



Christian County Commission

100 West Church St, Room 100
Ozark, MO 65721

Meeting: 07/02/19 08:55 AM

Department: County Clerk

Category: Meeting Items

Prepared By: Madi Hires

Initiator: Madi Hires

Sponsors:

DOC ID: 5072

SCHEDULED

MEETING ATTACHMENTS (ID # 5072)

Meeting Attachments

ATTACHMENTS:

- Human Resources - CC Policy Updates - Benefits & Job Status Protection on FMLA Leave, Requesting FMLA, Reduction in Workforce/Layoff, and Disabilities & ADA Grievance Procedure (PDF)

BENEFITS AND JOB STATUS PROTECTIONS ON FMLA LEAVE

During FMLA leave, Christian County Government will maintain the employee's health coverage under any group health plan on the same terms as if the employee had continued to work. Employees that have deductions made from their pay (i.e. benefit premiums, garnishments, etc.) must make prior arrangements with the Payroll Clerk's Department to ensure that all usual payments continue during their leave. If no pay source is available, these premiums must be paid on a monthly basis.

If the county maintains coverage, the county may recover the costs incurred for paying the employee's share of any premiums, whether or not the employee returns to work.

Upon return from FMLA leave, employees will be restored to the same (or equivalent) position with equivalent pay, benefits, and other employment terms. The use of FMLA will not result in the loss of any employment benefit which had already been accrued prior to the start of their leave.

The employee is to contact his/her manager, department head, or the Human Resources Department at least three (3) days prior to returning to work. In addition, if he/she was out on a medical leave, he/she must present a written medical release by his/her medical provider in order to be reinstated.

If the employee is medically able to return to work and does not return from leave, he/she will be considered to have voluntarily resigned his/her position.

REQUESTING FMLA LEAVE

Eligible employees may apply for job-protected leaves in qualified situations by contacting Christian County Government Human Resources Department and completing and returning the Request for Leave of Absence form and other required documentation. If possible, the employee must provide at least thirty (30) days advance notice for foreseeable events (such as the expected birth of a child or planned medical treatment.)

For events which are unforeseeable, the employee should contact Human Resources Department as soon as they learn of the need for leave, but no later than three (3) days from learning of the event. In order to comply with our Absenteeism and Tardiness policy, if the employee is late or absent from work for any reason, they must personally notify their supervisor as far in advance as possible.

In case of a "serious health condition", (whether of the employee or an eligible family member), medical certification will be required. Second or third medical opinions may be requested at the county's expense. Failure to provide medical certification may result in the delay of leave approval or an unapproved leave. In addition, Christian County Government may require recertification of the medical condition after a period of time.

If the leave was for the employee's "serious health condition", a Return to Work Certification form is required before the employee can return to work. Failure to provide the Return to Work Certification may delay an employee's return to work.

Employees also must inform Christian County Government if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees may be required to provide certification and/or periodic recertification supporting the need for leave and a release back to work upon their return from FMLA.

REDUCTION IN WORKFORCE/LAYOFF

An Elected Official or Department Head may separate from employment, any Employee, without prejudice because of lack of funds or extinction of work, after giving proper notice to the Employee. Full-time Christian County Employees in good standing, whose employment is being terminated as the result of a reduction in work force ~~due to budget constraints~~, may be offered a Settlement and Release Agreement. Conditions of the Settlement and Release Agreement will be decided upon by the County Commission at the time of the separation of employment. Christian County will offer preference to employees' subject to RIF/Layoff to any current position opening for which they qualify.

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7/2/19

DISABILITIES & ADA GRIEVANCE PROCEDURE

Christian County Government intends, so far as is fiscally feasible, to be fully in compliance with the Americans with Disabilities Act (ADA), both as an employer and as a provider of services to the public. Section 35.107 of the ADA regulations require public entities to designate an area to coordinate its compliance efforts and investigate ADA-related complaints.

The Human Resources Department has been designated as the ADA contact location. Any suggestion for improving or accommodating a disability will be gratefully accepted and studied. The aim of Christian County Government is to fully integrate persons having disabilities on the same basis as those not impaired.



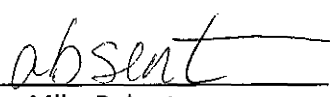
Christian County has an internal grievance procedure providing prompt and equitable resolution of complaints alleging any action prohibited by the Americans with Disabilities Act (ADA) and implementing Section 504 of the Rehabilitation Act of 1973 as amended (29 U.S.C 794). Section 504 states, in part, that "no otherwise qualified individual with a disability...shall, solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance."

- Complaints should be addressed to the Human Resources Department, as designated by the *County* to coordinate Section 504/ADA compliance efforts as the ADA Coordinator. Complaints should be filed in writing or verbally, contain the name and

address of the person filing it, and briefly describe the alleged violation of the regulations.

- A complaint should be filed within 10 days after the complainant becomes aware of the alleged violation.
- An investigation, as may be appropriate, will follow a filing of a complaint. The ADA Coordinator will be in charge of the investigation. These rules contemplate informal but thorough investigations that afford all interested persons and their representatives an opportunity to submit evidence relevant to a complaint.
- A written determination as to the validity of the complaint and a description of the resolution, if any, will be issued by the ADA Coordinator and a copy forwarded to the complainant no later than 30 days after its filing.
- The ADA Coordinator will maintain the files and records of the *County* relating to the complaints filed.
- The complainant can request a reconsideration of the case in instances where he/she is dissatisfied with the resolution. The request for reconsideration should be made within 10 days to the *Presiding Commissioner*.
- Using the grievance procedure is not a prerequisite to the pursuit of other remedies, including the filing of an ADA complaint with the responsible Federal department or agency.

These rules will be construed to protect the substantive rights of interested persons, meet appropriate due process standards, and assure that Christian County complies with the ADA, Section 504 and all implementing regulations.

 _____ Ralph Phillips Presiding Commissioner 7-2-2019 _____ Date	 _____ Hosea Bilyeu Western Commissioner 7-2-2019 _____ Date	 _____ Mike Robertson Eastern Commissioner _____ Date
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