



- | | | |
|--|------------------------------------|------------|
| <p>1 Call To Order
Prayer
Flag Salute</p> | | |
| <p>2 Public Forum
<i>This is reserved for public comment for any items not on the agenda limited to 3 minutes</i></p> | | 8:00 a.m. |
| <p>3 After Prom</p> | Bree Levin | 8:10 a.m. |
| <p>4 Museum Discussion</p> | Commissioner Duane Morris | 8:30 a.m. |
| <p>5 Blue Store Discussion</p> | Jeff Ebel, County Attorney | 8:45 a.m. |
| <p>6 Teen Dating Violence</p> | Tori Redmond, DVACK | 9:00 a.m. |
| <p>7 Bridge Discussion</p> | Chris Smith, Public Works Director | 9:15 a.m. |
| <p>8 Tractor Bids</p> | Chris Smith, Public Works Director | 9:30 a.m. |
| <p>9 Right of Way Use Permit</p> | Chris Smith, Public Works Director | 9:45 a.m. |
| <p>10 Solid Waste Exemptions</p> | Tammi Cox, County Clerk | 10:00 a.m. |
| <p>11 Resolution 26-05 ROZ Program</p> | Tammi Cox, County Clerk | 10:15 a.m. |
| <p>12 Policies</p> | Tammi Cox, County Clerk | 10:30 a.m. |
| <p>13 Consent Agenda
Accounts Payable
Commission Minutes (February 9)
AAE's</p> | Tammi Cox, County Clerk | 10:45 a.m. |
| <p>14 Clerk Comments</p> | Tammi Cox, County Clerk | 11:00 a.m. |
| <p>15 Commissioner's Comments</p> | | 11:10 a.m. |
| <p>16 Announcements</p> | | 11:25 a.m. |
| <p>17 Adjournment</p> | | 11:30 a.m. |

**Teen Dating Violence Awareness Month Proclamation
February 2026**

WHEREAS, teen dating violence remains a serious public health issue in the United States, with approximately 1 in 3 adolescents experiencing physical, sexual, emotional, or verbal abuse from a dating partner, a rate that continues to exceed victimization rates of other types of youth violence; and 1.5 million high school students nationwide experience physical abuse from a dating partner each year; and

WHEREAS, about 1 in 10 high school students report being purposefully hit, slapped, or physically harmed by a dating partner, with emotional and digital abuse increasingly common among teens; and

WHEREAS, high school students who experience physical or emotional violence in dating relationships are significantly more likely to engage in unhealthy behaviors, including substance use and risky sexual behavior, face increased risk of depression and suicide, and may carry patterns of abuse into future relationships; and

WHEREAS, teens victimized by a dating partner often experience disrupted development of self-esteem and body image, report school absence or unsafe feelings due to abuse, and may suffer long-lasting psychological trauma; and

WHEREAS, reporting rates remain alarmingly low with only about 1 in 10 teens disclosing abuse to an adult and the large majority suffering in silence, highlighting the hidden nature of teen dating violence and the urgent need for awareness and support from families, schools, and communities; and

WHEREAS, research indicates that a substantial proportion of parents either believe teen dating violence is not an issue or are unsure if it is, underscoring the need for broader education on recognizing abuse and fostering healthy relationships; and

WHEREAS, by providing young people, parents, educators, and professionals with education about healthy relationships, warning signs of abuse, respectful communication skills, and resources for support, and by challenging social attitudes that tolerate violence, we recognize that teen dating violence is preventable with proactive effort and community engagement; and

WHEREAS, the Domestic Violence Association of Central Kansas calls on all of **Ottawa County** to work together to end teen dating violence by empowering young people to build healthy relationship skills, assisting victims in accessing resources and supportive services, expanding community awareness and prevention strategies, instituting effective intervention policies in schools, and encouraging open dialogue among families and peers; and

NOW, THEREFORE, the **County of Ottawa Board of Commissioners** hereby designates February 2026 as Teen Dating Violence Awareness Month and urges all citizens to recognize, support, and assist all those who serve the rights and needs of victims of teen dating violence, and to promote healthy, respectful relationships throughout our community.

Signature _____

Signature _____

Signature _____

Date _____

buse ~~form~~ ~~ASD~~ — \$320-~~Sheridan~~
form ~~ASD~~ \$571-Concord

Solid Waste Fee Exemption
Ottawa County Board of Commissioners
307 N Concord St, Suite 210
Minneapolis, KS 67467

Property Owner Name Aub-Tek LLC

Address 215 N Sheridan 101 S Concord City Minneapolis Zip 67467

Telephone Number 785-392-6400

Address of Proposed Property Exemption 215 N Sheridan

City Minneapolis Zip 67467

Property # 1-0-4-3-2-0-0-6-2-0 (10 digit PIN in upper right corner of tax statement)

Is this a livable residence? No

Are there utilities hooked up to this property? yes

Further description of property 75% Storage Some repair work on Cars

Reasons and comments This address generates almost no trash and all trash is taken down to our main business where we are charged by the tonnage. Any trash is therefore already paid by our tonnage rate.

Property Owner Signature: David M. Hunt Date 11-26-25

***** OFFICE USE ONLY *****

Approved _____ Denied Date _____

Commission District: 1st 2nd 3rd

Comments _____

OTTAWA COUNTY BOARD OF COMMISSIONERS

Dated this _____ day of _____

Chairman

Member

Member

Attest: _____
Tammi Cox, Ottawa County Clerk

Solid Waste Fee Exemption
Ottawa County Board of Commissioners
307 N Concord St, Suite 210
Minneapolis, KS 67467

Property Owner Name Dwayne Brown

Address 318 W 1st St City Minneapolis Zip 67467

Telephone Number 785 - 392 4572

Address of Proposed Property Exemption 318 W 1st St

City Minneapolis Zip 67467

Property # 141-01-040-18-010-00-00-01 (10 digit PIN in upper right corner of tax statement)

Is this a livable residence? N/A

Are there utilities hooked up to this property? yes

Further description of property only construction trash *trash paid for while dumped*

No House trash

Reasons and comments Find that

Property Owner Signature: Dwayne L Brown Date 1-16-26

***** OFFICE USE ONLY *****

Approved _____ Denied _____ Date _____

Commission District: 1st 2nd 3rd

Comments _____

OTTAWA COUNTY BOARD OF COMMISSIONERS

Dated this _____ day of _____, _____.

_____ Chairman

_____ Member

_____ Member

Attest: _____

Tammi Cox, Ottawa County Clerk

RESOLUTION OF THE BOARD OF OTTAWA COUNTY COMMISSIONERS AUTHORIZING PARTICIPATION IN RURAL OPPORTUNITY ZONE STUDENT LOAN REPAYMENT PROGRAM CALENDAR YEAR 2025

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS
OF OTTAWA COUNTY, KANSAS,

Section 1. Pursuant to K.S.A. 2021 Supp. 74-50,223, the Board of County Commissioners expressed its intent to participate in the Rural Opportunity Zone (ROZ) student loan repayment program.

Section 2. OTTAWA County has been designated a Rural Opportunity Zone pursuant to K.S.A. 2021 Supp. 74-50,222. As of July 1, 2024, the County population was 5,853 as certified by the Kansas Department of Revenue.

Section 3. OTTAWA County Commissioners hereby obligate OTTAWA County to participate in the ROZ student loan repayment program as provided by K.S.A. 2021 Supp. 74-50,223 for a period of five years, which shall be irrevocable.

Section 4. OTTAWA County agrees to pay in equal shares with the State of Kansas the outstanding student loan balance of any resident individual for five years if the resident individual meets the terms of qualification provided by the State of Kansas in K.S.A. 2021 Supp. 74-50,223, and the appropriate rules and regulations. The number of qualified resident individuals receiving such payments will be subject to the availability of funds.

Section 5. OTTAWA County intends to enter into partnerships with Cities, Employers, and Foundations for the direct sponsorship of Rural Opportunity Zone Applicants. Sponsored Applicants must meet all qualifications of the ROZ program. All sponsorships will be subject to ROZ student loan repayment rules and regulations.

Section 6. The maximum student loan balance for each qualified resident individual to be repaid jointly by OTTAWA County and the State of Kansas shall be \$15,000 over a term of five years.

Section 7. OTTAWA County shall allocate \$0 a year for the purpose of matching payments from the State of Kansas to qualified resident individuals. OTTAWA County shall revise its ROZ budget on an annual basis submitting a new Resolution to the State of Kansas by January 30th each year. OTTAWA County shall submit their obligation in full to the Department of Commerce before the first day of October each year.

BE IT FURTHER RESOLVED that this resolution shall be published once in the official county newspaper and shall be in effect from and after its date of publication.

Adopted this 23rd day of February 2026 by the Board of OTTAWA County Commissioners, OTTAWA County, Kansas.

BOARD OF COUNTY COMMISSIONERS OF
OF OTTAWA COUNTY, KANSAS

ATTEST: _____

Tammi Cox, County Clerk



**OTTAWA COUNTY
PERSONNEL POLICIES AND PROCEDURES**

EFFECTIVE DATE:

SECTION NO. 20

SUPERSEDES:

POLICY NO. 03

SUBJECT: Vacancy Posting

RELATED POLICY NO.

SCOPE: All Ottawa County Employees

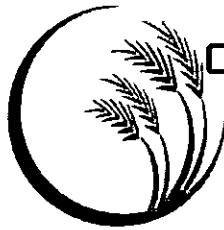
Ottawa County believes employees are our most important asset. Ottawa County is committed to career development to help employees prepare for advancement. Ottawa County favors promoting and transferring our own employees into various positions when possible.

