



CONVERSE COUNTY PERSONNEL POLICY & PROCEDURE MANUAL

**Revised and Adopted
May 20, 2025**

Section 8.02 Revised August 5, 2025

Section 4.06 Revised December 3, 2025

Section 4.10 Revised December 3, 2025

Section 5.00 Revised December 3, 2025

Section 5.01 Revised December 3, 2025

Section 5.02 Repealed December 3, 2025

Section 5.03 Revised December 3, 2025

Section 5.04 Revised December 3, 2025

Section 5.01 Revised March 17, 2026

Section 5.13 Approved March 17, 2026

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Important Information About Converse County Personnel Policy & Procedure Manual

This Manual is designed to acquaint employees with Converse County and provide some information about working here. This manual is not all inclusive, but rather is intended to provide employees with a summary of some of the County's guidelines and expectations regarding employee conduct. This edition supersedes and replaces all previously issued editions and any inconsistent verbal or written policy statements issued prior to this manual.

Except as may be required by state law, employment with Converse County is at-will. Employees have the right to end their work relationship with the County, with or without advance notice, for any reason. The County has the same right.

The language used in this manual, any benefit plan, and any verbal statements are not intended to constitute a contract of employment, either express or implied; nor are they a guarantee of employment for a specific duration. No representative of Converse County, other than the elected official(s) of a County department, has the authority to enter into an agreement of employment for any specified period. Any such agreement must be in writing and signed by the elected official(s) and the employee, and provided to the Human Resources office for inclusion in the employee's personnel file.

No employee manual can anticipate every circumstance or question. After reading this manual, if you have questions, you should speak with your direct supervisor or Human Resources office. In addition, the need may arise to revise, delete, or add to the provisions in this manual (and any applicable state supplement). Except for the at-will nature of the employment, the County reserves the right to make such changes with or without prior notice. No oral statements or representations can change the provisions of this employee manual.

For purposes of this policy, all references to direct supervisor encompass Elected Officials, Department Heads, Managers, Supervisor, and any other position(s) that may have direct supervision over assigned personnel, unless explicitly denoted otherwise.

Converse County Government Elected Officials and Department Heads; and the Human Resources office shall work together in ensuring the Converse County Personnel Policies & Procedures are administered and applied uniformly by all offices and departments.

This Personnel Policy & Procedure Manual revokes and supersedes all previous policies and procedures, handbooks, and memoranda.

1.00 EQUAL EMPLOYMENT OPPORTUNITY/UNLAWFUL HARASSMENT

1.01 Equal Employment Opportunity/Unlawful Harassment Statement

Converse County is an equal opportunity employer and prohibits unlawful discrimination against applicants or employees based on any protected class, including age; race; sex; sexual orientation; gender identity or expression; color; religion; national origin; disability; military status; pregnancy; genetic information; or any other status protected by applicable federal, state or local law. This prohibition includes unlawful harassment based on any of these protected classes. Unlawful harassment includes verbal or physical conduct which has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment. This policy applies to all Converse County employees, including department heads or designees, managers, supervisors, and co-workers; and non-employees such as customers, clients, vendors, and consultants.

This policy applies to all aspects of the employment relationship, including recruitment; hiring; compensation; promotion; transfer; disciplinary action; layoff; return from layoff; training; and social and recreational programs. All such employment decisions shall be made without unlawful discrimination on any prohibited basis.

1.02 Americans with Disabilities Act (ADA) and Religious Accommodation

It is the policy of Converse County to comply with all federal and state laws concerning the employment of individuals with disabilities, and to act in good faith and in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC).

The County shall consider all requests to reasonably accommodate qualified individuals with a disability so they can perform the essential functions of their job unless doing so would result in an undue hardship to the County or cause a direct threat to workplace health or safety.

The County shall consider all requests to reasonably accommodate employees whose work requirements interfere with a religious belief, unless doing so poses undue hardship on the County.

All employees are required to comply with the established safety standards. Current employees who pose a direct threat to the health or safety of themselves or other individuals in the workplace will be placed on administrative leave until an organizational decision has been made in regard to the employee's immediate employment situation. Individuals who are currently using illegal drugs are excluded from coverage under the County ADA policy.

Any employee needing such accommodation(s) is instructed to contact the Human Resources office immediately. The Human Resources office is responsible for implementing this policy on behalf of the County, including the resolution of reasonable accommodation, safety/direct threat and undue hardship issues.

1.03 Providing ADA or Religious Accommodation

The Human Resources office, in conjunction with the respective direct supervisor or designee, shall evaluate the accommodation request considering reasonable accommodation for qualified individual with a disability so that they may perform the essential functions of their job. The

request for religious accommodation shall be evaluated by the Human Resources office, in conjunction with the respective direct supervisor or designee, considering whether a work conflict exists due to a sincerely held religious belief or practice and whether an accommodation is available that is reasonable and that would not create an undue hardship on the County's business.

The direct supervisor or designee and the employee shall meet to discuss the request and decision on an accommodation. If the employee accepts the proposed ADA/Religious accommodation, the direct supervisor or designee shall implement the decision. Any granted accommodation must be provided in writing to the Human Resources office for inclusion in the employee's personnel file. If the employee rejects the proposed accommodation, he or she may appeal following County's complaint procedure pursuant to section 1.06 of this manual.

1.04 Prohibited Behavior

The County does not and shall not tolerate any type of harassment of its employees, applicants for employment, or County customers. Discriminatory conduct or conduct characterized as harassment as defined below is prohibited.

The term "harassment" includes, but is not limited to, slurs, jokes, and other verbal or physical conduct relating to a person's gender; ethnicity; race; color; creed; religion; sexual orientation national origin; age; disability; marital status; military service status; or any other protected classification that unreasonably interferes with a person's work performance or creates an intimidating, hostile or offensive work environment.

1.05 Sexual Harassment

The County prohibits sexual harassment and inappropriate sexual conduct. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, offensive touching and other verbal or physical conduct of a sexual nature, when:

1. Submission to such conduct is made explicitly or implicitly a term or condition of employment;
2. Submission to is used as the basis for employment decisions;
3. Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment;
4. Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment; and/or
5. Submission to is an aggregation of incidents.

The types of conduct covered by this policy include demands or subtle pressure for sexual favors accompanied by a promise(s) of favorable job treatment, or a threat concerning employment. Sexual harassment can be physical and/or psychological in nature.

Employees are expected to always conduct themselves in a professional and businesslike manner. Conduct which may violate this policy includes, but is not limited to, sexually implicit or explicit communications whether in:

1. Written form, such as cartoons; posters; calendars; notes; letters; and/or e-mails;
2. Verbal form, such as comments; jokes; graphic or degrading comments about an employee's appearance; foul or obscene language of a sexual nature; gossiping or questions about another's sex life; or repeated unwanted requests for dates;
3. Physical gestures and other nonverbal behavior, such as unwelcome touching; grabbing; fondling; kissing; massaging; or brushing up against another's body;
4. Repeated sexual flirtation; advances; or propositions; and/or
5. Retaliation for sexual harassment complaints.

1.06 Complaint Procedure

If an employee believes there has been a violation of the EEO policy, or if the employee complaint pertains to illegal harassment (including sexual harassment) based on the protected classes listed herein; discrimination; and/or retaliation, the employee should report the incident immediately and directly to a direct supervisor or designee or the Human Resources office, who shall investigate the matter and recommend corrective action expeditiously to the Board of County Commissioners. The complaint shall be kept as confidential as practicable.

In all other cases, the employee should present the complaint to their direct supervisor or designee. Many concerns can be resolved informally when an employee and direct supervisor or designee review the concern and discuss options to address the issue. If the employee is not satisfied with the results of the informal discussion, the employee may submit a written complaint within ten (10) business days of the initial meeting to his or her direct supervisor or designee. The written complaint must include the nature of the complaint; detailed information including evidence of the issue, witnesses, related topics, etc.; and the remedy or outcome desired by the employee. The direct supervisor or designee shall then have five (5) business days to respond to the employee in writing.

If the employee is not satisfied with the written response from the direct supervisor or designee, the employee may submit a written complaint to the Human Resources office for review. A copy may also be provided to the County Commissioners. The request for review should include an explanation of the complaint and details of all previous efforts to resolve the issue; a copy of the written complaint submitted to the direct supervisor or designee; and a copy of the direct supervisor's written response to the employee's complaint. The County expects employees to make a timely complaint to enable the County to investigate and correct any behavior that may be in violation of this policy.

The County prohibits retaliation against any employee for filing a complaint under this policy or for assisting in a complaint investigation. If any employee believes there has been a violation of our EEO or retaliation standard, please follow the complaint procedure as outlined above.

If during an investigation it is determined that an employee's behavior is in violation of this policy, disciplinary action shall be taken, up to and including termination of employment.

1.07 Harassment by Non-employees

Converse County shall also endeavor to protect employees, to the extent possible, from reported harassment by non-employees in the workplace, including customers, clients, and/or suppliers.

