Grafton County and its IT vendor. Users will not make unauthorized copies of copyrighted software. Users must not utilize Grafton County IT resources in violation of policies in this handbook, particularly those outlined under the Anti-Discrimination, Anti-Harassment, and Anti-Retaliation Policy, as well as any violation of local, state, or federal laws. Remote access to GCIT network is limited to users approved by the GCIT Department.

For IT security reasons, users (public, staff, vendors, visitors, contractors, etc.) with outside computer systems (e.g., systems not owned or maintained by Grafton County) are not allowed to directly attach their systems to the Grafton County network without permission from Thrive, our current IT vendor. Users are required to report any observed weaknesses in Grafton County computer security, and any incidents of possible misuse or violation of this policy, to the proper authorities by contacting our current IT vendor Thrive at support@thrivenextgen.com All IT rooms (e.g., server rooms, telecommunications, wiring closets) shall be kept locked and secure at all times. Help desk support is provided by our vendor Thrive. Requests for help can be made by emailing support@thrivenextgen.com.

D) Computer Usage Policy: All Department campus IT equipment is property of Grafton County. Computer systems are provided to assist staff in meeting their day-to-day job responsibilities. Tampering or adjusting any computer settings that may cause downtime or harm to the system is not allowed. Disabling or altering security software installed and configured on Grafton County Information Technology is prohibited (e.g., anti-virus software, firewalls, etc.). Employees must not grant family members, friends, or others not associated with Grafton County access to any of the County computer systems and resources entrusted to their care.

E) Internet Access and Use Policy: Internet access is granted to employees by Department heads or Elected Officials on an as-needed basis. Internet use is intended to assist staff primarily as a tool to complete their job tasks. Limited personal use of the internet may be allowed if it does not interfere with Departmental business operations, employee productivity, or any other employee's productivity. The Internet must not be used to communicate Grafton County confidential information unless the confidentiality and integrity of the information are ensured, and the identity of the recipient(s) is established. Use of the internet cannot be for recreational games, obtaining or distributing pornographic materials, or anything else that would violate our Anti-Discrimination, Anti-Harassment Policy. The County may restrict or block certain websites (e.g., dating websites, social networking sites). Users are required to respect and comply with all legal protections provided by patents, copyrights, trademarks, and intellectual property rights for any software and/or materials viewed, used, or obtained via the internet using Grafton County networking or computing resources. Using Grafton County networking or computing resources to make or attempt unauthorized entry to any network or computer accessible via the internet is prohibited (e.g., hacking). Downloads of programs and executable files that may damage the Grafton County IT systems or data are not allowed. Access to the internet from a Grafton County-owned, home-based computer must adhere to all the same policies that apply to use from within Grafton County facilities.

F) Email Access and Use: The use of the County email system is for business use only. Sending or receiving personal email in the system is not allowed. All users are responsible for the email they send/receive and should always be on guard against opening any suspicious emails to safeguard the County's IT systems from phishing, ransomware, computer viruses, and other types of malware. This includes links to other websites and opening attachments. If in doubt, do not click on suspicious links or open attachments from suspicious emails. You should delete the email. The County email supports sending encrypted secured email, which should be used to safeguard information pertaining to HIPAA, CJIS, HR, financial, and other sensitive or private County information. Sending an encrypted email is done by adding the following characters and word in the subject line of an email [secure].
Non-exempt (hourly) employees should not check for, read, send, or respond to work-related emails or access or use County computer systems remotely outside of their normal work schedules unless specifically authorized in advance based on job duties or direction by management to do so. The Grafton County email system records and archives all incoming and outgoing email that passes through the system. These emails are County property and subject to review. Attachment size for sending and receiving email is limited to 20 Mb. It is strongly recommended that users save files in a PDF file format when sending the file as an email attachment to help reduce size. To protect confidentiality, all users are expected to verify the proper recipient of the email being sent. While the use of the email system does not replace written policies or forms, it is an efficient means of distributing memos and notifications across departments. Because all Grafton County employees do not have user accounts, it is important that Department heads or Elected Officials provide these users access to this information. In cases where employees do not have computer access on the job, the Department Head or Elected Official of these employees should arrange for such messages to be printed and posted or otherwise inform these employees of all official communications delivered via email.