1. When a vacancy for a regular full-time non-exempt position is created, a Vacancy Announcement **appendix (A)** will be submitted to the human resources department. Human resources will post or notify Ottawa County employees of the vacancy. Deputy Sheriff positions will be excluded in these notifications.
2. Deputy Sheriff positions will have a within department courtesy posting. All county employee applications for Deputy Sheriff will be complete via an outside application as their application. That application will be reviewed with all other outside applications. Should there be more than one (1) qualified applicant, a six (6) month eligibility list may be established for future vacancies within that six (6) month time limit. If a vacancy occurs during this eligibility list time, no courtesy posting will need be posted.
3. The Vacancy Announcement shall include:
 - A. The job title.
 - B. The department that the position is in.



- C. The job duties and responsibilities.
 - D. The minimum qualifications.
 - E. The grade and salary range.
 - F. The deadline for applications.
4. An employee who wants to apply for a vacant position must complete an application or submit their resume to human resources.
5. At the discretion of the human resources, department head, or elected official the position may be filled with internal interest prior to posting the position outside to outside interests.

Scott Mortimer, Chairperson
Ottawa County
Board of County Commissioners



Attachment A

Ottawa County Vacancy Announcement Form

Department: _____

Job Title: _____

Job Duties:

- A. _____
- B. _____
- C. _____
- D. _____
- E. _____

Position Description Attached:

- Yes

- No

Minimum Qualifications:

GED	Career & Tech	Cybersecurity
Highschool Diploma	Technical Diploma	Project Manager
Associate's degree	Certificate Program	Doctor of Medicine
Bachelor's Degree	Apprenticeship	LPN
Master's degree	Trade School	RN
PHD	IT	Other:

Wage Grade: _____ **Hourly:** _____ **Salary:** _____ **Mo / Yr**

Deadline for Applications: _____

Submitted by: _____

Received Human Resources: _____

Approved to Post: - Yes - No

Date Posted: _____



**OTTAWA COUNTY
PERSONNEL POLICIES AND PROCEDURES**

EFFECTIVE DATE:

SECTION NO. 20

SUPERSEDES:

POLICY NO. 04

SUBJECT: Applications for Employment

RELATED POLICY NO. 20.03

SCOPE: All Departments Ottawa County

1. Applications for employment will be accepted any time someone chooses to submit one. If the individual identifies a specific position they want to fill, a copy of the application will be forwarded to the respective department head for their review. A copy will be retained in human resources and if an opening comes available the application will be reviewed with those received during the job posting.
2. When a position opens, human resources will review the submitted applications to determine if there are potential candidates who have expressed interest in the open position.
3. Applicants must apply for each position they are interested in.
4. All printed applications for employment shall be kept on file in the human resource office for three years from the date of application was received. At the end of the three-year period, the application will be destroyed.
5. All the information on the application is considered confidential and should be used only for Ottawa County employment purposes. No employee or elected official of Ottawa County shall be authorized to use the information for any other purpose.

Scott Mortimer, Chairperson
Ottawa County
Board of County Commissioners



**OTTAWA COUNTY
PERSONNEL POLICIES AND PROCEDURES**

EFFECTIVE DATE:

SECTION NO. 20

SUPERSEDES:

POLICY NO. 05

SUBJECT: Employee Selection Process

RELATED POLICY NO. 20.03, 20.04. 20.05

SCOPE: All Departments of Ottawa County, excluding the Sheriff's Office

1. When a regular full-time vacancy occurs, the department head or elected official shall notify the human resources department by submitting a Memorandum of Staffing Request **appendix (A)**.
2. For all departments, if a new position or an increase in total personnel is requested, approval must be obtained by the board of county commissioners. The department head or elected official shall furnish the human resources department with the information for the job description.
3. The vacancy will be posted per policy 20.03 and transfers and promotions considered per policy.
4. An advertisement for the position will be shared via local publications, social media, career specific publications, etc.
5. Applications for employment will be available on the official website for Ottawa County, or Human Resources Department. A deadline for applications to be submitted will be established.
6. Human Resources Department will pre-screen all the applicants. The pre-screening process will include:
 - a. An assessment of the submitted application.
 - b. Determine if the minimum qualifications of the position are met by the applicant.
7. When the time limit for posted position has completed. The pre-screened applicants who meet the qualifications of the open position will then be interviewed by an interview board consisting of a representative of the department head or designee, non-department staff, elected official or their appointed representative and human resources representative. Prior to the interview the human resources department will provide the department head or elected official with the following:
 - a. The applications for employment.



- b. The result(s) of any test(s).
 - c. Any other relevant job-related information.
8. During the interview process, the members of the board should refer to any questions regarding compensation or benefits to human resources.
9. Upon Completion of the Interview Board.
- a. After interviews have been completed the interview questions, applications, and evaluator scores will be returned to the packet and sent to Human Resources who will retain them for 3 years.
 - b. The Department Head will then sit down with Human Resources and Payroll Clerk and complete the New Hire Pay Scale Selection Form.
 - c. Department head can then call the candidate and make offer of employment.
 - d. **Appendix B** will be included with this packet.
10. Some positions will require a Post Offer Strength Test per **policy 20.15** for positions that require the test, applicants must complete the test before a job offer is extended. Some positions must also complete a pre-employment drug screen which will also be done pre-offer. Job offers shall be extended by the department head, elected official, or human resources department.
11. The human resources department may make recommendations, but the final hiring decision shall be made by the department head or elected official within the guidelines of **policy 20.05**. The hiring decision in departments with appointed department heads shall be subject to approval by the Board of County Commissioners.
12. Verification of previous employment will be completed before the job offer is extended to the applicant. Human Resources will review:
- a. Any applicable testing that has been provided by the department head or elected official.
 - b. Appropriate record/reference check.
 - c. For designated positions, a deeper background check will be conducted. The check may include any or all of the following. (i.e. Driver License check for driving positions, relevant criminal records check where applicable, and professional licenses).
13. This hiring procedure will be used for part-time, intermittent positions, and for temporary positions that are scheduled to work for more than four (4) months.



14. A memo of vacancy from policy **20.03 (Appendix A)** is required for all positions except for temporary positions that are scheduled for four (4) months or less.
15. At the discretion of the human resources department, department head, or elected official when a position re-opens or a similar position comes available, within three (3) months of initial interviews, the position does not need to be advertised again, or new applications taken. The candidate can be chosen from previous interviews. Refer to policy 20.03 and 20.04 regarding posting for in-house applications and transfers or promotions.

Scott Mortimer, Chairperson
Ottawa County
Board of County Commissioners



Appendix A

Memorandum of Staffing Request

To: _____ **From:** _____

Department: _____ **Date:** _____

Subject: Notice of Vacancy – Request to Begin Recruitment

This memo serves as official notice of a vacancy within the above-named department. The position has been approved and requires the initiation of the applicant recruitment process.

Position Details

Job Title: _____

Position Type: Full-Time Part-Time Temporary Seasonal

FLSA Status: Exempt Non-Exempt

Hours/Shift: _____

Reason for Vacancy

Resignation Retirement Termination Promotion/Transfer
 New Position (Approved) Other: _____

Requested Posting Information

Posting Duration: Until filled Through (Date): _____

Advertising Outlets Requested:

County Website
 Kansas HR Partners
 Local Newspaper
 Other: _____

Additional Notes or Instructions: _____

Please attach the most recent job description. If changes are needed, include an updated version with this memo.

Approved by Department head: _____

Signature



EXAMPLE New External Hire / Internal Transfer Pay Scale Alignment Form

Purpose:

This form is used to determine proper pay scale placement for new hires or internal transfers based on relevant, transferable, and verifiable experience. It ensures alignment with the organization's compensation philosophy and budget oversight.

Section 1: Position & Candidate Information:

Position Title:	<u>Admin Assistant</u>	Candidate Name:	<u>Sam Houston</u>	
Department:	<u>Finance</u>	Candidate Type:	<input type="checkbox"/>	New External Hire
Hiring Manager:	<u>Neil Armstong</u>		<input type="checkbox"/>	Internal Transfer
Job Grade:	<u>14</u>	Grade Minimum:	<u>\$19.15</u>	

Section 2: External Relevant, Transferable, & Verifiable (RTV) Candidate Experience Evaluation:

External work experience based on the job: required experience/skills/certifications, scope, autonomy, personal/purpose of contacts, etc.

<i>Company Name & Position (as represented on resume/application OR discovered during interview process)</i>	<i>Criteria Type Direct Experience (Same Role/Function) Related Exp. (Comparable Field) Supervisory or Specialized Responsibilities Technical / Certification Requirements Other Relevant Experience</i>	<i>Relevant (Y/N)</i>	<i>Transferable (Y/N)</i>	<i>Verifiable (# Years Verified and by Whom. (Initials)</i>
Town of Mead, KS - Admin Clerk/Dep. Clerk	Related	Y	Y	3.0 PH
We Set It, LLC - Exec. Admin Asst/ Bookkeeper	Direct	Y	Y	4.0 PH
Wardunn Homes - Trans Coord/AP Clerk	Direct	Y	Y	0.2 PH
BLISSFUL Construction - Office Manager	Related	Y	Y	0.4 PH
LMNOP Containter - Office Manager	Related	Y	Y	0.8 PH
L&M Energy - Store Support Analyst	N/A	N/A	N/A	
TOTAL RTV:	8 yrs, 4 mo		Applied RTV Variable//Step:	4.0

Section 3: Additional Summary/Justification for Recommended Grade/Step and Pay Rate:

Attach relevant resumes, reference checks, or experience documentation. Summary to support recommended pay placement:

Section 4: Final Wage Recommendation – Final Offer should not be extended to candidate until all approvals are received.