1.08 Retaliation

Any employee who files a complaint of sexual harassment or other discrimination in good faith shall not be adversely affected in terms and conditions of employment and shall not be retaliated against or discharged because of the complaint. In addition, the County shall not tolerate retaliation against any employee who, in good faith, cooperates in the investigation of the complaint. Anyone who engages in such retaliatory behavior shall be subject to appropriate disciplinary action, up to and including termination of employment.

1.09 Whistleblower Policy

A whistleblower as defined by this policy is an employee of Converse County who reports an activity that the employee considers to be illegal or dishonest to one or more of the parties specified in this policy. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate management officials are charged with these responsibilities.

Examples of illegal or dishonest activities are violations of federal, state or local laws; billing for services not performed or for goods not delivered; and other fraudulent financial reporting.

If an employee has knowledge of, or a concern of, illegal or dishonest fraudulent activity, the employee is to contact his/her direct supervisor or the Human Resource Director. The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing will be subject to disciplinary action, up to and including dismissal.

Whistleblower protections are provided in two important areas – confidentiality and anti-retaliation. Insofar as possible, the confidentiality of the whistleblower shall be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law, and to provide accused individuals their legal rights of defense. Converse County shall not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments, and threats of physical harm. Any whistleblower who believes they are being retaliated against must contact the Human Resource Director immediately. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

Defend Trade Secrets Act (DTSA) Compliance: "Immunity from Liability for Confidential Disclosure of a Trade Secret to the Government or in a Court Filing:

- (1) Immunity—An individual shall not be held criminally or civilly liable under any federal or state trade secret law for the disclosure of a trade secret that—(A) is made—(i) in confidence to a federal, state or local government official, either directly or indirectly,

- or to an attorney; and (ii) solely for the purpose of reporting or investigating a suspected violation of law; or (B) is made in a complaint or other document filed in a lawsuit or other proceeding, if such filing is made under seal.
- (2) Use of Trade Secret Information in Anti-Retaliation Lawsuit—An individual who files a lawsuit for retaliation by an employer for reporting a suspected violation of law may disclose the trade secret to the attorney of the individual and use the trade secret information in the court proceeding, if the individual—(A) files any document containing the trade secret under seal; and (B) does not disclose the trade secret, except pursuant to court order.”

All reports of illegal and dishonest activities will be promptly submitted to the Human Resource Director who is responsible for coordinating an investigation and applicable corrective action.

2.00 CONFIDENTIAL INFORMATION & CONFLICT OF INTEREST

2.01 Confidentiality

It is the policy of Converse County that County employees may not disclose, divulge, or make accessible any confidential information belonging to or obtained through their affiliation with the County to any person, including relatives; friends; and/or business and professional associates, other than to persons who have a legitimate need for such information and to whom the County has authorized disclosure.

Disclosure of confidential information might seriously damage the County, and therefore, such action shall not be tolerated and may result in disciplinary action up to and including termination. This non-disclosure prohibition applies both during and after an employee's employment with the County. Employees shall use confidential information solely for the purpose of performing services as an employee for the County. This policy is not intended to prevent disclosure where disclosure is required by law.

Employees and volunteers must always exercise good judgment and care to avoid unauthorized or improper disclosures of confidential information. Conversations in public places (e.g., restaurants, elevators, social events, etc.) should be limited to matters that do not pertain to information of a sensitive or confidential nature. In addition, employees should be sensitive to the risk of inadvertent disclosure. For example, refrain from leaving confidential information on desks or otherwise in plain view, as well as from the use of speaker phones to discuss confidential information if the conversation could be heard by unauthorized persons.

Upon the dismissal of an employee's relationship with Converse County, he or she shall return all documents, papers, and other materials, regardless of medium, which may contain or be derived from confidential information, in his or her possession.

2.02 Conflict of Interest

No employee shall engage in any activity or enterprise which conflicts with his or her duties as a County employee or with the duties, functions, and responsibilities of the department in which he or she is appointed or employed.

Anyone with a conflict of interest must provide 72 hours advance written notice of the conflict to his or her direct supervisor or designee. Failure to disclose a conflict of interest may be grounds for disciplinary action, up to and including dismissal. Any Department Head with a conflict of interest must provide written notice as described herein to the chairman of the Board of County Commissioners, as well as to the respective board chairman if the department head also answers to another board.

2.03 Outside Employment

Employees are permitted to work other jobs so long as it does not interfere with their County job performance or create a conflict of interest with the County. Employees with other jobs are expected to work their County-assigned schedules. Outside employment shall not be considered an excuse for poor job performance; absenteeism; tardiness; leaving early; refusal to travel; or refusal to work overtime or different hours.

Employees may not use County-accrued sick leave to perform work for another employer. Fraudulent use of County sick leave or conflict of interest for the County may result in disciplinary action, up to and including termination of employment.

If outside work activity causes or contributes to job-related problems as documented by the direct supervisor and communicated in writing with the employee, it must be discontinued, or the employee may be subject to disciplinary action, up to and including termination of employment.

3.00 GENERAL EMPLOYMENT

3.01 Employee Classifications

Converse County employees are considered to be either classified as full-time, half-time, part-time, seasonal contracted (only in relation to Ayres Natural Bridge Park), or temporary. The Human Resource Director or designee, in conjunction with the direct supervisor or designee, shall verify the classification of employees within their department, as well as whether an employee is exempt or non-exempt.

Exempt employees are not entitled to overtime pay or compensatory time in a given workweek as defined in Section 4.03 and as allowed by law under the Fair Labor Standards Act.

Non-exempt employees can qualify for overtime pay or compensatory time for hours worked in excess of 40 hours in a given workweek, or 80 hours in a given work period for law enforcement, as defined in Section 4.03 and by law under the Fair Labor Standards Act, or as otherwise required by applicable state law.

<p>Full-time employees</p>	<ul style="list-style-type: none"> • Regularly scheduled to work 40 hours or more per week, or 80 hours or more per work period for law enforcement; • Receive accrued leave benefits; • Eligible to participate in the County’s Employee Benefit insurance for any of the plans currently available; • Enrolled in the Wyoming Retirement Pension program and eligible to participate in a deferred compensation program. • Can be classified as exempt or non-exempt under FLSA.
<p>Elected Officials</p>	<ul style="list-style-type: none"> • Regularly scheduled to devote full-time to the duties of their respective offices pursuant to W.S. 18-3-106. • Does not receive accrued leave benefits; • Eligible to participate in the County’s Employee Benefit insurance for any of the plans currently available; • Enrolled in the Wyoming Retirement Pension program and eligible to participate in a deferred compensation program. • Classified as exempt under FLSA.
<p>Half-time employees</p>	<ul style="list-style-type: none"> • Regularly scheduled to work more than 20 hours but less than 30 hours per week, and in no event not more than 1,390 hours per year; • Receive accrued leave benefits on a pro-rata basis; • Eligible to participate in the County’s medical insurance plan for employee coverage only; • May elect to have the same medical coverage afforded to full-time employees but shall be responsible for the full cost of the associated premium less the amount of the premium paid by the County for individual coverage of the half-time employee; • Enrolled in the Wyoming Retirement Pension program and eligible to participate in a deferred compensation program.

	<ul style="list-style-type: none"> Classified as non-exempt under FLSA.
Part-time employees	<ul style="list-style-type: none"> Regularly scheduled to work less than 20 hours per week, and in no event not more than 1,040 hours per year; Eligible to receive wages only; Not eligible to receive any other benefits unless otherwise authorized by the Board of County Commissioners, including any Wyoming Retirement Pension, enrollment in a deferred compensation program, health insurance, and/or accrual of vacation, sick, or holiday leave. Classified as non-exempt under FLSA.
Seasonal contracted employees	<ul style="list-style-type: none"> Caretaker(s) for Ayres Natural Bridge Park; Required to be under a 12-month service contract and remain as a W-2 Common Law Employee for the County, regardless of hours worked annually. Eligible to participate in the County’s Employee Benefit insurance for any of the plans currently available; Enrolled in the Wyoming Retirement Pension program and eligible to participate in a deferred compensation program. Classified as exempt under FLSA.
Temporary employees	<ul style="list-style-type: none"> Hired into a seasonal position for a specified and temporary period, and in no event not more than 1,040 hours per year; The number of required work hours may vary and may include overtime hours; Not eligible to receive any County benefits including deferred compensation program, Wyoming Retirement Pension, health insurance, and/or accrual of vacation, sick, or holiday leave, unless otherwise approved by the Board of County Commissioners due to allowable FLSA exemptions. Classified as non-exempt under FLSA.

3.02 Employee Records

Each direct supervisor may maintain a duplicate personnel file on all department employees under appropriate controls and pursuant to 3.03. The official personnel and Health Insurance Portability and Accountability Act (HIPAA) files of record shall be kept in the Human Resource Director’s office.

It is the employee’s responsibility to notify the Human Resources Office, as well as his or her direct supervisor or designee, of any changes in personal information, including but not limited to legal name; physical and/or mailing address; telephone number; marital status; number of dependents; military status; beneficiaries; and/or designated emergency contact.

