SPECIAL CIRCUMSTANCE PAY HOURS

The administration of this policy is determined by each Elected Official/Department Head for application to their respective employees and is subject to county policy. An emergency refers to any unusual situation that requires County employees to take action to ensure public safety or address special circumstances. In most cases, this results in employees working more than 40 hours in a work week, which would typically qualify them for "FLSA Overtime" (extra pay for hours worked beyond 40). However, there are times when an employee may not reach the 40-hour threshold due to factors like a holiday, the use of Paid Time Off (PTO), or other non-worked hours. In such cases, even though employees worked extra hours during the emergency, they may still receive their regular pay, rather than overtime pay. Each Elected Official has the discretion to request that the payroll clerk treat those additional hours as "Special Circumstances Hours" and apply the overtime pay rate, even if the employee hasn't worked 40 hours in the week.

ON CALL AND CALL BACK PAY POLICY

To be eligible for rotating or continuous on-call duty pay, a position must be hourly (non-exempt under the FLSA), regularly scheduled for on- call duty by their administrative authority and designated and budgeted as a rotating or continuous on-call duty position.
The Human Resources Department maintains the registry of positions designated as rotating or continuous on-call duty positions. Administrative Authorities can request positions be reviewed for addition to the registry annually during the budget process.

Rotating On-Call duty shall normally be at least one (1) week in duration and rotated among designated qualified non-exempt employees. An employee shall be removed from on-call duty if deemed incapable due to illness, or other approved emergency as determined by the duly authorized supervisor. An employee must have been in regular pay status during the normal working day to be eligible for on-call pay, except on weekends or normally scheduled days off. For each day an employee is not in regular pay status during their scheduled on-call period, their on-call pay ($25 per week of call) will be decreased proportionally. If an employee requests sick leave for a part or whole day during their scheduled on-call period, it shall be up to the supervisor to determine whether or not the employee should be allowed to remain on call for that day, taking into account all circumstances pertinent to the matter. If the supervisor determines the employee should remain on-call, they will receive on-call pay for that portion of their on-call period.

Continuous On-Call duty will occur for the duration a non-exempt employee is active in a designated assignment that is subject to physically being called back to a work site to quickly respond to an emergency situation for which they have received specialized training. Employees in continuous on-call duty designated positions must have been in regular pay status during the normal working day to be eligible for on-call pay, except on weekends or normally scheduled days off. For each day an employee in a continuous on-call duty assignment is not in regular pay status, their on-call pay ($15 per week) will be decreased proportionally. If employee requests leave for a part or whole day during their scheduled on-call period, it shall be up to the supervisor to determine whether or not the employee should be allowed to remain on call for that day, taking into account all circumstances pertinent to the matter. If the supervisor determines the employee should remain on-call, they will receive on-call pay for that portion of their on-call period.

Employees who are in a designated Continuous On-call position who also cover a designated rotation in a Rotating On-Call assignment will receive the rotating on-call duty rate ($25) for the period they are subject to both on-call duties. Personnel assigned to any paid on-call status must be easily reached, capable, sober, and ready to work at any time during their on-call period. This condition is a mandatory part of the assignment. If an employee fails to respond to a pager/telephone/text contact, does not timely report to the work site, or is not ready and capable of work when contacted, they will be subject to discipline up to and including termination. Hourly employees who are in a scheduled on-call period and who are called to work after regular shift hours shall receive pay for a minimum of two hours, or actual time worked, whichever is greater. A maximum of two, 2-hour minimum call-in allowances shall be provided per day. A second minimum call-in allowance will be provided only if the call-in occurs more than two hours after the start time of the first call-in. All call-ins requiring time worked over two hours per instance, or additional call-ins above the allowed two, 2-hour minimum call-ins will be compensated for actual hours worked. Call-in allowance time shall start when the employee responds to the call and starts performing work. Travel time to the worksite from home is included in call-in allowance time if onsite work is required. Employees shall be subject to minimum response times established by their department. Minimum call-in compensation shall not be allowed during normal shift hours, breaks, or meal periods. Overtime compensation is applicable only to overtime-eligible employees when total hours worked exceed the regular full-time work cycle or during designated holidays.