Recommended Grade, Step and Starting Wage: Grade: 14 | Step: 4 | Starting Wage: \$21.55 Hrly | Salary



OTTAWA COUNTY

EST. 1866

Section 5: Approvals

Department Head

Name & Signature: _____

Date: _____

Human Resources

Name & Signature: _____

Date: _____

Experience verified and aligned with internal policy

Pay level consistent with compensation structure

Payroll Clerk

Name & Signature: _____

Date: _____

Funding source and salary budget confirmed

Pay level approved for offer extension



OTTAWA COUNTY

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New External Hire / Internal Transfer Pay Scale Alignment Form

Purpose:

This form is used to determine proper pay scale placement for new hires or internal transfers based on relevant, transferable, and verifiable experience. It ensures alignment with the organization's compensation philosophy and budget oversight.

Section 1: Position & Candidate Information:

Position Title:	_____	Candidate Name:	_____	
Department:	_____	Candidate Type:	<input type="checkbox"/>	New External Hire
Hiring Manager:	_____		<input type="checkbox"/>	Internal Transfer
Job Grade:	_____	Grade Minimum:	\$ _____	

Section 2: External Relevant, Transferable, & Verifiable (RTV) Candidate Experience Evaluation:

External work experience based on the job: required experience/skills/certifications, scope, autonomy, personal/purpose of contacts, etc.

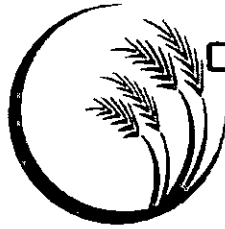
<i>Company Name & Position (as represented on resume/application OR discovered during interview process)</i>	<i>Criteria Type Direct Experience (Same Role/Function) Related Exp. (Comparable Field) Supervisory or Specialized Responsibilities Technical / Certification Requirements Other Relevant Experience</i>	<i>Relevant (Y/N)</i>	<i>Transferable (Y/N)</i>	<i>Verifiable (# Years Verified and by Whom (Initials)</i>
TOTAL RTV: _____		Applied RTV Variable / Step: _____		

Section 3: Additional Summary/Justification for Recommended Grade/Step and Pay Rate:

Attach relevant resumes, reference checks, or experience documentation. Summary to support recommended pay placement:

Section 4: Final Wage Recommendation – Final Offer should not be extended to candidate until all approvals are received.

Recommended Grade, Step and Starting Wage: Grade: _____ | Step: _____ | Starting Wage: \$ _____ Hrly | Salary



OTTAWA COUNTY

EST. 1866

Section 5: Approvals

Department Head:

Name & Signature: _____ **Date:** _____

Human Resources:

Name & Signature: _____ **Date:** _____

- Experience verified and aligned with internal policy Pay level consistent with compensation structure

Payroll Clerk:

Name & Signature: _____ **Date:** _____

- Funding source and salary budget confirmed Pay level approved for offer extension



Internal Promotion Pay Scale Alignment Form

Purpose:

This form is used to evaluate and document appropriate pay scale placement for internal promotions. It ensures alignment with compensation policies based on the employee's expanded duties, increased scope, and relevant, verifiable experience.

Section 1: Employee & Position Information:

Employee Name:	<u>Sam Houston</u>	Current Position:	<u>Admin Assistant</u>
Current Grade Step:	<u>14</u> <u>7</u>	Current Pay:	<u>\$22.65</u>
Proposed Position Date:	<u>09/05/25</u>	Proposed Position:	<u>Office Manager</u>
Grade & Step Alignment:	<u>30</u> <u>4</u>	Promotion Policy Calculation:	<u>\$24.92</u>

Section 2: Basis for Promotion:

Summary for the promotion: job changes, leadership roles, additional responsibilities, and demonstrated readiness for advancement:

Section 3: Experience & Performance Summary:

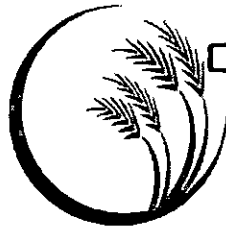
Discussion Criteria	Examples or Evidence
1. Experience in Current Role	RTV was considered when hired, step increases account for increase.
2. Readiness for Higher-Level Responsibilities	Y?/N? - Provide examples/evidence to support decision.
3. Leadership or Team Contributions	Anything beyond what is expected, essential duty of current role.
4. Relevant Certifications or Training	Part of PFA process, does it prepare you for current role or future roles?
5. Exceptional Performance or Initiative	Typically stand outs in current role, ready for promo and exhibiting additional traits for next level?
6. Prior External RTV Not Previously Applied	8 years management at ABC Company not previously considered for Admin Assistant role as management wasn't relevant to first role.
TOTAL Prior RTV Not Considered:	6
Additional, New-RTV:	3

Section 3: Additional Summary/Justification for Proposed Pay:

Summary comments to support recommended pay that differs from the calculated promotion policy calculation:

Section 4: Final Wage Recommendation – Promotion is not final until all approvals are received.

Recommended Grade, Step & Promotion Wage: Grade: 30 | Step: 7 | Starting Wage: \$26.15 Hrly | Salary



OTTAWA COUNTY

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Section 5: Approvals

Department Head (if applicable):

Name & Signature: _____

Date: _____

Human Resources:

Name & Signature: _____

Date: _____

Verified eligibility and internal equity

Pay level approved for promotion

Payroll Clerk:

Name & Signature: _____

Date: _____

Funding source and salary budget confirmed

Pay level approved for promotion

Internal Promotion Pay Scale Alignment Form



Purpose:

This form is used to evaluate and document appropriate pay scale placement for internal promotions. It ensures alignment with compensation policies based on the employee's expanded duties, increased scope, and relevant, verifiable experience.

Section 1: Employee & Position Information:

Employee Name:	_____	Current Position:	_____
Current Grade Step:	_____ _____	Current Pay:	\$ _____
Proposed Position Date:	_____	Proposed Position:	_____
Grade & Step Alignment:	_____ _____	Promotion Policy Calculation:	\$ _____

Section 2: Basis for Promotion:

Summary for the promotion: job changes, leadership roles, additional responsibilities, and demonstrated readiness for advancement:

Section 3: Experience & Performance Summary:

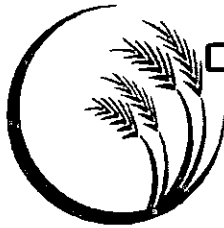
<i>Discussion Criteria</i>	<i>Examples or Evidence</i>
1. Experience in Current Role	
2. Readiness for Higher-Level Responsibilities	
3. Leadership or Team Contributions	
4. Relevant Certifications or Training	
5. Exceptional Performance or Initiative	
6. Prior External RTV Not Previously Applied	
TOTAL Prior RTV Not Considered:	0
	Additional, New-RTV: 0

Section 3: Additional Summary/Justification for Proposed Pay:

Summary comments to support recommended pay that differs from the calculated promotion policy calculation:

Section 4: Final Wage Recommendation – Promotion is not final until all approvals are received.

Recommended Grade, Step & Promotion Wage: Grade: _____ | Step: _____ | Starting Wage: \$ _____ Hrly | Salary



OTTAWA COUNTY

EST. 1866

Section 5: Approvals

Department Head: _____

Name & Signature: _____

Date: _____

Human Resources: _____

Name & Signature: _____

Date: _____

Verified eligibility and internal equity

Pay level approved for promotion

Payroll Clerk: _____

Name & Signature: _____

Date: _____

Funding source and salary budget confirmed

Pay level approved for promotion



Appendix B:

Ottawa County Interview Check list

To keep everyone involved and verify that all duties are met during the hiring process, we are implementing the following procedures to ensure compliance is consistent across all departments.

- 1 Applications received via mail, in-person, or Indeed are processed through Human Resources, who must retain all applications for 1 year. Once received, copies will be forwarded to the respective department head.
- 2 After review, those applicants who are determined to be the best qualified for the position are selected by the department head to be interviewed.
- 3 Please send the names of those to be interviewed, the times of interviews, and a copy of the questions, to human resources.
- 4 Upon completion of the interviews, the presented questions, answer sheets, and applications should be put in a **Confidential** packet and sent to Human Resources. (Retention is 3 years)
- 5 After the interview process is completed, and prior to the job offer being made, the department head, human resources, and payroll clerk will review the wage study pay scale alignment forms to determine the wage to be offered. The selected candidate/s are notified via phone, mail, or email and given the county's wage offer. Their starting dates are to be coordinated with human resources. **(Pay Scale Alignment forms are located in Policy 20.05 & Policy 20.06)**
- 6 Those applicants who interviewed but were not selected for the position will be notified by the department head or human resources the contacting party should be designated during the hiring process. These notifications can be made via mail, email, or by phone.

Date received in human resources





**OTTAWA COUNTY
PERSONNEL POLICIES AND PROCEDURES**

EFFECTIVE DATE: SECTION NO. 30
SUPERSEDES: POLICY NO. 02
SUBJECT: Pay Deductions and Pay Corrections RELATED POLICY NO.
SCOPE: All Employees of Ottawa County

Purpose

This policy outlines Ottawa County’s procedures and responsibilities related to payroll deductions and administrative pay corrections. The county is committed to ensuring all employees are compensated accurately and in compliance with applicable laws.

Pay Deductions

Ottawa County is legally required to make certain deductions from employee paychecks. These mandatory deductions include, but are not limited to:

- Federal income tax
- State income tax.
- Local income tax (if applicable)
- Social Security (FICA) contributions
- Medicare contributions
- Court-ordered garnishments
- Any other deductions required by law.

In addition, employees may voluntarily authorize deductions, such as those for employee benefits, retirement plans, or other county-sponsored programs, in accordance with applicable policies and procedures.



Employees are encouraged to review their pay stubs regularly. If an employee has any questions or concerns regarding a deduction, they should contact the Payroll Clerk for clarification.

Administrative Pay Corrections

Ottawa County strives to ensure all employees are paid accurately and in a timely manner. If an employee identifies an error in their paycheck—such as an overpayment, underpayment, or incorrect deduction—it is their responsibility to notify the Payroll Clerk as soon as possible.