Misrepresentation of any fact or information provided by an employee on his or her employment application, personnel file, or any other document(s) is sufficient reason for dismissal. Personnel records are the property of Converse County. Employees may review their files under supervision. Employees may obtain a copy of their personnel file from the Human Resources office.

3.03 Employment of Relatives and Conflicts of Interest

The employment of relatives is generally allowed at Converse County with the following exceptions, which may create a conflict of interest:

1. If an employee would be in a position to supervise a relative;
2. If an employee would have access to confidential information, including payroll and personnel records, of a relative; and/or
3. If an employee would be in a position to audit, verify, receive, and/or be entrusted with money handled by the other relative.

County employees who are not related as described herein but who reside with another County employee may create a conflict of interest, in which case, the exceptions above would apply.

Employees who marry or become related during employment with the County shall be permitted to continue to work so long as there are no conflicts of interest. In the event a conflict arises, reasonable accommodations shall be made by the County when possible.

In other cases where a conflict of interest or the potential for a conflict arises, even if a supervisory relationship is not involved, the parties may be separated by reassignment or termination of employment as determined by the direct supervisor or designee.

3.04 Promotions & Transfers

It shall be the policy of the County, where practicable and feasible, to fill vacancies by the promotion or transfer of qualified employees. The criteria used to fill vacancies by promotion shall include past performance evaluations, relevant combination of education and/or experience, and the ability to perform the duties and responsibilities of the higher classification. Employees with less than six months of service at the County shall not be eligible for promotion or transfer, unless the promotion or transfer is in the best interest of the County.

An employee may at any time request in writing consideration for a promotion or transfer to a vacancy in his or her own interest. In a promotion or transfer which involves a change from one County office or department to another, both Elected Officials and/or Department Heads must consent thereto, taking operational and budgetary considerations into account. The County is not obligated to promote or transfer from within if it is not in the best interest of County to do so. Notice of an employee promotion and/or transfer must be communicated with the Human Resources office for official personnel record keeping purposes.

Employees who are promoted or transferred to a different office or department shall receive compensation for any compensatory time they may have on the books pursuant to section 4.07. Furthermore, the promoted or transferred employee shall carry over their vacation and sick leave balances, as well as their years of service. However, the employee's years of service to the County may not qualify for seniority within an office or department.

3.05 Termination, Resignation, and Discharge

If at any time it is necessary for an employee to resign from his or her employment with Converse County, the County requests at least two weeks' notice prior to separation of employment.

Any employee who is discharged by Converse County shall be paid wages for hours worked through the effective date of separation. The effective date of separation shall be the last day worked.

4.00 COMPENSATION & WORK SCHEDULE

4.01 Attendance & Punctuality

Every employee is expected to attend work regularly and report to work on time. In addition, regular attendance is considered an essential function and is necessary for the efficient operation of the County.

Employees who are going to be late or absent must contact their direct supervisor or designee as soon as possible prior to the start of their shift. Leaving messages with other employees or on voice mail is not acceptable unless the employee is otherwise unable to make contact, or such communication has been previously authorized by the direct supervisor or designee.

Unsatisfactory attendance, including reporting late or quitting early, may be cause for disciplinary action, up to and including termination of employment.

Failure to call in when absent for 3 consecutive days may result in termination.

4.02 Official Work Week

Each workweek shall begin at 12:00 A.M. Sunday and continue for 7 consecutive days ending at 11:59:59 P.M. on the following Saturday. The Board of County Commissioners must approve all exceptions to this workweek.

Exceptions include:

Each work period for all sworn detention personnel shall begin at 06:45 A.M. on Sunday and end after fourteen (14) consecutive 24-hour periods on Sunday at 06:44:59 A.M.

Each work period for all other sworn personnel shall begin at 5:00 A.M. on Sunday and end after fourteen (14) consecutive 24-hour periods on Sunday at 04:59:59 A.M.

Each work period for certain CCJCC employees shall begin at 12:00 P.M. on Wednesday and end after seven (7) consecutive 24-hour periods on Wednesday at 11:59:59 A.M.

4.03 Work Hours

Except for certified peace officers and certain Joint Communications employees, the normal work week of Converse County employees shall consist of 40 hours per week of work based upon the County's established work week.

All sworn detention personnel shall work a fourteen (14) day, eighty (80) hour work period, as defined in Section 4.02.

All other sworn personnel shall work a fourteen (14) day, eighty (80) hour work period, as defined in Section 4.02.

Each direct supervisor or designee shall determine employee schedules and procedures for employee absences. The County Courthouse shall be open to the public from 8:00 a.m. to 5:00 p.m., and Elected Officials, and department heads or designees shall ensure coverage of these core hours, pursuant to W.S. 18-3-103(b). Courthouse hours shall only be revised by formal action of the Board of County Commissioners. Office hours for the Public Health and Extension offices within Converse County that work under the direction of a presiding agency (i.e. Wyoming Department of Health or University of Wyoming) may follow the office hour guidelines of the

presiding agency. These offices must notify the Board of County Commissioners in writing annually of office hours and any changes in office hours that may occur during the year.

Employees may be required to work an altered schedule as determined by the Elected Official, or Department Head or designee and as authorized by the Board of County Commissioners or, in the case of Joint Communications, as authorized by the Converse County Joint Justice Center (CCJJC) Joint Powers Board.

Time spent by any employee traveling on authorized County business shall be considered time worked for the employee.

4.04 Pay Schedule

Beginning January 1, 2026, or upon implementation date of the approved timekeeping system, employees shall be paid on a biweekly basis pursuant to their classification as described in Sections 4.08 and 4.09 for time worked within the two-week pay period and based on the pay schedule established by this policy and communicated in writing by the Clerk's Office. Paychecks will be issued via direct deposit or paper check, whichever the employee designates as their preference in writing on the established pay preference (direct deposit) form. All forms must be provided to the Human Resource Office for processing. Paychecks shall be issued via the employee's designated pay preference by the Friday following the completion of the two-week pay period, with the exception of Elected Officials who shall be paid once a month on the second pay period of each month. If the regular payday falls on a holiday, payday shall be the last regular workday prior to the holiday.

Prior to January 1, 2026, or prior to the implementation date of the approved timekeeping system, employees shall be paid on the last working day of the month for regular wages earned during that month. Each employee's base salary covers regular monthly hours earned. If the regular payday falls on a holiday, payday shall be the last regular workday prior to the holiday.

At any time, if an employee believes an improper deduction has been made to his or her salary, this information should immediately be reported to the employee's direct supervisor or designee, who must report the error to the County Clerk's Office for correction. Reports of improper deductions shall be promptly investigated by the County Clerk's office, and if it is determined that an improper deduction has occurred, corrections shall be made as quickly as possible, but no later than the next regular payroll cycle.

4.05 Overtime

At the discretion of the direct supervisor or designee and as authorized through the approved budgetary and payroll processes, reasonable overtime may be required of eligible employees. In most cases, non-exempt classified employees who work more than their regularly scheduled hours per the established work week, or per the established work period for law enforcement, shall be compensated at the rate of 1 ½ times their regular pay, unless compensatory time is accrued pursuant to 4.07. Such additional pay shall be compensated pursuant to Section 4.04.

4.06 On-Call/Call In

Non-exempt employees who work in departments that have an established on-call policy as approved by the Board of County Commissioners shall be compensated for the time where the employee has restrictions placed on any activity that would compromise fitness for duty and is

waiting to be called back to work, if necessary. While on-call, the employee shall be paid \$1.50 per hour for the time period the employee is waiting to be called back into work.

When the on-call employee is required to return to or perform work (Call In), the affected employee shall be compensated at an amount equal to double the employee's hourly rate of pay for the call in, plus one and one-half times the employee's regular hourly rate for all time worked. For overtime purposes, only actual hours worked during the call in period shall be used to determine total workweek hours.

4.07 Compensatory Time

For non-exempt employees, compensatory time ("comp time") may be accumulated in lieu of overtime for all hours worked over 40 hours within the designated work week, or 80 hours within the designated work period for law enforcement, at 1 ½ hours for each hour of overtime worked, with a maximum accumulation after the time-and-a-half calculation of 30 hours at any given time. Unused comp hours shall be available for use only after the hours have been calculated and added to the employee's bank through the biweekly payroll process. The use of comp time must be approved by the employee's direct supervisor or designee. Comp time hours must be used before the last pay periods in June and December; if not used, any unused comp hours must be paid out to the employee at the same rate as when earned on the last pay period in June and the last pay period in December each year. Outside of the two times per year when comp time is routinely paid, accrued comp time is only compensated upon termination, upon an employee changing from a non-exempt classification under FLSA to an exempt classification, or upon an employee transferring to another County department; all compensatory time shall be paid out in full to the employee at the next payroll cycle at the employee's rate of pay in which the comp time was earned. In the instance of a transfer, the compensatory time shall be paid from the departing departments' budget.