The following uses of the Grafton County email system is not allowed:

- Setting up personal businesses or send chain letters.
- Distributing, disseminating or storing images, text or materials that might be considered indecent, pornographic, obscene, illegal, or violation of Grafton County policies (e.g. Confidentiality, Anti-Discrimination, Anti-Harassment).
- Unauthorized use of another employee's mailbox.
- Broadcasting unsolicited personal views on social, political, religious or other non-business related matters.
- Using employee email accounts to send or respond to SPAM email messages.
- Introducing any form of computer virus or malware into the corporate network.
-

All users are expected to use proper email etiquette which includes:

- Responding promptly and professionally.
- Writing a meaningful subject line.
- Keeping the message focused.
- Reading the received email thoroughly before responding.
- Using proper grammar, accurate spelling, and punctuation. Spell check and proofread.
- Not typing in ALL CAPS.
- Being courteous.
- Including an introductory salutation and ending signature.
- Showing respect and restraint. E-mail, like other written correspondence, doesn't reveal your tone of voice. Choose your words carefully.
- Being tolerant of other people's etiquette blunders.

8:3 SOCIAL NETWORKING AND BLOG POSTINGS:

At Grafton County, we understand that use of social media has become a common activity of many individuals. The use of social media presents certain risks and carries certain responsibilities. To assist you in making responsible decisions about your use of social media, we have established these guidelines for appropriate use of social media.

For the purposes of this policy, the term "social media" refers to online technologies through which employees may view, make or contribute content (i.e., video, audio, text or images) available on the internet and may also allow viewers to post their own content in response. Examples of social media include, but are not limited to, blogs, message boards, chat forums, podcasts, photo and video sharing. A few popular examples include Facebook, Instagram, Twitter, YouTube, and Snapchat.

Grafton County neither encourages nor discourages any of its employees from posting on social media sites on their own time, using their own equipment. However, employees should be aware that these postings are public, the internet archives almost everything and therefore, even deleted postings can be searched. As a result, employees need to be mindful that social media postings (whether images or comments), even though done on personal time and using personal equipment, can cause damage to not only their own reputation and interests, but also the reputation and interests of Grafton County, co-workers, and the public we serve.

Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of coworkers or otherwise adversely affects people who work on behalf of Grafton County, may result in appropriate disciplinary action up to and including termination.
Please carefully read the guidelines of Grafton County's Standards of Conduct policy, Grafton County's Anti-Discrimination, Anti-Harassment and Anti-Retaliation Policy and Grafton County's Confidentiality policy and ensure your postings are consistent with these policies. Inappropriate postings that may include discriminatory remarks, harassment and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to appropriate disciplinary action up to and including termination.

Employees must refrain from using social media while on work time or on equipment or any resources provided by the County, unless it is work-related and authorized by your Department Head or Elected Official as an approved business purpose. Do not use Grafton County email addresses to register on social networks, blogs or other online tools utilized for personal use.

Should you choose to blog or participate in any social media site on your own time, using your own resources and equipment, you are requested to follow the following guidelines:

- Never disclose any confidential information of Grafton County or any confidential information whatsoever about residents, inmates, or employees of Grafton County
- Ensure your postings do not violate any laws or policies of Grafton County, including but not limited to those listed above.
- Managers are discouraged from "friending" their subordinates.
- If you reference Grafton County in any way, state the views, opinions, ideas or information belong to you personally and are not in any way affiliated with Grafton County.

Appendix A

DIFFERENTIALS (FOR NON-EXEMPT HOURLY EMPLOYEES)

Evening shift		
All Others	3 P.M. – 11 P.M.	$2.75 / hr.
Department of Corrections and Deputies	4 P.M. – Midnight	$2.75 / hr.
Night shift		
All Others	11P.M. - 7 A.M.	$3.75 / hr.
Department of Corrections and Deputies	Midnight – 8 A.M.	$3.75 / hr.
Weekend shift		
(Paid only for hours worked, not non-productive time)		
All Others	11 P.M. Fri – 11 P.M. Sun.	$2.75 / hr.
Department of Corrections and Deputies	12 A.M. Sat – 12 A.M Mon.	$2.75 / hr.
NOTE: Weekend differential.is NOT paid on Non-productive time (i.e. Earned Time, Extended Medical Leave)		
Charge Officer - fill in hours only		$1.00 / hr.
Sheriff's Department Dispatcher in Charge		$1.00 / hr.
Per diem stipend - LNA's, RN's, & LPN's		$1.00 / hr.
Deputies on-call stipend		$3.00 / hr.
Nursing on-call stipend		$3.00 / hr.
Corrections on-call stipend		$3.00 / hr.
Maintenance and Dispatch on-call stipend		$3.00 / hr.