Upon notification, the Payroll Clerk will investigate the issue promptly and coordinate with the appropriate departments to resolve the error. Any necessary corrections will be made as quickly as possible, typically in the next payroll cycle or as otherwise appropriate.

In cases of underpayment, Ottawa County will make efforts to correct the error promptly through an off-cycle payment if necessary.

In cases of overpayment, the county will recover the overpaid amount through deductions from future paychecks or other methods consistent with applicable laws and regulations.

Policy Acknowledgment

Employees will be provided a copy of this policy upon hire and are expected to acknowledge their understanding of its contents. Questions regarding this policy may be directed to the Human Resources Department or the Payroll Clerk.

Scott Mortimer, Chairperson
Ottawa County
Board of County Commissioners



**OTTAWA COUNTY
PERSONNEL POLICIES AND PROCEDURES**

EFFECTIVE DATE:

SECTION NO. 30

SUPERSEDES:

POLICY NO. 04

**SUBJECT: Time Sheets, Work Schedules
Break & Meal Periods**

RELATED POLICY NO.

SCOPE: All Employees of Ottawa County

1. Timesheets

All non-exempt employees are required to accurately record their time worked each day. Ottawa County currently utilizes computer software to record employees' work times. Upon hire, the payroll department will assign each employee a unique code to enable their use of the computer software. Employees will utilize the software to record the following:

- Time of arrival and departure.
- Beginning and end of meal periods.
- Requests for leave.
- Any authorized overtime worked.

Time must be recorded using the designated timekeeping system in place. Employees are prohibited from:

- Altering or falsifying time records
- Recording time on behalf of another employee.
- Working "off the clock" or failing to record hours worked.

Violations of this policy will result in disciplinary action, up to and including termination.

Employees with questions about their timesheet or paycheck should contact the Payroll Clerk immediately.



2. Work Schedules

The standard work schedule for full-time office employees is:

- Monday through Friday
- 8:00 AM to 5:00 PM (or as assigned by the department)
- 40 hours per week, excluding lunch breaks.
- Ottawa County Sheriff's office as well as Road & Bridge will work schedules adopted by their department as required.

Employees will receive their assigned work schedules from their supervisor. Ottawa County reserves the right to:

- Modify work schedules or hours.
- Change work locations.
- Adjust employee duties as needed.

Remote work is not permitted unless authorized in advance by Ottawa County.

Any questions or concerns regarding work schedules should be directed to the employee's supervisor.

3. Meal Periods

- Full-time employees are provided with a one (1) hour unpaid meal period each workday. Sheriffs' Officers, Road and Bridge Staff, and any other designated position will observe the lunch periods set forth by their department heads.
- Meal periods are scheduled at the time of hire and should be taken through the work shift.
- Changes to the meal period must be approved in advance by the employee's supervisor.

Important Guidelines:

- Employees may not skip their meal period to leave work early.
- Meal periods must be taken away from the employee's work area when possible.



- Abuse of meal period policies (e.g., taking extended or unscheduled breaks) may result in disciplinary action.

4. Breaks

Ottawa County encourages supervisors to provide two (2) paid 15-minute breaks per 8-hour shift, typically one in the morning and one in the afternoon.

- Breaks should be scheduled to maintain departmental efficiency.
- Breaks cannot be combined, extended, or used to leave work early or arrive late.
- Employees must remain on county premises during rest breaks unless authorized by their supervisor.

Scott Mortimer, Chairperson
Ottawa County
Board of County Commissioners



**OTTAWA COUNTY
PERSONNEL POLICIES AND PROCEDURES**

EFFECTIVE DATE:

SECTION NO. 30

SUPERSEDES: 30.02

POLICY NO. 06

SUBJECT: VACATION LEAVE

RELATED POLICY NO. 30.06(a)

SCOPE: All Full-Time employees of Ottawa County

Employee Vacation Leave Policy

Ottawa County recognizes the importance of providing time off for rest, illness, and personal or family obligations. The following benefits apply to regular full-time employees of Ottawa County. Leave availability and usage may be subject to the approval of the employee’s Supervisor or Department Head. This policy is subject to change by action of the Ottawa County Board of Commissioners.

Vacation Leave

1. Vacation Leave is intended to promote employee well-being through time away from work. All regular full-time employees are eligible to accrue paid vacation leave based on their length of service as set forth on the following scale.

Years of Employment	Hours Accrued Per year	Days Accrued Per Year	Hours Accrued Per Pay Period
Less than 1 year	40 Hours	5 days per year	3.3 hours
1-5 Years	64 Hours	8 days per year	5.3 hours
5 – 10 Years	96 Hours	12 days per year	8.0 hours
10+ Years	120 hours	15 days per year	10 hours

Years of continuous service shall be based on the employee’s Anniversary Date.

2. Hourly employees can accrue a maximum of 240 hours of vacation leave. If at the end of the year an employee has reached the maximum or exceeded the maximum hours, they will lose the accrued time over 240 hours of vacation leave.



3. The employee's anniversary date is always the employee's date of hire. Vacation leave accumulates at the beginning of the pay period in which the anniversary date falls.
4. An employee is not entitled to take vacation until after they have received their first paycheck. After receiving their first paycheck, an employee may use the accumulated vacation leave, with the prior approval of department head.
5. All vacation leave must be arranged with and approved by the department head prior to the employee taking the leave. Consideration will be given to the needs of the department.
6. When an employee is on vacation leave and becomes ill during the leave, they may request the period of illness be changed to sick leave. Approval of the request shall be left to the discretion of the department head who may require the employee to provide proof of the illness to change the leave time from vacation to sick leave.
7. Vacation benefits shall be considered only time off with pay. Payment for time accrued in lieu of vacation leave will not be allowed.
8. Paid holidays during vacation leave are not considered as a day of vacation.
9. Vacation leave used shall be recorded on the payroll system and reported for each pay period.

Current balance of vacation leave will be available via the computer software utilized by Ottawa County for each employee as well as a record of earned and used vacation. Human resources can provide a vacation and sick leave report to the department head upon request. This report should not be posted on department bulletin boards, nor should it be provided to the individual employee. This report contains individually identifiable information pertaining to employees and is not considered an open record. It is intended for management purposes only to verify information with individual employees.

10. To determine vacation leave earned, service means time worked on the job and time off on sick leave, vacation leave, military leave, and Worker's Compensation leave. When an employee is on a leave of absence more than half the workdays in a month, no vacation leave shall be accrued for that month.
11. Upon termination of employment, an employees' unused, accrued vacation leave will be paid out once all county property has been returned to human resources or department head.
12. When an employee who has accrued vacation leave is elected to an elected position within the county government, vacation leave shall be paid the same as for a terminating employee as outlined in #11



above. The payment of the vacation leave shall be made during the pay period in which the employee is transferred to elected status.

13. Upon the death of an employee, a lump sum payment for vacation time accrued will be made to the employee's beneficiaries or estate.
14. Vacation leave must be used in fifteen (15) minute blocks which will be recorded as .25, .50 and .75.
15. Part-time employees are not eligible for vacation leave other than those part-time employees that were previously grandfathered into this policy.
16. An employee only has a right to be paid for vacation leave when their total hours for the work week are short due to having been absent during a regularly scheduled day of work.
17. Ottawa County allows employees to share/transfer sick or vacation leave to those who may be in need of additional hours due to prolonged illness. An employee who would like to donate hours to an employee shall be able to donate as long as they maintain 40 hours of remaining leave for themselves.
18. Any Compensatory Time accrued by an employee will be utilized before vacation and or sick leave is used.

Scott Mortimer, Chairperson
Ottawa County
Board of County Commissioners



Appendix A

TRANSFER OF SICK/VACATION LEAVE APPLICATION FORM

Pursuant to County policy 30.06 & 30.06(a), any full-time employee of the county may authorize the transfer of accrued, earned sick or vacation leave to another county employee who is eligible to receive sick leave benefits. Please return this form to the human resources department via email humanresources@ottawacounty.org or in person.

EMPLOYEE TRANSFERRING SICK or VACATION LEAVE

NAME: _____

EMPLOYEE CLOCK IN NUMBER: _____

NUMBER OF HOURS TRANSFERRING: _____

LEAVE BEING TRANSFERRED SICK VACATION

EMPLOYEE RECEIVING SICK or VACATION LEAVE

NAME: _____

EMPLOYEE CLOCK IN NUMBER: _____

I have read and understand Ottawa County Policy 30.06 regarding my request to transfer my sick leave.

Signature of Employee Transferring Sick or Vacation Leave

Date

FOR HUMAN RESOURCES AND PAYROLL ONLY

Approved: _____ Initials: _____

Payroll Information:



**OTTAWA COUNTY
PERSONNEL POLICIES AND PROCEDURES**

EFFECTIVE DATE:

SECTION NO. 30

SUPERSEDES: 30.02a

POLICY NO. 06(a)

SUBJECT: Sick Leave

RELATED POLICY NO. 30.06

SCOPE: All Full-Time hourly employees of Ottawa County Kansas

1. All regular full-time employees are eligible to earn sick leave based on their length of service as set forth in the following scale:

Years of Employment	Accrual Rate
0 – 5 Years	For every 297 hours of continued employment, an employee will accrue 8 hours of sick leave.
Over 6 Years	For every 173 hours of continued employment, an employee will accrue 8 hours of sick leave.

2. Hourly employees can accrue a maximum of 480 hours of sick leave. If at the end of the year an employee has reached the maximum or exceeded the maximum hours, they will be paid for any hours exceeding 480 with their December paycheck.
3. The anniversary date is always the employee's date of hire. Sick leave accumulates at the beginning of the pay period in which the anniversary date falls.
4. Sick leave with pay shall be granted for the following reasons:
 - A. Personal illness or incapacity.
 - B. Family illness or incapacity, with family being defined as immediate family members of the employee or the employee's spouse including spouse, child, parent, brother, sister, grandparent, grandchild, stepfamily member, in-law or legally adopted persons in this group or any person residing within the employee's household. The use of sick leave for immediate family living outside the household shall be limited to eighty (80) hours per year.
 - C. Enforced quarantine of the employee in accordance with community health regulations.
 - D. To keep a doctor's or dentist's appointment if an appointment cannot be scheduled other than working time.
 - E. To supplement funeral/bereavement leave.