4.08 Pay for Exempt Employees

Exempt employees shall be paid on a salary basis, meaning exempt employees shall regularly receive a predetermined amount of compensation each pay period and are not eligible for additional pay, including but not limited to overtime, compensatory time, additional straight time, grant time, on-call time, or additional holiday pay.

4.09 Pay for Non-Exempt Employees

Non-Exempt employees shall be paid on an actual hours worked basis, including but not limited to regular time, overtime, compensatory time, additional straight time, grant time, on-call time, or additional holiday pay.

4.10 Timecards

Timecards must be kept by the County for nonexempt employees pursuant to the requirements of the Fair Labor Standards Act. All timecards must be fully completed by the employee, and approved by the supervisor or designee, each pay period.

Beginning January 1, 2026, or upon implementation date of the approved timekeeping system, each employee must accurately record the exact working hours by clocking in and out using the County's preferred timekeeping system. Failure to use the County's timekeeping system may result in disciplinary action, up to and including termination. All employees and supervisors must

adhere to the Payroll SOP as adopted and amended from time to time by the Board of County Commissioners. Timecards must be submitted to the employee's supervisor by the end of the employee's shift on the last working day of the pay period for supervisor approval. Supervisor approval of these timecards must be completed no later than 12:00 PM (NOON) on the Monday following the close of a pay period. If the approval deadline falls on a holiday, the supervisor's deadline will be no later than 12:00 PM (NOON) on the business day following the holiday.

4.11 Performance and Wage Reviews

Performance and wage reviews may be conducted annually for each employee. Any authorized salary increases may be based on an employee's review. However, an employee receiving a performance appraisal may not necessarily receive a salary increase. The County's financial condition and ability to offer salary increases to employees should also be a consideration for any salary increase.

5.00 EMPLOYEE LEAVE

Compensation related to employee leave, if any, shall be adopted by written policy and provided to the affected employees, and may be amended, modified, or replaced without consideration at the discretion of the County as approved by the Board of County Commissioners. The benefit leave described herein is encompassing for all eligible County employees. Any additional leave outside of the provisions of this policy is prohibited.

5.01 PTO (Paid Time Off) For Eligible Employees (Revised 3.17.2026)

Purpose: Converse County recognizes the importance of providing employees with flexibility and a healthy work-life balance. PTO accruals combine vacation and sick leave into one bank that can be used for any of these reasons. Leave time that is not covered by the PTO policy, and for which separate guidelines and policies exist, include bereavement, jury duty, voting, inclement weather, emergency, and military service.

Eligibility: Effective January 1, 2026, vacation and sick leave will be combined and transitioned into Paid Time Off (PTO). In addition, all eligible full-time and half-time employees pursuant to Section 3.01, who are classified as exempt or nonexempt pursuant to the FLSA, are eligible for and classified under the PTO accrual program.

Accrual: All eligible employees shall accrue PTO per bi-weekly pay period in hourly increments based on the length of service and hours worked as follows:

Years of Service	PTO Accrual Rate	Maximum Balance
0-5 years	0.093 hours per regular hour (max of 7.38 hours per pay period)	880 hours
6-10 years	0.104 hours per regular hour (max of 8.31 hours per pay period)	880 hours
11+ years	0.124 hours per regular hour (max of 9.92 hours per pay period)	880 hours

PTO is added to the employee's PTO bank when the biweekly paycheck is issued. When PTO time is used within a pay period, that time shall be subtracted from the employee's accrued time bank for all PTO time used within a pay period and will be reflected when the biweekly paycheck is issued. At no time shall the employee's PTO bank reflect a negative balance. Employees are not eligible to earn any PTO accruals during periods in which unpaid leave, donated sick leave, or workers' compensation leave are being taken. Furthermore, employees are not eligible to earn any additional PTO once the maximum accrual is reached as detailed above; in this event, employees must use part or all of their PTO leave in order to begin earning accruals.

Use: In order to take PTO leave, the employee shall provide as much advance notice as possible to his or her Direct Supervisor or designee. In all instances, PTO must be approved in advance by the employee's Direct Supervisor or designee, unless an unexpected emergency or illness occurs, in which case the employee shall notify their Direct Supervisor or designee as soon as reasonably practicable. Direct Supervisors or designees will attempt to grant employee PTO leave at the time the employee desires to take it. However, each County department must maintain adequate staffing at all times; Converse County reserves the right for each Direct Supervisor or designee to deny a PTO request if the request would interfere with departmental operations or adversely

affect staffing requirements. The use of PTO, whether accrued or donated, cannot exceed 880 hours in the previous 12-month period.

Pursuant to Section 4.02, nonexempt employees shall be eligible to use PTO time, in any increment as approved by their Direct Supervisor or designee, when PTO time must be used to calculate a full work week or work period. Employees may choose, with approval from their direct supervisor, to record more than 40 hours per work week or 80 hours per work period for law enforcement in which PTO is used during that timeframe, or reduce the amount of PTO used during that timeframe to equal 40 hours for the work week or 80 hours for the work period for law enforcement. If PTO or other approved leave time is not used, the employee will be subject to leave without pay for the missing hours, which requires Direct Supervisor or designee approval.

Exempt employees shall be required to use PTO time for any absence that equals one-half day or more of the normally scheduled workday.

No employees shall be allowed to borrow against their PTO banks; therefore, no advance leave will be granted. Upon termination of employment, PTO will be paid out per the chart below.

PTO hours shall not count as hours worked in the computation of overtime unless otherwise approved by the Board of County Commissioners.

Termination of Employment: Upon termination of employment, the employee shall be compensated for a percentage of their PTO accrual balance or 160 hours, whichever is less, as detailed below, unless the employee qualifies for the Rule of 85 as detailed below. The unused PTO shall be paid out at the employee's rate of pay applicable at the time of termination.

Years of Service	PTO Payout upon Termination
0-5 years	60% or 160 hours, whichever is less
6-10 years	65% or 160 hours, whichever is less
11+ years	70% or 160 hours, whichever is less
Employees who qualify for the "Rule of 85" with Converse County (Total Years of Service + Age)*	100% up to 320 hours

*For purposes of this policy, total years of service means all years the employee has worked for Converse County even if there are breaks in service.

5.02 (Previously Sick Leave) Left Blank on Purpose

5.03 Donation of Paid Time Off (PTO)

Converse County allows any qualifying employee to donate accrued PTO to another qualifying County employee who has expended all of his or her accrued PTO and compensatory time, provided the requesting employee has an immediate and reasonable need for such assistance as determined by his or her direct supervisor or designee. Employees receiving donated PTO shall not accrue any additional leave on donated hours. All recipients of donated PTO must use said leave for purposes related to the medical emergency, and must return any unused excess leave to the donating employee(s).

Any qualifying employee requesting donated leave or who wishes to donate leave to another qualifying employee must do so in writing on forms prepared by the County Human Resources office. Completed forms must be submitted by the requesting employee to the employee's direct supervisor or designee for approval before submitting the written request and/or donations to the Human Resources office. The Human Resources office is responsible for requesting PTO donations from employees who are eligible to donate. The Human Resource Director shall ensure that PTO donations are extended to the donee in the order received from donors and will be credited to the recipient as needed for applicable use. Anonymity of donations shall be held in strict confidence.

Any employee donating PTO may donate a maximum of 40 hours of accrued PTO for use during one continuous event to an employee requesting donated PTO. Any employee donating PTO may donate a maximum of 80 hours of PTO in any one 12-month period. Any employee who donates sick leave must be able to maintain a minimum of 240 PTO hours for his or her own use. The maximum amount of PTO received by a donee shall not exceed 480 hours in a 12-month period; however, the use of PTO, whether accrued or donated, cannot exceed 880 hours in the previous 12-month period.

For purposes of participation in the County's Employee Group Health Insurance Plan (Plan), donated PTO hours do not qualify as hours worked for the employee receiving the donation. The receipt of such donated time shall not relieve an employee from the requirement of transferring to COBRA once the employees' own accrued leave (PTO and compensatory time) is exhausted unless and until the employee is currently on approved FMLA leave or can work a minimum of 20 actual hours for half-time employees and 30 actual hours for full-time employees, thereby once again qualifying for participation in the County's Plan.

5.04 Holidays

Converse County shall grant holiday time off to all eligible employees upon assignment to an eligible employment classification. The holiday calendar is established annually by the Board of County Commissioners. In order for employees to receive their regular rate of pay for their regularly scheduled hours for each holiday the hours approved for each holiday as established by the Board of County Commissioners shall be added to the employee's timecard through the approved timekeeping system.

Should a nonexempt employee be required to report to work on a designated holiday, the employee shall be compensated for actual hours worked at a rate of 1 ½ times the employee's regular rate of pay in addition to holiday and/or PTO leave hours used for the holiday. The use of PTO leave hours for the holiday, in conjunction with the approved holiday and actual hours worked, shall be at the discretion of the employee and their Direct Supervisor or designee.

Holiday leave hours shall not count as hours worked in the computation of overtime unless otherwise authorized by the Board of County Commissioners.