Hourly employees **who are not in a paid continuous or rotating on-call period** and who are called back into work outside of their scheduled shift will be compensated for a minimum of 3 hours. Only one 3-hour minimum call-in allowance shall be provided per day (12:01am to 11:59pm on the same calendar date). All additional call-ins that occur after the initial 3-hour minimum call-in allowance will be compensated for actual hours worked. After-hours work for employees who are not on-call and who are not required to report to a work site will be compensated for actual hours worked. Minimum call-in compensation shall not be allowed during normal shift hours, breaks, or meal periods.

RECORDING OF WORK HOURS

Employees are paid on a bi-weekly pay cycle, through direct deposit on the Friday following the end of the two-week cycle. All appropriate wages will be paid, only upon completion of the required time record by the employee and timely submission by the employee's supervisor. Timesheet Approvals/Records should be submitted to the Payroll Clerk by noon of the first regular workday after the end of each two-week cycle. Failure to submit complete accurate records on time may result in delayed payroll processing.

Hourly employees must clock in and out of our timekeeping system; if using paper timesheets, the Elected Official/Department Head or their designee will enter the recorded hours into the system exactly as noted. Paper records must be signed or initialed by both the employee and their supervisor and retained for at least three years for auditing purposes. Each timesheet must accurately reflect the hours worked during the employee's standard work period (7-day or 14-day cycle).

LUNCH PERIOD

Standard time for lunch breaks is 30 minutes. Employees should not abuse the scheduled time set for their lunch period. For example: Employees should not take their lunch break and then return with food to be eaten at their desk during scheduled work time. Nor should employees eat their lunch during scheduled work time and then leave to take their lunch break.

they may request a substitute day as time off. Elected Officials or Department Heads will approve the substitute day/schedule according to the needs of their department. It is the intent of the County that all employees who qualify for Holiday pay will be paid for the Holiday in the pay period when the Holiday occurs. Qualifying part-time employees participate in Holiday benefits as referenced under part-time status. Non-qualifying part-time employees are not eligible for Holiday benefits.

10-hour days—Because a Holiday is a benefit, for a full-time employee who works four ten (10) hour days to have a 40-hour week, they may adjust to one of the following schedules:

- Four eight (8) hour days totaling 32 hours + 8=40
- Two eleven (11) hour days and one ten (10) hour day totaling 32 hours + 8=40
- OR work the regular three ten (10) hour days and use two (2) hours of their earned PTO to equal 40 hours.

Holidays are gifted on an annual basis (January 1st) and if not used will expire December 31st. Employees are not allowed to use holiday time in advance unless they are scheduled to work the holiday, then they may take it up to a month in advance.

PAID TIME OFF (PTO)

A Paid Time Off (PTO) policy is intended for the employee to use according to their needs throughout each year. PTO is a combination of vacation, sick and personal time. A regular full-time employee will begin accruing PTO (Paid Time Off) upon hire and upon eligible status. PTO is intended for employees to use for vacation and sickness. PTO must be pre-approved by an immediate Supervisor or Department Head. Employees can start to use their accrued PTO after successfully completing their first 90 days of employment. All full-time and part-time qualifying employees are eligible to accrue PTO hours based on length of service and hours worked per pay period. PTO can be taken in any increments for non-exempt employees (8-hour increments for exempt), but all employees are not to take more than 80 (or 86 for law enforcement) in any given pay period. Below is a table showing the progressive rates as they relate to length of service.

Length of service*	Based on hours per year	Pay cycle accrual rate / 26 pp
0 through 5 years *(60 months)*	128 hours	4.93 hours
6 years *(61 months)* - 11 years	168 hours	6.46 hours
12 years *(133 months)* - 19 years	208 hours	8.00 hours
20 years *(229 months)* and up	248 hours	9.54 hours

**Service tiers will not update until the month of the anniversary is completed*

Although Christian County Government encourages employees to use their PTO benefit, we realize that it is not always possible due to the demand of the job or departmental staffing needs. Therefore, the County will allow employees to rollover unused PTO into the next year.

All PTO must be pre-approved by an employee's Manager, or Department Head. All accrued PTO must be exhausted prior to going into an unpaid status.

Upon acceptable separation from Christian County Government up to 56 accrued PTO hours will be paid out. Any accrued PTO over 56 hours will be forfeited.

to a complaint does not agree with its resolution, he/she may file written comments with the person responsible for handling and resolving the complaint.

Retaliation of any kind against an employee for making a report of harassment or providing information/acting as a witness is prohibited.

COMPLAINT/APPEAL/RESOLUTION PROCEDURE

Christian County is committed to providing the best possible working conditions for its employees. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion, or question receives a timely response.