5. A department head may require a written statement from a licensed medical professional under the following conditions:
 - A. When the employee is on sick leave more than two (3) consecutive scheduled workdays for reasons of personal or family illness or incapacity. The written statement shall certify that the employee's condition prevented the employee from performing duties of their position or the family member's condition required the employee to be at home or with the family/household member. If the employee fails to provide the written statement, sick leave shall not be granted, including the first day.
 - B. There is a concern that an employee is abusing sick leave.
 - C. Sick leave is substituted for vacation leave.
 - D. There is a possibility an employee engaged in emergency medical service or other health-related areas, regardless of length of absence from the job, has contracted or been exposed to a contagious disease.
 - E. Employees have utilized greater than 40 hours of non-documented sick leave in a calendar year. Whereby an employee has not provided a doctor's release or note verifying illness for those hours.
6. Employees who improperly or fraudulently claim sick leave shall be subject to immediate disciplinary action, up to and including termination from employment. An employee who has given notice of resignation shall not be allowed to use sick leave without healthcare provider's certification.
7. Employees may transfer sick leave to another employee. To do this, employees need to first verify with human resources the amount of sick leave they have. If the employee that wants to transfer sick leave to the other employee the donating employee must be able to retain a minimum of 40 hours accumulated sick leave, after their donation. The employee donation is an hour for hour donation. The transfer can be done by completing a sick leave transfer form **Appendix (A)**.
8. Upon termination of employment, an employee's unused, accrued sick leave will be paid out once an exit interview has been completed and all county property has been returned to The Human Resources Division or Department Head.
9. To determine sick leave earned, service means time worked on the job and time off on sick leave, vacation leave, military leave and Worker's Compensation leave. When an employee is on a leave of absence more than half (1/2) the workdays in a month, no sick leave shall be accrued for that month.
10. No employee shall be entitled to sick leave while absent because of a disability arising



from a sickness or injury purposely self-inflicted or caused by their willful misconduct or participation in an illegal activity.

11. When an employee who has accrued, sick leave is elected to an office within the county government, sick leave shall be paid the same as for a terminating employee as in #8 above. The payment of the sick leave shall be made during the pay period in which the employee is transferred to elected status.
12. Sick leave must be used in fifteen (15) minute blocks, which will be recorded as .25, .50, and .75.
13. Sick leave used shall be recorded in the payroll system each pay period. Human resources shall maintain a current balance of sick leave for each employee, as well as a record of earned and used sick leave and will send a vacation and sick leave report to the department head if requested. This report shall not be posted on department bulletin boards nor be provided to each employee. This report contains individually identifiable information pertaining to employees and is not considered an open record. It is intended for management purposes only and to verify information with individual employees. The records kept by the Human Resource Division will be the official records.
14. An employee only has a right to be paid for sick leave when their total hours for the work week are short due to having been absent during a regularly scheduled day of work. Compensatory time the employee has accrued must be utilized before sick leave can be used.
15. Part-time employees are not able to accrue sick leave other than the part-time employees that were previously grandfathered into this policy.
16. Upon the death of an employee, a lump sum payment for sick leave accrued will be made to the employee's beneficiaries or estate.

Scott Mortimer, Chairperson
Ottawa County
Board of County Commissioners



Appendix A

TRANSFER OF SICK/VACATION LEAVE APPLICATION FORM

Pursuant to County policy 30.06(a), Sick Leave, any full-time employee of the county may authorize the transfer of accrued, earned sick leave to another county employee who is eligible to receive sick leave benefits. Please return this form to the human resources department via email humanresources@ottawacounty.org or in person.

EMPLOYEE TRANSFERRING SICK LEAVE

NAME: _____

EMPLOYEE CLOCK IN NUMBER: _____

NUMBER OF HOURS TRANSFERRING: _____

EMPLOYEE RECEIVING SICK LEAVE

NAME: _____

EMPLOYEE CLOCK IN NUMBER: _____

I have read and understand Ottawa County Policy 30.06 regarding my request to transfer my sick leave.

Signature of Employee Transferring Sick Leave

Date

FOR HUMAN RESOURCES AND PAYROLL ONLY

Approved: _____ Initials: _____

Payroll Information:



**OTTAWA COUNTY
PERSONNEL POLICIES AND PROCEDURES**

EFFECTIVE DATE:

SECTION NO. 30

SUPERSEDES:

POLICY NO. 07

SUBJECT: Employee Benefits

RELATED POLICY NO.

SCOPE: All Full-Time Ottawa County Employees

Employee Benefits Policy

Ottawa County is committed to offering a comprehensive and competitive benefits package to eligible employees. These benefits are designed to promote the health, well-being, financial security, and work-life balance of our employees. This policy outlines the core benefits provided through employment with Ottawa County.

Please note that eligibility for certain benefits depends on employment classification, and some benefits are subject to federal, state, and plan-specific requirements. If there is any conflict between this summary and the terms of a formal plan document or summary plan description, the formal plan document will govern.

1. Legally Required Benefits

Ottawa County provides the following benefits as required by law to eligible employees:

- Social Security
- Workers' Compensation Insurance
- Unemployment Insurance

2. Kansas Public Employees Retirement System (KPERS) & Kansas Police & Fire (KP&F)

Ottawa County participates in the Kansas Public Employees Retirement System (KPERS) & (KP&F) as mandated under Chapter 74, Article 4901 of the Kansas Statutes Annotated. KPERS membership is mandatory for employees working in a KPERS-covered position who are scheduled to work 1,000 hours or more per year.

- Both the employee and Ottawa County contribute to the KPERS & KP&F retirement fund.
- KPERS & KP&F provides retirement, disability, and life insurance benefits.



- Elected officials may elect to participate in KPERS.

From the first day of employment in a KPERS-covered position, the required KPERS contribution will be deducted from the employees' gross salary at the percentage rate established by KPERS.

Optional Additional Life Insurance through KPERS:

Eligible employees may apply for up to \$250,000 in additional life insurance coverage at their own expense within 30 days of employment. Employees may apply later to increase this amount (up to \$400,000) with proof of good health.

For more information on KPERS eligibility and benefits, please contact KPERS directly at 1-888-275-5737 or via email at kpers@kpers.org.

3. Health and Dental Insurance

Eligible employees may enroll in the County's health and dental insurance plans following 30 days of employment.

- Dental Insurance: Ottawa County pays 100% of the premium for employee-only dental coverage.
- Health & Prescription Coverage: Ottawa County pays up to 100% of the premium for employee-only coverage, depending on the selected plan.
- Employees may elect spouse and/or dependent coverage at their own expense as outlined in the Summary of Employee Benefits.

4. Life Insurance

Ottawa County provides term life and accidental death insurance coverage for full-time employees immediately upon hire.

- The County pays 100% of the premium for a \$10,000 policy.
- Employees may elect additional coverage for spouses and dependents at their own expense.

5. Teladoc Health

Ottawa County offers 24/7 access to board-certified physicians through Teladoc Health. Services are available via phone, video, or mobile app.



6. Supplemental Insurance

Ottawa County offers voluntary supplemental insurance products through the following providers:

- AFLAC
- Vision Care Direct
- KPERS 457

Employees are eligible to enroll in these plans within the first 30 days of employment or during annual Open Enrollment. Premiums are paid by the employee and deducted from payroll.

7. Employee Assistance Program (EAP)

Ottawa County provides an Employee Assistance Program (EAP) through New Directions to support employees facing personal, non-work-related challenges.

- All employees may access the EAP services on a voluntary and confidential basis.
- The EAP includes up to three (3) free counseling sessions per year.
- Issues addressed may include:
 - Substance abuse
 - Anxiety and depression
 - Marital or family challenges
 - Grief or loss
 - Financial stress
 - Eating disorders

If further support is recommended, referrals will be made to appropriate professionals, with costs covered by the employee.

Limitations:

- The EAP cannot be used for employment-related disputes involving Ottawa County or its personnel.
- Such issues should be directed to the department head or human resources.

Confidentiality:

- EAP records are maintained by the provider and are not shared with Ottawa County without written consent.



- Only non-identifying usage statistics are reported to the County for evaluation purposes.

Post-Employment Access:

- Former employees who were participating in the EAP at the time of separation may continue to use EAP services for up to three (3) months, or until the three free sessions have been used—whichever occurs first.

Contact Information

- Payroll Clerk – For KPERS, Health, Dental, Life
- HR Coordinator – For AFLAC, Vision Care Direct, and EAP benefits

Scott Mortimer, Chairperson
Ottawa County
Board of County Commissioners



**OTTAWA COUNTY
PERSONNEL POLICIES AND PROCEDURES**

EFFECTIVE DATE:

SECTION NO. 30

SUPERSEDES:

POLICY NO. 10

SUBJECT: Unpaid Leave of Absence (LOA)

RELATED POLICY NO.

SCOPE: All Ottawa County Employees

Occasions may arise when an employee requires an extended period off for urgent personal reasons and does not have sufficient accrued paid leave available. In such cases, the employee may request unpaid leave of absence (LOA).

Request Procedure

Employees must first submit the LOA request "Appendix (A)" to their immediate supervisor. If the requested leave is extensive, the request must be elevated to the Ottawa County Commissioners for consideration. The board, in its sole discretion, may approve of an unpaid LOA based on exigent circumstances.

All requests will be evaluated on a case-by-case basis. Consideration will be given to the employee's work record, length of service, and the specific nature of the request.