5.05 Bereavement Leave

Full-time and half-time employees shall be allowed up to 3 days paid bereavement leave upon the death of an immediate family member, with direct supervisor or designee approval. Immediate family includes an employee's parent/stepparent; child/stepchild or legal ward;

spouse; domestic partner; grandparent/step grandparent; sibling/step-sibling; and in-law relations.

5.06 Jury Duty/Court-Directed Witness

The County supports employees in fulfilling their civic responsibilities by serving on jury duty when required or to act as a court witness. Employees shall not lose regular pay or leave accrual while serving on jury duty. Compensation for such leave shall be limited to the difference between pay received for this service and the employee's regular pay. The employee may either surrender any payment received for jury duty to the payroll department within the County Clerk's office, or may provide proof of all compensation received to the payroll department to be withheld from the employee's next paycheck. The employee shall provide proof of all compensation received to the direct supervisor or designee.

Employees must inform their direct supervisor or designee as soon as possible after receiving a jury summons or subpoena so that arrangements can be made to accommodate the employee's absence. Employees shall be expected to report for work during their service whenever the court schedule permits.

Employees appearing in their own case (either plaintiff or defendant or non-subpoena) shall be required to use annual leave for such instances.

5.07 Time Off to Vote

Employees are encouraged to vote and shall be given up to 1 hour to vote during work hours, outside of meal hours at the convenience of the employer, if the employee does not have three (3) consecutive non-working hours during the time the polls are open. (W.S. 22-2-111)

5.08 Inclement Weather Leave

In the event County offices are closed as determined by the Board of County Commissioners due to an inclement weather event, full-time and half-time employees who are non-essential shall be paid inclement weather leave at their regular rate of pay for regularly scheduled hours. If inclement weather leave occurs during other authorized leave, inclement weather leave may not be substituted for, or taken in addition to, other leave taken.

When the County is officially open for business, inclement weather leave is not applicable. Employees who are unable to report for work due to weather conditions must request other leave according to this policy.

Eligible and essential employees, as determined by the Elected Official or Department Head or designee, shall be compensated in the same manner as holiday pay for hours worked during an inclement weather event.

Inclement weather hours not actually worked shall not count as hours worked in the computation of overtime.

Any eligible County employee designated as essential personnel whose hours worked during an inclement weather event result in overtime hours shall be paid at their regular overtime rate, or take the additional hours as compensatory time.

5.09 Emergency Paid Leave

The Converse County Board of Commissioners may adopt various emergency paid leave policies from time to time as deemed necessary. Such policies shall be in writing and shared with all Elected Officials and Department Heads upon adoption.

5.10 Military Leave of Absence Policy

Converse County is committed to protecting the job rights of employees absent on military leave. In accordance with Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA) 38 U.S.C. 4301 through 4335; Wyoming Statute 19-11-108 through 125; and Department of Defense Instruction (DoDI) 1205.12, it is Converse County's policy that no employee or prospective employee will be subjected to any form of discrimination on the basis of that person's membership in or obligation to perform service for any of the uniformed services of the United States. Specifically, no person will be denied employment, reemployment, promotion or other benefit of employment on the basis of such membership. Furthermore, no person will be subjected to retaliation or adverse employment action because such person has exercised his or her rights under applicable law or this policy. If any employee believes that he or she has been subjected to discrimination in violation of this policy, the employee should immediately contact the human resources (HR) department. In some instances, the Federal and State statutes provide different benefits; to comply with both Federal and State statutes, whichever statute provides the greatest benefit for the employee shall prevail.

Eligibility

Employees taking part in a variety of military duties are covered under this policy. Such military duties include leaves of absence taken by members of the uniformed services, including active duty, reserve or National Guard, for training, periods of active military service and funeral honors duty, as well as time spent being examined to determine fitness to perform such service. Subject to certain exceptions under the law, these benefits are generally limited to five years of leave of absence.

Procedures for Military Leave

Temporary Military Leave (less than 30 days): Unless military necessity prevents it, or is otherwise impossible or unreasonable, an employee should provide their Direct Supervisor with notice of the need for leave as far in advance as is reasonable under the circumstances. To request a temporary military leave of absence, the employee should generally provide written notice to their Direct Supervisor if possible, but not required under the law or this policy. The Direct Supervisor will provide the military leave of absence request to the Human Resources Department for inclusion in the employee's personnel file and for benefits coordination. In the event of verbal notice by the employee, the Direct Supervisor will document the military leave request and communicate such leave with the Human Resources Department.

Extended Military Leave (more than 30 days): If an employee is called to active uniformed service duty for a period of time that will exceed 30 days, the employee must provide written verification (military deployment orders) of absence due to uniformed service to the Human Resources

Department for inclusion in the employee's personnel file and for benefits coordination. The HR Department will review the request for leave of absence, collect any applicable insurance premiums from the employee, generate other applicable documents, and process the leave of absence accordingly, to include providing a copy of the written request for leave of absence to the employee's Direct Supervisor.

Benefits

Any eligible employee, as defined in this policy, shall be given a military leave of absence with pay at the regular salary or wage which the employee normally receives, not to exceed fifteen (15) calendar days in any one (1) calendar year, in addition to any other leave or vacation time to which the employee is otherwise entitled should the military leave of absence exceed the fifteen (15) calendar days in any one (1) calendar year.

If an employee is absent from work due to active military service, benefits will continue as follows:

Health/Dental/Vision/Life: An employee who becomes an active member of the armed forces has the right to maintain group health, dental, vision, and group life insurance coverage for the employee and eligible dependents by furnishing his or her employer with sums equal to that which would have been deducted from his or her compensation for such coverage directly to Converse County. Upon timely receipt of the employee's contributions required by the insurance policy or plan provisions, the employer shall provide the applicable insurer or health maintenance organization with those contributions plus an amount equal to what the employer would have contributed during the period of service in the uniformed services. The employee shall notify the HR Department of his or her election to continue coverage at the time he or she enters active service in the uniformed services and complete any required documentation. An employee electing coverage during the extended military leave shall pay the full portion of the employee's premium directly to Converse County. If the employee fails to pay the insurance premium by the due date, pursuant to section 5.21, Converse County shall cancel the employee's insurance coverage at the end of the last month for which a complete payment is made.

Leave Use: Employees on temporary or extended military leave may, at their option, use their available vacation leave or be placed on leave without pay status (or a combination of the two) for the military duty period. Vacation leave can be used, at the employee's request, in increments that satisfy the employee's portion of medical benefits, as denoted above.

Leave Accruals: Benefit accruals, such as vacation, sick leave, or holiday leave, will be suspended if the employee is on unpaid leave and will resume upon the employee's return to active employment.

Retirement: In accordance with 26 U.S.C. 414(u)(8), employees who have taken military leave without pay will be credited for purposes of vesting with the time spent in military service and will be treated as not having incurred a break in service, as long as the following requirements are met: the employee was employed by a participating employer of WRS immediately prior to

entering the armed forces; and the employee returned to employment with a qualifying employer of WRS within the timeframe specified by USERRA; and the employee received an honorable discharge; and the employee meets any other requirement under USERRA. Immediately upon reemployment, the employee may, at the employee's election, make any or all employee contributions that the employee would have been eligible to make had the employee's employment not been interrupted by military service, if applicable. Such contributions must be made within a period that begins with the employee's reemployment and that is not greater in duration than five (5) years. Employees will receive all associated company contributions or match for such contributions.

Compensation Differential: Any employee on extended unpaid military leave without pay shall not be eligible to receive additional compensation, unless otherwise approved through the Board of County Commissioners.

Reemployment

When the employee intends to return to work, he or she must make application for reemployment to HR within the application period set forth below. If the employee does not intend to return to work, he or she should notify HR as soon as practicable.

Upon an employee's prompt application for reemployment (as defined below), an employee will be reinstated to employment in the following manner depending upon the employee's period of military service:

Less than 90 days of military service – reinstated to a position that the employee would have attained if employment had not been interrupted by military service; or, if found not qualified for such position after reasonable efforts by Converse County, in the position in which the employee had been employed prior to military service.

More than 90 days and less than 5 years of military service – reinstated to a position that the employee would have attained if employment had not been interrupted by military service or a position of like seniority, status and pay, the duties of which the employee is qualified to perform; or, if proved not qualified after reasonable efforts by Converse County, in the position the employee left, or a position of like seniority, status and pay, the duties of which the employee is qualified to perform.

Employee with a service-connected disability – if after reasonable accommodation efforts by the employer, an employee with a service-connected disability is not qualified for employment in the position he or she would have attained or in the position that he or she left, the employee will be employed in another position of similar seniority, status and pay for which the employee is qualified or could become qualified with reasonable efforts by Converse County; or, if no such position exists, in the nearest approximation consistent with the circumstances of the employee's situation.

Application for Reemployment

An employee who has engaged in military service must, in order to be entitled to the reemployment rights set forth above, submit an application for reemployment to HR according to the following schedule:

If service is less than 31 days (or for the purpose of taking an examination to determine fitness for service) – the employee must report for reemployment at the beginning of the first full regularly scheduled working period on the first calendar day following completion of service and the expiration of eight hours after a time for safe transportation back to the employee's residence.