Appendix B

HEALTH; DENTAL AND VISION COSTS

Deducted from 24 pay periods, not taken 3rd pay check of a month if applicable

Vision insurance premiums for Fiscal Year 2027 are as follows for all employees in 3/5, 4/5 or full-time status:

Employee	$2.81 per payroll
Employee & Spouse	$5.34 per payroll
Employee & Child(ren)	$5.62 per payroll
Family	$8.26 per payroll

Dental insurance premiums for Fiscal Year 2027 are as follows for all employees in 3/5, 4/5 or full-time status:

Single	$ 22.31 per payroll
Employee & Spouse/civil union partner	$ 44.33 per payroll
Employee & Child(ren)	$ 51.78 per payroll
Family	$ 73.55 per payroll

Health Insurance premiums for Fiscal Year 2027 are as follows for full-time employees:

Harvard Pilgrim Open Access HMO $15 copay $1,000/$3,000 Deductible – 25% employee contribution

Single Plan	$153.65 per payroll
Two-Person Plan	$307.30 per payroll
Family Plan	$414.85 per payroll

Harvard Pilgrim Open Access HMO $25 copay $3000/$9,000 Deductible Plan (includes 50% HRA towards deductible) contribute 12% of total premium.

Single Plan	$54.90 per payroll
Two-Person Plan	$109.79 per payroll
Family Plan	$148.22 per payroll

Employees working 3/5 or 4/5 status contact Human Resources for rates.

Appendix C

ADDITIONAL BENEFITS FOR EXEMPT EMPLOYEES

Below is a chart broken down by three categories of exempt employees indicating any benefits that may differ from non-exempt employees. Descriptions of the three categories follow:

Category #1: County Administrator, Farm Manager, Human Resources Director, Nursing Home Administrator, Superintendent of Corrections, Assistant County Administrator, Alternative Sentencing Director and Superintendent of Maintenance

Category #2: Activities Director, Assistant County Attorney, Assistant Director of Nursing, Communications Director, Corrections Captain, Corrections Medical Coordinator, County Attorney Office Administrator, Deputy County Attorney, Director of Nursing, Environmental Services Director, Finance Manager (N. Home), Health Information Manager, MDS Coordinator, APRN, Social Services Director, Staff Development Director, Substance Abuse Program Director, Victim Witness Coordinator, Senior Human Resources Generalist, Alternative Sentencing Program Coordinator, Alternative Sentencing LADC, Deputy Communications Director

Category #3: Farm Assistant, Herdsmen, and Office Manager – GCCD

Benefit	**Category #1**	**Category #2**	**Category #3**
Earned Time Only required to use in full day increments	Maximum accrual 400 hours See belowfor accrual rates. 0-3 years28 days - Accrual Rate 8.62 hours per payroll 4-6 years33 days – Accrual Rate 10.16 hours per payroll 7-10 years36 days – Accrual Rate 11.08 hours per payroll 10+ years 40 days – Accrual Rate 12.31 hours per payroll	One week may be taken after 6 months of employment with approval. Maximum accrual 350 hours. See Earned Time policy 5:13 for accrual rates.	One week may be taken after 6 months of employment with approval. Maximum accrual 350 hours. 375 hours for Farm employees. See Earned Time policy 5:13 for accrual rates.
Extended Medical Leave	Accrued at a rate of 13 days per year. Maximum 640 hours.	Accrued at a rate of 13 days per year. Maximum 640 hours.	Accrued at a rate of 13 days per year. Maximum 640 hours.
Benefits at Termination or Retirement	Termination in good standing or retirement an exempt employee receives all unused earned time and 1/3 number of days in Sick Leave up to 27 days.	Termination in good standing or retirement an exempt employee receives all unused earned time and 1/3 number of days in Sick Leave up to 27 days.	Termination in good standing or retirement an exempt employee receives all unused earned time and 1/3 number of days in Sick Leave up to 27 days.
Holidays	Can use Holidays immediately. If salaried employee works on a holiday, the holiday hours transfer into ET Bank.	Can use Holidays immediately. If salaried employee works on a holiday, the holiday hours transfer into ET Bank.	Can use Holidays immediately. If salaried employee works on a holiday, the holiday hours transfer into ET Bank.
If out on Workers Comp	County Health Insurance ceases after 6 months	County Health Insurance ceases after 6 months	County Health Insurance ceases after 6 months
Leave of Absence	Leave may be granted on case-by-case basis up to 4 months, plus up to 4-week extension.	Leave may be granted on case-by-case basis up to 3 months, plus up to 4-week extension.	Follow all the same guidelines as non-exempt employees.
Educational Assistance	Eligibility begins after 6 months	Eligibility begins after 6 months	Eligibility begins after 6 months
Resignation or without fault termination	30 days' notice must be applied to receive applicable benefits	30 days' notice must be applied to receive applicable benefits	30 days' notice must be applied to receive applicable benefits

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