Whenever reasonably possible, written requests for unpaid LOA must be submitted to the employee's immediate supervisor at least (2) weeks prior to the desired start of leave. Upon review, the request will be forwarded to the County Commissioners for final approval.

Insurance Coverage

Employees on an approved unpaid LOA may continue their health insurance coverage, provided they make timely arrangements to pay the full cost of the employee and any dependent premiums. If a premium payment is not received within thirty (30) days of its due date, coverage may be canceled.



Reinstatement

Upon return from an unpaid LOA, the county will make reasonable efforts to reinstate the employee to the same position held prior to the leave. If that position is unavailable, the employee may be placed in a comparable position for which they are qualified, if one exists.

Failure to Return

If an employee fails to return to work at the expiration of the approved LOA, it will be considered voluntary resignation and job abandonment. The county may proceed with termination of employment in such cases.

Scott Mortimer, Chairperson
Ottawa County
Board of County Commissioners



Appendix (A)

Leave of Absence Request Form

Employee Information

- **Employee Name:** _____
- **Job Title:** _____
- **Department:** _____
- **Supervisor:** _____
- **Phone Number:** _____
- **Email:** _____

Leave Request Details

- **Leave Category:**
 - FMLA (Family and Medical Leave Act)
 - Non-FMLA Leave (Personal, Medical, or other non-FMLA qualifying reasons)
- **Type of Leave Requested:**
 - Personal Leave (Insufficient accrued leave available)
 - Medical Leave
 - Family Care Leave
 - Other (Please specify): _____
 - Personal Leave (Insufficient accrued leave available)
 - Other (Please specify): _____
- **Reason for Leave:** _____

- **Dates of Leave Requested:**
 - From:** _____
 - To:** _____

Total Days Requested: _____

- **Have you used any related leave in the past 12 months?**
 - Yes
 - No

If yes, please describe: _____



Employee Acknowledgment

I understand that approval of a Leave of Absence is not guaranteed and is subject to the policies of Ottawa County, Kansas. I acknowledge that taking leave without approval may result in disciplinary action. I also understand that it is my responsibility to maintain communication with my supervisor during my absence.

Employee Signature: _____

Date: _____

Supervisor Review

• **Supervisor Comments:** _____

• **Recommendation:**

Approved

Denied

Supervisor Signature: _____

Date: _____

HR / Administration Review

• **HR Comments:** _____

• **Recommendation:**

Approved

Denied

HR Representative Signature: _____

Date: _____

Return completed form to the Human Resources Department.



**OTTAWA COUNTY
PERSONNEL POLICIES AND PROCEDURES**

EFFECTIVE DATE:

SECTION NO.30

SUPERSEDES:

POLICY NO.11

SUBJECT: Family Medical Leave Act

RELATED POLICY NO.

SCOPE: All Ottawa County Employees

On occasion it may be necessary for an employee to be absent from work for an extended period due to personal, health or family problems. When a qualifying event has been identified and communicated to human resources and the payroll clerk, a letter will be sent to the employee acknowledging the employee's eligibility for leave.

1. In order for the leave request to be processed, the department head or elected official and the human resource division must know the reason for the request. Any confidential discussions the employee has with the supervisor, department head or elected official or human resources will not be disclosed.
2. A request for a leave of absence cannot exceed thirty-one calendar days. If leave more than 31 days is needed, the employee must submit requests at 31-day intervals.
3. To extend a leave of absence, the employee must follow the procedure outlined in #1 above. This must be done before the first leave of absence expires.
4. Before an unpaid leave of absence will be approved, the employee must use all appropriate paid leave.
5. An employee on unpaid leave of absence will not earn vacation or sick leave benefits.
6. An unpaid leave of absence of more than 15 working days does not count as creditable service for longevity and the employee's anniversary date will be adjusted accordingly. Employees on unpaid military leave will not have his/her anniversary date adjusted.
7. Before the employee is released to full-duty work, he/she shall submit a Doctor's statement verifying the employee is released and the date of the release.
8. Failure to return to work on the date noted for the leave of absence may result in termination.
The county shall provide leave of absence for employees as required by the Family and Medical Leave Act. (FMLA)

PURPOSE - FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees under certain conditions.



ELIGIBLE EMPLOYEES - An employee is eligible to take Family & Medical Leave and to be restored to the same position or to an equivalent position upon returning from Family & Medical Leave if the employee satisfies the following conditions:

- The employee has worked for Ottawa County for at least 12 months, measured as of the date the requested Family & Medical Leave is to begin and, have worked at least 1,250 hours for Ottawa County over the twelve (12) months preceding the date the leave would commence. Such an employee is referred to in this Policy as an "Eligible employee."

For purposes of determining whether the employee has worked for Ottawa County for at least 12 months, employment periods prior to a break in service of at least 7 years are not counted, unless an exception in the Family & Medical Leave Act regulations requires some or all of that prior employment to be counted. In accordance with Uniform Services Employment and Reemployment Rights Act (USERRA) an individual is not penalized for time off for military service and the individual is deemed to have worked the number of hours he/she would have worked, but for the military service.

ENTITLEMENT FOR 12-WEEK FAMILY & MEDICAL LEAVE - An Eligible employee may take up to 12 weeks of unpaid Family & Medical Leave within any 12-month period (as that period is described below) and is entitled to be restored to the same position or to an equivalent position upon returning from Family & Medical Leave for any of the following reasons:

- **Birth.** For the birth of the Eligible employee's child and in order to care for the newborn child.
- **Adoption or Foster Care Placement.** For the placement of a child with the eligible employee for adoption or foster care; entitlement to Family & Medical Leave because of birth, adoption, or foster care placement expires 12 months after the date of birth or placement.
- **Serious Health Condition of Family Member.** To care for the eligible employee's spouse, child, or parent with a serious health condition.
- **Employee's Own Serious Health Condition.** Because of the eligible employees own serious health condition which makes the eligible employee unable to perform the essential functions of the job.

Qualifying Emergencies - An eligible employee may take up to 12 weeks because of "any qualifying exigency" arising out of the fact that an Eligible employee's spouse, child or parent is a military member on covered active duty. (or has been notified of an impending call or order to covered active duty) Qualifying emergencies include attending military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions and attending post-deployment reintegration briefings or parental care for a parent who is incapable of self-care when



the care is necessitated by the member's covered active duty. Employees who request qualifying need leave to spend time with a military member on rest and recuperation leave may take up to 15 calendar days.

Spouses who are employed by Ottawa County – Spouses that both request Family & Medical Leave because of birth, adoption or foster care placement or to care for a parent due to his/her serious health condition may only take a combined total of 12 weeks of family & medical leave during any 12-month period.

Rolling 12-Month Period for 12-Week Family & Medical Leave - Ottawa County will measure the 12-month period during which the 12 weeks of Family & Medical Leave may be taken as a rolling 12-month period measured forward from the date an eligible employee uses any 12-week Family & Medical Leave under this Policy. Each time an eligible employee takes 12-week Family & Medical Leave, Ottawa County will compute the amount of 12-week Family & Medical Leave the eligible employee has taken under this policy and subtract it from the amount of available Family & Medical Leave. The balance remaining is the amount the eligible employee is entitled to take at that time.

Entitlement for 26-Week Military Family Leave - An eligible employee who is the spouse, child, parent or next of kin of a military member with a serious injury or illness may take up to twenty-six (26) weeks of Family & Medical Leave during a single 12-month period (as that period is described below) to care for the military member. This type of Family & Medical Leave is referred to in this policy as "**Military Family Leave.**"

12-Month Period for 26-Week Military Family Leave - The 12-month period during which the twenty-six (26) weeks of Military Family Leave may be taken begins on the first day the eligible employee takes Military Family Leave and ends twelve (12) months after that date.

NOTICE OF LEAVE TO OTTAWA COUNTY

Notice for Foreseeable Need (but not Qualifying Emergency) - If an eligible employee's need for Family & Medical Leave (for reasons other than a qualifying need) is foreseeable, the eligible employee must give Ottawa County 30 days prior written notice.

Notice for Foreseeable Need (Qualifying Emergency) - For foreseeable Family & Medical Leave due to any qualifying need, the eligible employee must give Ottawa County notice as soon as practicable, regardless of how far in advance such Family & Medical Leave is foreseeable.

Effect of Failure to Provide Notice - Failure to provide the required notice for foreseeable Family & Medical Leave may be grounds for delay of Family & Medical Leave.



Notice for Unforeseeable Need - Where the need for Family & Medical Leave is not foreseeable, the eligible employee is expected to notify Ottawa County as soon as practicable after learning of the need for the Family & Medical Leave.

Sufficiency of the Notice - As part of the notice, eligible employees must provide sufficient information for Ottawa County to determine if the requested leave qualifies as Family & Medical Leave and as to the anticipated timing and duration of the Family & Medical Leave. Sufficient information may include information that the eligible 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 must also inform Ottawa County if the requested leave is for a reason for which Family & Medical Leave was previously taken or certified.

MEDICAL CERTIFICATION

Certification for the Employee's Serious Health Condition - The county normally requires medical certification if an eligible employee is requesting Family & Medical Leave because of the eligible employee's own serious health condition. Human Resources may directly contact the employee's health care provider for the sole purpose of clarifying a medical certification, but not the employees' direct Supervisor.

Certification for the Family Member's Serious Health Condition - Because of a serious health condition of the eligible employee's spouse, child, or parent, or because of Military Family Leave, the county normally requires certification. Ottawa County will notify the eligible employee of the requirement for medical certification within 5 days and the date when the certification is due, at least 15 days after the eligible employee receives the notice of the requirement.

Effect of Failure to Provide Medical Certification - Failure to provide requested medical certification in a timely manner may result in delay or denial of Family & Medical Leave or denial of a continuation of Family & Medical Leave until it is provided.