If service is for 31 days or more but less than 181 days – the employee must submit an application for reemployment with HR no later than 14 days following the completion of service.

If service is over 180 days – the employee must submit an application for reemployment with HR no later than 90 days following the completion of service.

If the employee is hospitalized or convalescing from a service-connected injury – the employee must submit an application for reemployment with HR no later than two years following completion of service.

Exceptions to Reemployment

In addition to the employee's failure to apply for reemployment in a timely manner, an employee is not entitled to reinstatement as described above if any of the following conditions exist:

- Converse County's circumstances have so changed as to make reemployment impossible or unreasonable.
- Reemployment would pose an undue hardship upon Converse County.
- The employee's employment prior to the military service was merely for a brief, non-recurrent period and there was no reasonable expectation that the employment would have continued indefinitely or for a significant period.
- The employee did not receive an honorable discharge from military service.

General Benefits Upon Reemployment

Employees reemployed following military leave will receive seniority and other benefits determined by seniority that the employee had at the beginning of the military leave, plus any additional seniority and benefits the employee would have attained, with reasonable certainty, had the individual remained continuously employed. An employee's time spent on active military duty will be counted toward eligibility for FMLA leave. Additionally, upon reemployment, a covered employee will not be discharged, except for cause, for up to one year following reemployment.

Documentation

The HR department will, upon the employee's reapplication for employment, request that the employee provide Converse County with military discharge documentation to establish the

timeliness of the application for reemployment, the duration of the military service, and the honorable discharge from the military service, if applicable.

5.11 Family and Medical Leave Act

If an employee's direct supervisor believes an employee may be eligible for FMLA due to reasons listed below, the employee's direct supervisor must notify the Human Resources office of the potential need, and must notify the employee to contact the Human Resources office for further information.

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either:

- an overnight stay in a medical care facility; or
- continuing treatment* by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job; or
- prevents the qualified family member from participating in school or other daily activities.

*Subject to certain conditions, the continuing treatment requirement may be met by:

- a period of incapacity of more than three (3) consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment; or
- incapacity due to pregnancy; or
- incapacity due to a chronic condition.

Other conditions may meet the definition of continuing treatment. Please contact the Human Resources office for clarification.

County employees may be eligible for 12 weeks of unpaid, job-protected leave under the Family and Medical Leave Act of 1993 (FMLA). To be eligible to take leave under the FMLA, an employee must meet each of the following requirements:

1. Have worked 1,250 hours during the 12 months prior to the start of leave; on-call time shall count towards the 1,250 hours;
2. Have worked for the employer for a minimum of 12 months prior to taking leave.

As a covered employer, the County must grant an eligible employee up to a total of 12 workweeks of unpaid, job-protected leave in a 12-month period for one or more of the following reasons:

1. For the birth of a child, and to bond with the newborn child. A parent can take leave to care for a newborn child any time in the first 12 months after the birth for time to bond with the child, and this leave must be concluded before the 12-month period is up.
2. For the placement with the employee of a child for adoption or foster care, and to bond with that child. A parent can take leave to care for a newly adopted child any time in the first 12 months after the adoption for time to bond with the child, and this leave must be concluded before the 12-month period is up.
3. To care for an immediate family member with a serious health condition. Immediate family members include spouse, child, or parent.

4. To take medical leave when the employee is unable to work because of a serious health condition, or for convalescence after an employee's own serious health condition; or
5. For qualifying exigencies arising out of the fact that the employee's spouse, child, or parent is on covered active duty or call to covered active-duty status as a member of the National Guard, Reserves, or Regular Armed Forces.

While on leave under the FMLA, the employee may choose to utilize accrued sick leave, vacation time, comp time, and/or donated sick leave simultaneously in order to continue to receive pay. Any request for FMLA leave must be approved by the Human Resource Director or designee.

Per this policy, the County allows qualifying employees to donate sick leave to other qualifying employees. An employee on FMLA leave can receive donated sick leave, which shall enable that employee on leave to receive a paycheck. However, employee's on FMLA leave who only utilize donated leave versus their own accrued leave shall not accrue additional leave but shall receive Wyoming Retirement contributions while utilizing donated sick leave.

The Human Resources office shall provide forms to employees to determine FMLA eligibility. Please refer to the Human Resources office for additional information regarding FMLA coverage. FMLA rules and laws shall take precedence over any conflicts of FMLA within this policy.

5.11a Military Family Leave Entitlements

Eligible employees with a spouse, child, or parent on active duty or called to active-duty status in the Armed Forces, National Guard, or Reserves may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include:

1. Attending certain military events;
2. Arranging for alternative childcare;
3. Addressing certain financial and legal arrangements;
4. Attending certain counseling sessions; and/or
5. Attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is:

1. A current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment; recuperation or therapy; is otherwise in outpatient status; or is otherwise on the temporary disability retired list for a serious injury or illness*; or
2. A veteran who was discharged or released under conditions other than dishonorable at any time during the 5-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment; recuperation; or therapy for a serious injury or illness. *

*The FMLA definitions of "serious injury or illness" for current servicemembers and veterans are distinct from the FMLA definition of "serious health condition."

5.11b Benefits and Protections

During FMLA leave, the County shall maintain the employee's health coverage under any group health plan on the same terms as if the employee had continued to work. Employees shall continue to pay their portion of any insurance premium by the 2nd pay period of each month while on leave. Failure to do so may result in the employee being dropped from the County's insurance plan and offered coverage through COBRA. Employees who fail to return from a leave shall be obligated to reimburse the County for the cost of County-paid health coverage, except when the employee's failure to return is due to the continuation, recurrence, or onset of a serious health condition which would entitle the employee to medical or family leave, or other circumstances beyond the employee's control.

Upon return from FMLA leave, most employees are restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. Certain highly compensated, key employees may have limited reinstatement rights.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave. As with other types of unpaid leaves, paid vacation and sick leave shall not accrue during the unpaid leave except while the employee is utilizing accrued sick, vacation, or compensatory time while on leave. Holidays, bereavement leave, or leave for jury duty shall not be granted on unpaid leave.

5.11c Definition of Serious Health Condition

A serious health condition is defined as an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job or prevents a qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by:

1. A period of incapacity of more than three (3) consecutive full calendar days combined with at least 2 visits to a health care provider; or
2. One (1) visit and a regimen of continuing treatment (other conditions may also meet the definition of "continuing treatment"); or
3. Incapacity due to pregnancy; or
4. Incapacity due to a chronic condition.

5.11d Use of Leave

The maximum time allowed for FMLA leave is either 12 weeks in the 12-month period as defined by the County or 26 weeks as explained herein under "Military Family Leave Entitlements". Eligibility of the required 12 months of employment shall be based upon the 12-month period immediately preceding the date the employee uses any FMLA leave. The available leave shall be the balance of the 12-week allowance, which has not been used during the preceding 12 months, also referred to as the "12-month look back" method.

Employees are not required to use this leave entitlement all at once as leave may be taken intermittently or on a reduced leave schedule when medically necessary. Employees are expected to make reasonable efforts to schedule leave for planned medical treatment so as not

to unduly disrupt the County's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Employees taking intermittent or reduced schedule leave based on planned medical treatment, as well as those taking intermittent or reduced schedule family leave with the County's agreement, may be required to temporarily transfer to another job with equivalent pay and benefits that better accommodates that type of leave.

5.11e Employee Responsibilities

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, the employee must provide notice as soon as practicable and generally must comply with the County's normal call-in procedures as denoted in 4.01 and/or further defined by the departmental policies.

Employees must provide sufficient information for the County Human Resources Department to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. "Sufficient information" may include that the employee is unable to perform job functions; the family member is unable to perform daily activities; the need for hospitalization or continuing treatment by a health care provider; or circumstances supporting the need for military family leave. Employees also must inform the County if the requested leave is for a reason for which FMLA leave was previously taken or certified.

Employees also may be required to provide a certification and periodic recertification supporting the need for leave as determined by the Human Resource Director or designee. The County may require second and third medical opinions at the County's expense. Documentation confirming family relationship, adoption, or foster care may also be required. If notification and appropriate certification are not provided in a timely manner, approval for leave may be denied. Continued absence after denial of leave may result in disciplinary action in accordance with section 4.01. Any employee on leave, or the employee's direct supervisor or designee, must contact the Human Resources office at least two days before their first day of return.

Employees who fail to return from FMLA shall be obligated to reimburse the County for the cost of County-paid health coverage.

5.11f Medical Leave – Not FMLA Eligible

Leaves of absence are not granted to employees who have not met the eligibility requirements of the FMLA unless required as a reasonable accommodation for disabled employees.

5.11g County Responsibilities

The County Human Resources Department shall inform an employee requesting leave whether he or she is eligible under FMLA. If the employee is eligible, the notice shall specify any additional information required as well as the employees' rights and responsibilities. If the employee is not eligible, the County Human Resources Department shall provide a reason for the ineligibility in writing in a timely manner pursuant to FMLA Laws.