The County strives to ensure fair and honest treatment of all employees. Supervisors, Managers, and employees are expected to treat each other with mutual respect. This employee complaint/appeal/resolution procedure does not apply to workplace harassment, discrimination, or retaliation complaints. The employee should follow the antidiscrimination complaint procedure outlined elsewhere in this manual pertaining to harassment, and sexual harassment.

No employee will be penalized, formally or informally, for voicing a concern and/or complaint in good faith with Christian County in a reasonable, business-like manner or for using the problem resolution procedure. If a situation occurs when employees believe that a condition of employment, interpretation of a policy, or a decision affecting them is unjust or inequitable, they are encouraged to make use of the following steps. An employee may discontinue the procedure at any step.

1. The employee presents the problem to his or her immediate supervisor within 10 calendar days after it occurs. If the situation is not resolved during the initial discussion or within 10 business days of receiving the complaint, the supervisor, department head or Elected Official will consult with the appropriate person or organization in an effort to arrive at a resolution.
2. If the employee believes it would be inappropriate to contact the immediate supervisor, the employee may present the problem to their Elected Office Holder, Department Head or Human Resources Director.
3. The supervisor must document the discussion and the efforts made as part of the resolution process.
4. The Human Resources Director may counsel and advise the employee and the Department Head and may assist in putting the problem in writing.

In circumstances where Christian County deems disciplinary action is appropriate, the above procedure should not be construed, as to preventing, limiting, or delaying the Supervisor, Department Head, Elected Office Holder or Human Resources Director from taking such action.

TRAVEL AND MEAL ALLOWANCE POLICY

Employees shall exercise restraint and keep the best interests of the taxpayers in mind when incurring travel expenses to be paid by the County. The Elected Official or Department Head is responsible for approving the most economical and appropriate mode of travel. Employees should always aim to select the least costly form of transportation. If requested, employees may need to provide written justification that the selected transportation is the most suitable and economical option available.

Meal Allowances: Employees are eligible to receive meal allowances when traveling on County business or training, provided the travel meets the following conditions:

- The trip exceeds one (1) hour travel time one-way.
- The trip is 50 miles or more one-way, and the total travel time exceeds four (4) hours.
- The business meeting for County purposes extends through an unprovided meal period.

Meal allowances will be paid **before or after** the trip, and no receipts are required.

Same-Day Travel: For same-day travel (trips completed within 12 hours), the meal allowance limit is $15.00 for lunch. Employees must complete a **Travel Meal Reimbursement Form**, which will be processed by the Payroll Office. The reimbursement will be issued through payroll. Forms must be submitted as soon as possible. If the form is submitted after payroll has been processed, the meal reimbursement will appear on the following payroll cycle. *Trips lasting more than 12 hours but do not include an overnight stay will receive full day travel allowance at $30.00.*

Overnight Travel: Employees approved for overnight County travel will receive a $40.00 per diem meal allowance per day *(paid at only 75% on travel days).* Employees must submit their documentation (e.g., conference agenda, registration forms) to the Auditor's Office, ideally before the trip. If documentation is submitted on time, the meal per diem check may be issued prior to the business trip. If not, the meal per diem will be issued as soon as possible.

Other Guidelines:

- Meals paid with a County-issued credit card will be subject to the meal allowance limits. Receipts must be provided for these meals, and alcohol and tips are not reimbursable.
- Employees traveling together must submit forms individually.

Any travel expenses eligible for reimbursement by another source (professional association, state agency, etc.) will not be reimbursed by Christian County Government, regardless of the action of the other source organization. These expenses must be submitted individually.

REIMBURSEMENT FOR LEGISLATIVE MEETINGS

Meal expenses incurred by any individual elected official of Christian County, including a member of the governing body while attending any political subdivision meeting or other widely attended event such as a working luncheon, dinner, breakfast, educational, informational, or economic development meeting at an establishment engaged in providing such services on a regular basis, shall be reimbursed for such expenses providing that the attendee submits an agenda to the Auditor's Office for their meal per diem or fills out a Meal Reimbursement Form for "Same Day" travel and sends to the Payroll Office.

Reimbursement for regularly attended meetings which include arrangements for cost sharing of meal expenses between individual political bodies on a rotating basis shall require a detailed receipt indicating the number of attendees and approval of the governing body of Christian County.