Second and Third Opinions - For Non-Military Family Leave, Ottawa County, at its expense, may require an examination by a second health care provider designated by Ottawa County, if it has reason to doubt the medical certification initially provided by the eligible employee. If the second health care provider's opinion conflicts with the original medical certification, Ottawa County, at its expense, may require a third, mutually agreeable, health care provider to conduct an examination and provide a final and binding opinion. Pending receipt of the second or third medical certification, the eligible employee is provisionally entitled to Family & Medical benefits.

Re-certification - For Non-Military Family Leave, Ottawa County may require subsequent medical re-certification at the eligible employee's expense, but not more often than the Family & Medical Act allows.



Use Ottawa County-approved Forms - All medical certifications and re-certifications required by this policy must be submitted to Ottawa County by the eligible employee using the forms approved by and available from human resources.

Certification for Family & Medical Leave Due to a Qualifying Emergency - An Eligible employee requesting Family & Medical Leave due to a qualifying exigency must provide certification using the form available from human resources.

NOTIFICATION TO EMPLOYEES BY OTTAWA COUNTY

Notification of Eligibility - When an employee makes a request for Family & Medical Leave, Ottawa County will notify the employee whether he/she is an eligible employee. If they are, the notice from Ottawa County will notify the Eligible employee of additional information required under FMLA as well as his/her rights and responsibilities. If the employee is not an eligible employee, a reason for the ineligibility will be provided by Ottawa County.

County Designated Family & Medical Leave - An employee may be absent for reasons that qualify under Family & Medical Leave but has not specifically applied for Family & Medical Leave. This includes absences that are occupational and non-occupational in nature. Under such circumstances, the county has the right to designate the absence(s) as Family & Medical Leave. If the absence is designated as such, human resources will notify the employee of the designation.

Status of Requested Leave - Ottawa County will inform an eligible employee whether the requested leave is Family & Medical Leave and if so, the amount of Family & Medical Leave that will be counted against the Family & Medical Leave entitlement. If Ottawa County determines that the requested leave is not Family & Medical Leave, it will notify the eligible employee.

Reporting While on Leave - If an eligible employee takes Family & Medical Leave because of the eligible employee's own serious health condition or because of the serious health condition of a qualifying family member, the eligible employee will be asked to contact the county, at a minimum of every thirty (30) days regarding the status of the condition and the eligible employee's intention to return to work, unless a different reporting schedule is necessary and reasonable due to the circumstances of the Family & Medical Leave.

Changes in the Amount of Family & Medical Leave Needed - If the eligible employee needs to take more or less Family & Medical Leave than previously anticipated, he/she must notify Ottawa County within 2 business days after learning of the need for the change in amount of Family & Medical Leave.



COMPENSATION AND BENEFITS

General Rule – Unpaid Leave - Family & Medical Leave is unpaid, although an eligible employee may be eligible for disability payments and/or worker's compensation benefits under those applicable benefits. An employee's eligibility for wage increases will not be changed due to the time off that has been designated as Family & Medical Leave.

Exception: Unused Accrued Personal Leave, Vacation Leave and/or Sick Leave Must Be Used - If an eligible employee (non-exempt or exempt) is on Family & Medical Leave and has any unused accrued comp time, vacation leave, and/or sick leave, the employee is required to use all available leave before an unpaid leave of absence during the Family & Medical Leave. The substitution of paid leave time for unpaid leave time does not extend the 12-week (or 26-week, if applicable) Family & Medical Leave period.

Accrual of Paid Leave - All county benefits that operate on an accrual basis (vacation and sick leave) will continue to accrue during Family & Medical Leave provided the employee remains in active pay status. Once accrued leave benefits have been exhausted, the balance of the leave will be unpaid.

Family & Medical Leave and Workers Compensation – Family & Medical Leave and workers compensation will run concurrently provided the reason for absence is due to a qualifying serious illness or injury and the leave is designated as such in writing to the employee. An employee who is on Family & Medical Leave and workers' compensation disability payments may only use available paid leave in increments to cover the cost of voluntary deductions each pay period.

Medical and Other Benefits - During an approved Family & Medical Leave, Ottawa County will maintain the eligible employee's group health plan and other benefits as if the eligible employee continued to work during the entire Family & Medical Leave period.

Payment for Deductions - If paid leave is substituted for unpaid Family & Medical Leave, Ottawa County will deduct the eligible employee's portion of the group health plan premium and other benefits as a regular payroll deduction. Otherwise, Ottawa County will pay the eligible employee's portion of the premium, and the eligible employee must reimburse Ottawa County for the premium it normally would have been deducted from payroll. Ottawa County may cancel an eligible employee's coverage under a group health plan or other benefits if the eligible employee's reimbursement of premium payment (as identified in the next paragraph) is more than 30 days late. If the employee's health care coverage is discontinued for non-payment within a 30-day grace period, such benefits will be restored in full with no waiting period on the day the employee returns to work.



Reimbursement by Employee Not Returning to Work Following Family & Medical Leave - If an eligible employee elects not to return to work at the end of the Family & Medical Leave period for a period of at least 30 calendar days, the eligible employee will be required to reimburse Ottawa County for the cost of the group health insurance premiums paid by Ottawa County for maintaining coverage during the Family & Medical Leave.

Exceptions:

- The continuation, recurrence, or onset of a serious health condition of his/her own or of a covered relation that would otherwise entitle the eligible employee to Family & Medical Leave.
- The employee's spouse was transferred to a job more than 75 miles from Ottawa County's worksite.
- The employee was laid off or terminated while on leave.

In the event that the failure to return to work is due to a serious health condition, Ottawa County may request medical certification of the serious health condition. The eligible employee is required to provide medical certification within 30 days from the date of Ottawa County's request. If the requested medical certification is not timely provided or does not establish a Serious Health Condition, Ottawa County may recover 100% of its portion of the group health plan premiums it paid during the period of unpaid Family & Medical Leave.

Exemption for Highly Compensated Employees - Highly compensated eligible employees (i.e., the highest paid 10% of employees at the eligible employee's worksite or within a 75 mile radius of that worksite) may not be returned to their former or equivalent position following a leave if restoration of employment will cause substantial and grievous economic injury to Ottawa County. Ottawa County will notify an Eligible employee if he/she qualifies as a "highly compensated" employee if Ottawa County intends to deny reinstatement and of the eligible employee's rights in such instances.

Intermittent and Reduced Schedule Leave - Family & Medical Leave because of a serious health condition may be taken intermittently (in separate blocks of time due to a single health condition) or on a reduced leave schedule (reducing the usual number of hours worked per workweek or workday) as follows:

When Medically Necessary. Military Family Leave and Family & Medical Leave because of a serious health condition or a qualifying exigency may be taken intermittently (in separate blocks of time due to a single health condition) or on a reduced leave schedule (reducing the usual number of hours worked per workweek or workday) in the following circumstances:



- When medically necessary for planned and/or unanticipated medical treatment of a serious health condition or a severe injury or illness of a military member, or for recovery from treatment or recovery from a serious health condition or severe injury or illness of a military member; or
- To provide care or psychological comfort to a spouse, child, or parent with a serious health condition or to a military member with a severe injury or illness.

Reduction of Salary. If an exempt employee takes unpaid intermittent or reduced schedule Family & Medical Leave, the employee will be required to substitute paid leave. Ottawa County will reduce the eligible employee's salary based on the amount of time actually worked.

Alternative Position. During intermittent or reduced schedule Family & Medical Leave, Ottawa County may temporarily transfer an eligible employee to an alternative position for which he/she is qualified, which better accommodates the recurring Family & Medical Leave, and which has equivalent pay and benefits.

Reinstatement Rights – Eligible employees are entitled to return from Family & Medical Leave to be reinstated to their former position or an equivalent position with equivalent pay, benefits and other terms and conditions of employment. If an eligible employee takes Family & Medical Leave because of the eligible employee's own serious health condition, the eligible employee may be required to provide medical certification that the eligible employee is fit to resume work. Employees failing to provide a required return to work medical certification Form will not be permitted to resume work until it is supplied to Ottawa County.

Unlawful Acts - It is unlawful for Ottawa County to interfere with, restrain or deny the exercise of any right provided under the Family & Medical Leave Act or to discharge or discriminate against any person for opposing any practice made unlawful by the Family Leave Act or for involvement in any proceeding under or relating to the Family & Medical Leave Act. An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against Ottawa County if he/she believes his rights under the Family Leave Act have been violated. Family & Medical Leave does not affect any Federal or State law prohibiting discrimination.

DEFINITIONS - In addition to the words and phrases defined earlier in the Policy, where the following words and phrases appear in the Policy, they shall have the respective meanings as set forth below unless the context clearly indicates otherwise. Where the defined meaning is intended, the term is capitalized.

"Continuing Treatment by a Health Care Provider" means any one or more of the following: (1) a period of incapacity of more than three (3) consecutive full calendar days and any subsequent treatment or period of incapacity relating to the same condition that also involves (a) treatment two (2) or more times, within 30 days of the first day of incapacity (unless extenuating circumstances exist) by a health care provider, a nurse under direct supervision of a health care provider or a provider of health care



services (e.g., physical therapist) under orders of or on referral by a health care provider or (b) treatment by a health care provider on at least one (1) occasion that results in a regimen of continuing treatment under the supervision of the health care provider; (2) any period of incapacity due to pregnancy or for prenatal care; (3) any period of incapacity or treatment for such incapacity due to a chronic serious health condition; (4) a period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective and for which the eligible employee or family member must be under the continuing supervision of, but need not be receiving active treatment by a health care provider (e.g., Alzheimer's, a severe stroke or the terminal stages of a disease) or (5) any period of absence to receive multiple treatments including any period of recovery therefrom by a health care provider or by a provider of health care services under orders of or on referral by a health care provider, either for restorative surgery after an accident or other injury or for a condition that would likely result in a period of incapacity of more than three (3) consecutive full calendar days in the absence of medical intervention or treatment such as cancer (chemotherapy, radiation, etc.), severe arthritis, (physical therapy) or kidney disease. (dialysis)

"Covered Active Duty" means (1) in the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country and (2) in the case of a member of a reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty under a provision of law referred to in section 101(a)(13)(B) of title 10, United States Code."