The County shall inform an employee requesting leave if the leave shall be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the County determines that the leave is not FMLA-protected, the County shall promptly notify the employee.

5.11h Unlawful Acts

FMLA makes it unlawful for the County to:

1. Interfere with, restrain, or deny the exercise of any right provided under FMLA; and/or
2. Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

5.11i Enforcement

If an employee believes their rights under the FML Act were violated, an employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against the County.

FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement which provides greater family or medical leave rights.

5.12 Leave of Absence Without Pay

Full-time and half-time employees who have been in continuous employment with the County for a minimum of 1 year may be granted leave without pay for reasons other than illness, disability, vacation, or a leave of absence not otherwise protected under state or federal law.

Leave without pay must be approved by the employee's direct supervisor or designee; cannot conflict with the best interests of the County; and shall be consistent with the County's adopted policies and procedures and state and federal law. A request for leave of absence for more than 30 days without pay may be granted and may require Board of County Commissioner approval.

If an employee is granted a leave of absence without pay for 30 days or less, the employee is eligible to return to his or her previously assigned position with no loss in grade, step, or other benefits. Time of service is frozen during the leave period. During this leave period, the County shall continue to carry the employee on its health insurance policy provided the employee has paid their portion of the health insurance premium. If payment for the employee's portion of the health insurance premium is unable to be processed through normal payroll processes, the employee shall be responsible to pay their portion of the premium to the payroll department by the 2nd pay period of each month.

When an employee is granted a leave of absence of 31 to 60 days, the employee may return to the employ of the County at no loss in pay grade, step pay or other benefits, but may be assigned other duties by his or her direct supervisor or designee.

If an employee is granted a leave of absence without pay for 61 days or more, the employee is eligible to return to the employ of the County if a position is available and may be reassigned and paid the rate of a newly hired employee.

Any employee granted a leave of absence without pay for a period of more than 30 days understands that participation in the County Employee Group Health Insurance plan shall cease until the employee is able to return to work. The employee may sign up for COBRA health benefits per federal law and shall be responsible for both the employer and employee portions of all premium costs, as well as the two percent (2%) COBRA Administration fee.

All employees who enroll in Employee Group Insurance coverage as provided by the County must bear the full cost of all medical premiums beginning the first day of the month following 30

consecutive calendar days of leave-without-pay status, or on the first day of the month following utilization of 30 consecutive calendar days of donated sick leave hours.

5.13 Administrative Leave (NEW SUBSECTION approved 3.17.2026)

Administrative Leave may be granted or required at the discretion of the County for operational, safety, or investigatory reasons as described in this section. Leave may be paid or unpaid depending on the circumstances and as determined by the employer.

Employer-Directed Administrative Leave

An employee may be placed on Administrative Leave when necessary to:

- Maintain workplace safety
- Conduct an investigation
- Address operational needs
- Allow for a fitness-for-duty evaluation
- Respond to a critical workplace incident

Employees will receive written notice from their direct supervisor and/or HR outlining the reason for leave, expected duration, and pay status.

Duration and Pay

Administrative Leave is generally limited to up to three (3) working days, unless extended by the County. Extensions may require medical certification and may transition to other leave policies.

Administrative Leave may:

- Be paid at the employee's regular rate of pay;
- Be unpaid; or
- Be charged to accrued leave balances, depending on circumstances.

All Administrative Leave approvals must be documented with the Human Resources Department for official record keeping purposes, and to ensure consistency across departments and compliance with applicable laws. Timecard comments should be limited to dates of leave, pay status of Other Leave, and the general comments of Admin Leave.

Coordination With Other Laws

Administrative Leave may run concurrently with applicable laws, including the Family and Medical Leave Act and the Americans with Disabilities Act.

Employees requiring extended leave or workplace accommodations should contact the Human Resources Department for evaluation under applicable law.

Confidentiality

Information related to Administrative Leave will be handled confidentially. Medical documentation will be maintained by the Human Resources Department separately from the employee's personnel file.

6.00 EMPLOYEE BENEFITS

The Human Resource Director shall maintain a list of the County's benefit programs and the agents for each of those programs. New or current employees who wish to enroll in the County's benefit programs or wish to make changes concerning their participation in those programs must do so through the Human Resources office on forms or other means as provided by the County.

6.01 Medical Insurance

The County may provide employee and family group coverage to eligible Plan participants for medical, dental, and vision health insurance to all eligible employees. Information and summary communications intended to explain these benefit plans are furnished to all Plan participants on a timely and continuing basis. For specific questions regarding these benefits, employees should contact his or her direct supervisor or designee, or the Human Resources office.

The County reserves the right to amend described benefits from time to time as determined by the County with notice and without compensation to employees. Changes may include but are not limited to revised premium amounts; change in health insurance administrators; revised plan details; and revisions to the amount and scope of coverage.

Employees and eligible legal dependents shall be eligible to participate in the County's benefit programs in accordance with the provisions of each program and described as follows:

1. Employees and eligible legal dependents shall be eligible to participate in the County Employee Group Insurance Plan as outlined in the Employee Benefit Plan document and this County policy.
2. An Eligible Participant shall be defined in the Employee Plan Document. Generally, an eligible employee must be one who has met and exceeded the County's initial measurement period, defined as:
 - i. The period of time beginning on the first day of the calendar month following the employee's start date and ending 12 months later;
 - ii. Employer hours will be determined during the Administrative Period, and if eligible for coverage, benefits will be provided during the Stability Period.
 - iii. "Measurement", "Administrative", and "Stability" are defined in the County's Employee Health Insurance Summary Plan document.

and:

- i. Works a minimum 30 hours per week or 130 hours per month; or
- ii. Is considered a half-time employee working at least 87 hours per month but less than 130 hours per month); or
- iii. Is a variable hour employee who has qualified during the Measurement and Administrative Period for coverage through the Stability Period as defined in the Summary Plan Document. A variable hour employee is defined as an employee who is not regularly scheduled to work 30 hours or more per week, and with respect to whom, based on the facts and circumstances at the employee's start

date, the employer cannot reasonably determine whether the employee will average at least 30 hours of service per week (an average of 130 hours per month) over the Initial Measurement Period, as defined above because the employee's hours are variable or otherwise uncertain. ; or

- iv. Is under a 12-month service contract and remains as a W-2 Common Law Employee for the County, regardless of hours worked annually.
3. Generally, Employees shall not be eligible for benefits if classified as part-time, temporary, or Variable Hour (if they do not meet the minimum hours over the Measurement Period).
4. An employee shall be eligible for COBRA benefits (except in the case of gross misconduct) if the employee's workable hours are reduced permanently to less than thirty (30) hours per week for full time employees or less than twenty (20) hours per week for half-time employees, or if an employment or applicable service contract is terminated or not renewed.
5. If an Employee elects COBRA coverage, the Employee shall be responsible to pay his or her selected entire (both employer and employee portions) insurance premium plus the two percent (2%) COBRA Administration fee. The maximum COBRA eligibility period, typically 18 months total (could be 29 or 36 months depending on qualifying event), shall commence at the time the employee's hours are permanently reduced, employment is terminated, or service contract is terminated or not renewed, and the coverage, if elected, is transferred to COBRA status with the County's COBRA administrator.

6.02 Wyoming Retirement System Pension Plan

Full-time and half-time employees shall be provided with a retirement savings plan through the Wyoming Retirement System (WRS) Pension Plan, which follows the WRS Plan's mandatory introductory period and qualifications to participate. The employee and employer contribution rates are set by statute and the Converse County Board of County Commissioners can choose to pick up any portion of the employee's contribution.

The plan also includes an optional provision for employee tax-deferred compensation contributions through the 457(b) Deferred Compensation Plan.

6.03 Travel and Expense Reimbursement

Employees shall be reimbursed for all reasonable and necessary expenses incurred while traveling on authorized County business per this policy and other County policies as adopted by the Board of County Commissioners.

Employees shall be required to record all travel and business activities and submit to his or her direct supervisor or designee along with original itemized receipts for purchases.

6.04 Life Insurance

Full-time and half-time employees shall be provided with an employer-sponsored life insurance policy, as approved by the Board of County Commissioners.

6.05 Other Benefits

The County offers other optional benefits to employees through payroll deductions. These programs are maintained and made available through the Human Resources office. The employee shall be responsible for the full cost of premiums for coverages for each of the optional benefits. The County reserves the right to make changes to the optional benefits with notice and without compensation to employees, and reserves the right to discontinue providing the optional benefits with notice and without compensation to employees.

7.00 CONDUCT STANDARDS

7.01 Converse County Equipment and Vehicles

County vehicles and equipment shall only be operated by previously authorized employees as determined by each Elected Official, or Department Head or designee, except in the case of repair testing by a licensed mechanic. Any employee who has a driver's license revoked or suspended shall immediately notify his or her direct supervisor or designee and immediately discontinue operation of all County vehicles and/or equipment. When using County property, employees shall exercise care; perform required maintenance; and follow all operating instructions, safety standards, and guidelines required of the equipment or vehicle.

Authorized passengers can be County employees, state employees, elected officials, board or commission members, and any other government employee, agent, or authorized volunteer who is involved in an activity that furthers the business of Converse County.

Each employee is expected to notify his or her direct supervisor or designee if any equipment appears to be damaged, defective, or in need of repairs. Each employee is also expected to direct questions and concerns to his or her direct supervisor or designee regarding any questions about the maintenance and care of any workplace equipment.

If an employee uses or operates equipment improperly; carelessly; negligently; or unsafely, he or she may be subject to disciplinary action, up to and including dismissal. In addition, the employee may be held financially responsible for any loss to the County because of such negligence or mistreatment if allowed by law.

No employee shall use County equipment or vehicles for personal use unless authorized by the Elected Official, or Department Head or designee. No one may ride in a County vehicle for personal business; spouse, children, relatives, and friends of employees are prohibited from riding in a County vehicle. Employees who are authorized to take vehicles home, including law enforcement, shall adhere to department policies regarding use of vehicles and insurance requirements, and Elected Officials, or Department Heads shall ensure that authorized employees are eligible for coverage under the Governmental Claims Act.

7.02 Acceptable Use of County Information Technology Systems

The use of the County's Technology Systems requires adherence to the Acceptable Use of County Information Technology Policy, as may be amended from time to time by the Board of County Commissioners. The most current policy may be found on the County's website, the employee portal, or by contacting the HR office.

7.03 Drug and Alcohol Policy

Any location at which County business is regularly conducted is declared to be a workplace free of drugs and alcohol.

Employees of the County are prohibited from using, being under the influence of, or possessing any illegal drugs or alcohol; and shall not manufacture, distribute, purchase, transfer, or possess any illegal drugs while:

1. Performing business for Converse County;

2. Operating any County-owned motor vehicle and/or equipment while conducting County business or for any job-related purpose;
3. On any County-owned or operated premise; and/or
4. On any County worksite.

No employee shall use alcohol or controlled substances while on duty, nor report to work while under the influence of alcohol or controlled substances. Further, employees are prohibited from performing their duties while taking prescribed drugs that may adversely affect their ability to perform their job duties safely and effectively. Employees taking a prescribed medication must carry it in a container labeled by a licensed pharmacist. This policy does not prohibit the proper use of medication under the direction of a physician; however, misuse of such medications is prohibited.

Employees should report to work fit for duty and free of any adverse effects of illegal drugs or alcohol. This policy does not prohibit employees from the lawful use and possession of prescribed medications. Employees must, however, consult with their doctors about the medications' effect on their fitness for duty and ability to work safely, and they must promptly disclose any work restrictions to their direct supervisor or designee. Failure to disclose such restrictions may result in disciplinary action, up to and including termination of employment. Employees who violate this policy may be disciplined or dismissed. Violations include refusal to consent to and comply with testing procedures as described herein and as required by the employee's direct supervisor or designee.

7.04 Drug & Alcohol Testing

Any direct supervisor or designee may, based upon department policies and procedures, require a drug or alcohol screening of any employee suspected of using or being under the influence of drugs and/or alcohol, or where other circumstances or workplace conditions justify such testing. The refusal to consent to testing may result in disciplinary action, up to and including dismissal.

7.05 Criminal Background Report

Any direct supervisor or designee may, based upon department policies and procedures and/or the requirements of the position, require a criminal background report prior to or contingent upon an offer of employment. The refusal to consent to any such required report by a potential employee shall result in a withdrawal of an offer of employment with the County.

7.06 Smoking and Vaping Policy

Smoking and/or vaping is prohibited inside any County-owned or operated facilities, vehicles, and equipment. However, the County may designate a smoking area(s) if there is adequate ventilation and physical barriers to ensure that nonsmokers are not subject to smoke byproducts.

All employees, clients, vendors and suppliers, and other visitors are expected to comply with this policy. Employees who violate this policy may be disciplined, up to and including termination.

7.07 Workers' Compensation

Converse County provides insurance to compensate for any illness or injury an employee might suffer while working on County premises, traveling on official County business, or attending an

activity officially sponsored by the County. If an employee becomes ill or injured, medical attention should be sought at once.

Any employee who sustains an injury while conducting County work should immediately complete Report of Injury Form from the Wyoming Department of Workforce Services Division of Workers' Compensation for an injury that requires medical attention. If an injury does not require medical attention, the employee should still complete a Report of Injury Form from the Wyoming Department of Workforce Services Division of Workers' Compensation in case medical treatment is later needed and to ensure that any existing safety hazards are corrected. Forms shall be made available to employees by the direct supervisor or designee, or the Human Resources office.

7.08 Unemployment

Converse County, through Wyoming Department of Workforce Services, Unemployment Division, participates in the State's unemployment insurance program to compensate any individual who qualifies for such benefits.

8.00 SAFETY, SECURITY, AND ANTI-VIOLENCE

8.01 Safety and Security

Converse County is committed to maintaining a safe and healthy environment for all employees. Employees should report all accidents; injuries; potential safety hazards; safety suggestions; and/or health and safety related issues immediately to his or her direct supervisor or designee. Help from outside emergency response agencies should also be sought, if needed.

Converse County is committed to ensuring employees' security. If any employee has a security concern, he or she should contact their direct supervisor or designee as soon as possible.

8.02 Anti-Violence

Any action determined to be inappropriate to the workplace by the County, including department heads and elected officials, shall not be tolerated. Such behaviors may include, but are not limited to, physical and/or verbal intimidating, threatening, or violent conduct; vandalism; sabotage; arson; unlawful use of weapons; and/or bullying. Workplace bullying is defined as repeated mistreatment through verbal abuse, offensive conduct and/or behaviors, and work interference. Any employee who feels he or she has been subjected to workplace bullying should immediately report such occurrences to his or her direct supervisor or designee, who shall conduct an investigation. If the employee feels he or she has been subject to workplace bullying from his or her direct supervisor, the employee may contact the Human Resources Director, who shall conduct an investigation. If it is determined that an employee has engaged in any of the above conduct, the direct supervisor shall take corrective action. In the instance of an Elected Official or Department Head engaging in any of the above conduct, the Human Resources Director shall report such infractions to the Board of County Commissioners in executive session.

Except for law enforcement personnel, the open carrying of weapons onto County property is prohibited.

Unless the employee's job description specifically identifies that carrying a weapon is part of the employee's job duties, then the concealed carrying of a weapon as permitted under W.S. 6-8-104 through 105 is considered a personal decision and is not requested or required by the County. All employees who choose to lawfully carry a concealed weapon must notify their direct supervisor in writing on a form established by the County prior to carrying in the workplace. This is an annual notification requirement whether the employee plans to carry every day or from time-to-time. An employee's failure to notify as described herein will be subject to disciplinary action up to and including termination.

Employees will be personally liable for any damage resulting from the carrying or storing of firearms. Firearms, ammunition, and accessories must be under the direct control of the employee at all times. Brandishing, intimidation, or unsafe firearm conduct will result in immediate disciplinary action, up to and including termination.

If employees believe there is an imminent threat to the safety and health of themselves and/or co-workers, they should directly contact law enforcement, security, and/or emergency services.

ACKNOWLEDGEMENT OF RECEIPT
CONVERSE COUNTY PERSONNEL POLICY & PROCEDURE MANUAL
ADOPTED JANUARY 4, 2023
AMENDED MAY 20, 2025
AMENDED DECEMBER 3, 2025

- I acknowledge that I have received the County’s Personnel Policy & Procedure Manual and that I have read and understand the policies.
- I understand that this manual represents only current policies and benefits, and that it does not create a contract of employment. The County retains the right to change these policies and benefits, as it deems advisable.
- **Unless expressly prescribed by statute or contract, my employment is “AT WILL”.** I understand that I have the right to terminate my employment at any time, with or without cause, and that the County has the same right. I further understand that my status as an “AT WILL” employee may not be changed except in writing and signed by the governing body.
- I understand that the information I come into contact with during my employment is proprietary to the County and accordingly, I agree to keep it confidential, which means I will not use it other than in the performance of my duties or disclose it to any person or entity outside the County. I understand that I must comply with all of the provisions of the County Personnel Policy & Procedure Manual to have access to and use the County’s resources. I also understand that if I do not comply with all provisions of the County’s Personnel Policy & Procedure Manual, my access to the County’s resources may be revoked, and I may be subject to disciplinary action up to and including termination of employment.
- I further understand that I am obligated to familiarize myself with the County’s safety, health, and emergency procedures as outlined in the County’s Personnel Policy & Procedure Manual or in other official documents.
- No representative of Converse County, other than an elected official(s) or other duly authorized representative(s) of the County, has the authority to enter into an agreement of employment for any specified period. Any such agreement must be in writing and signed by an elected official(s) and myself. I hereby agree that no such agreement has been entered into.

Employee Printed Name

Employee Signature

Date