"Chronic Serious Health Condition" means a serious health condition which (1) requires periodic visits (at least twice a year) for treatment by a health care provider or by a nurse under direct supervision of a health care provider; (2) continues over an extended period of time including recurring episodes of a single underlying condition; and (3) may cause episodic rather than a continuing period of incapacity. (e.g., asthma, diabetes, epilepsy, etc.)

"Health Care Provider" means one of the following: (1) a doctor of medicine or osteopathy who is authorized to practice medicine or surgery by the state in which the doctor practices; (2) Podiatrists, Dentists, Clinical Psychologists, Optometrists and Chiropractors (limited to treatment consisting of manual manipulation of the spine to correct a subluxation as demonstrated by X-ray to exist) authorized to practice in the state and performing within the scope of their practice as defined under state law; (3) Nurse Practitioners, Nurse-Midwives, Clinical Social Workers and Physician Assistants who are authorized to practice under state law and who are performing within the scope of their practice as defined under state law; (4) Christian Science practitioners listed with the First Church of Christ, Scientist in Boston, Massachusetts; (5) any health care provider from whom Ottawa County or its group health plan's benefits manager will accept certification of the existence of a serious health condition to substantiate a claim for benefits; or (6) a health care provider as defined above who practices in a country other than the United States who is licensed to practice in accordance with the laws and regulations of that country.



“Military Member” means (1) a 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 is undergoing medical treatment, recuperation or therapy for a serious injury or illness and who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during the period of 5 years preceding the date on which the veteran undergoes that medical treatment, recuperation or therapy.

“Next of Kin” means, with respect to a military member, the nearest blood relative of that individual, other than the military member’s spouse, parent, child, in the order of priority established by the Family & Medical Leave Act regulations.

“Outpatient Status” means, with respect to a military member, the status of a member of the armed forces assigned to a military medical treatment facility as an outpatient or to a unit established for the purpose of providing command and control of members of the armed forces receiving medical care as outpatients.

“Parent” means the biological, adoptive, step or foster father or mother of an eligible employee or any other individual who stands or stood in loco parentis to an eligible employee when the eligible employee was a son or daughter.

“Serious Health Condition” means an illness, injury, impairment or physical or mental condition that involves: (1) any incapacity or treatment in connection with inpatient care or (2) Continuing Treatment by a health care provider.

“Serious Illness or Injury” means (1) in the case of a member of the armed forces, (including a member of the National Guard or Reserves) an injury or illness incurred by the member in the line of duty on active duty in the armed forces (or that existed before the beginning of the member’s active duty and was aggravated by service in line of duty on active duty in the armed forces) that may render him/her medically unfit to perform the duties of his/her office, grade, rank or rating and (2) in the case of a veteran who was a member of the armed forces (including a member of the National Guard or Reserves) at any time during the 5-year period described in the definition of “covered service member,” a qualifying (as defined by the Secretary of Labor) injury or illness that was incurred by the member in line of duty on active duty in the armed forces (or existed before the beginning of the member’s active duty and was aggravated by service in line of duty on active duty in the armed forces) and that manifested itself before or after the member became a veteran.

“Child” means the biological, adopted or foster child, stepchild, legal ward or child of a person standing in loco parentis, who is either under age 18 or is age 18 or older but incapable of self-care because of a mental or physical disability at the time that Family & Medical Leave is to commence. However, for



purposes of determining whether a person is a son or daughter of a military member or is a military member, the age of the person is irrelevant.

"Spouse" means the other person with whom an individual entered into a marriage as defined or recognized under state law for purposes of marriage in the state in which the marriage was entered into. This includes common law marriage in states where it is recognized. In accordance with previous regulations, Ottawa County may request reasonable documentation to confirm that a family relationship exists.

"Unable to Perform the Functions of the Job" means an eligible employee is: (1) unable to work at all; or (2) unable to perform any of the essential functions of his/her position. The term "essential functions" is borrowed from the Americans with Disabilities Act to mean "the fundamental job duties of the employment position" and does not include the marginal functions of the position.

"Veteran" means a person who served in the active military, naval or air service and who was discharged or released therefrom under conditions other than dishonorable.

Scott Mortimer, Chairperson
Ottawa County
Board of County Commissioners



**OTTAWA COUNTY
PERSONNEL POLICIES AND PROCEDURES**

EFFECTIVE DATE: **SECTION NO. 30**
SUPERSEDES: **POLICY NO. 12**
SUBJECT: Military Leave **RELATED POLICY NO.**
SCOPE: Ottawa County Military Staff

Ottawa County complies with all requirements of the uniformed services employment and Re-employment Rights Act (USERRA), and the Kansas Military Leave Statute (K.S.A. 48-517).

Eligibility and Notification

Military leave will be granted to any regular full-time or part-time employee who is called to active duty, reserve duty, or service in the state National Guard. Employees must promptly notify their supervisor and provide official military documentation (such as orders) as soon as practicable upon receiving notice of duty.

Leave Status

- If the employee's military service is expected to last six (6) months or less, the employee will be placed on military leave of absence.
- If the employee's military service is expected to last more than six (6) months, or if the duration of service cannot be reasonably estimated, the employee will be separated from employment, subject to reinstatement rights and bridging of service as required by USERRA and K.S.A. 48-517.

military leave is available for a cumulative total of up to five (5) years, as provided by USERRA, with certain exceptions under the law for required training and deployments.

Kansas State Provision: K.S.A. 48-517

Under K.S.A. 48-517, employees of counties and other public entities who are members of the armed forces or National Guard are entitled to leave of absence without loss of status or efficiency rating, and upon return, must be reinstated to their former position or a comparable one. This applies whether the service is voluntary or involuntary.



Employees are not required to use accrued paid leave but may choose to apply vacation leave during the absence.

Compensation and Accrued Leave

Military leave is generally unpaid. However, at the employee's option, they may use any accrued but unused vacation leave during the period of military service.

Reemployment Rights and Benefits

Upon timely return from military duty, the employee will be reinstated to their former position or a comparable one, with the same seniority, pay, benefits, and status that the employee would have attained had they not been absent, as required by USERRA and K.S.A. 48-517.

Employees returning from service must notify Ottawa County of their intent to return to work within the time limits prescribed by USERRA and Kansas law.

Continuation of Benefits

Employees on military leave may be eligible to continue certain benefits during their leave. Details regarding benefits continuation, including health insurance coverage, will be provided upon request and in accordance with applicable law.

Questions

Employees who have questions about military leave rights, reemployment procedures, benefit continuation, or documentation requirements are encouraged to speak with their supervisor or contact human resources for further guidance.

Scott Mortimer, Chairperson
Ottawa County
Board of County Commissioners



**OTTAWA COUNTY
PERSONNEL POLICIES AND PROCEDURES**

EFFECTIVE DATE:

SECTION NO. 30

SUPERSEDES:

POLICY NO. 14

**SUBJECT: Professional Memberships &
Professional Continued Education**

RELATED POLICY NO.

SCOPE: All Ottawa County Employees

Policy Statement

Ottawa County supports and encourages the professional growth and development of its employees. In recognition of the importance of continuing education and participation in professional organizations, the County may provide financial assistance and leave time for approved professional memberships and continuing education activities that enhance an employee's ability to perform their job and support the mission of the County.

1. Professional Memberships

Employees are encouraged to participate in professional organizations that contribute to their job performance and professional development. When approved by the employee's Department Head, Ottawa County may pay the full cost of:

- Membership dues in a relevant professional organization; and
- Attendance at periodic meetings or events of that organization.

Eligibility Requirements:

- The organization must have a valid business purpose related to the employee's job or county operations.
- The organization must not be a personal, social, or recreational association.
- The employee must demonstrate how the membership will benefit the county.



- All membership requests must be submitted in writing and approved in advance by the department head.

2. Continuing Professional Education

Ottawa County encourages employees to pursue professional development opportunities that:

- Improve job knowledge and skills.
- Provide exposure to best practices; and
- Foster networking with peers in the same field.

Eligible Activities May Include:

- Conferences, seminars, or workshops.
- Webinars or virtual training sessions.
- Courses required to maintain certifications or licenses.

Approval Process:

- All continuing education leave must be requested in advance and approved by the employee's department head prior to registration.
- The education or training must be directly related to the employee's current position or duties.

3. Reimbursement and Time Off

Approved expenses for professional memberships and continuing education may be paid directly by the county or reimbursed upon submission of receipts, covered expenses may include:

- Registration fees.
- Travel, lodging, and meals, if applicable and in accordance with the County's travel policy.
- Educational materials necessary for training.



Employees attending approved education or professional events during regular work hours will not be required to use leave time.

4. Documentation and Records

All approved professional membership and continuing education requests will be maintained by the Department Head or Human Resources for record-keeping and budget tracking purposes.

Scott Mortimer, Chairperson
Ottawa County
Board of County Commissioners



**OTTAWA COUNTY
PERSONNEL POLICIES AND PROCEDURES**

EFFECTIVE DATE:

SECTION NO. 30

SUPERSEDES:

POLICY NO. 15

SUBJECT: Employee Assistance Program

RELATED POLICY NO.

SCOPE: All Ottawa County Employees

The goal of the Employee Assistance Program (referred to as EAP) is to assist employees of Ottawa County who may experience personal or emotional difficulties, which may affect job performance. Ottawa County has contracted with an entity to provide this service, this entity could be subject to change with each benefits package. The EAP is available to all employees of Ottawa County and their immediate family members.

POLICY

Ottawa County recognizes that personal and emotional difficulties that may include alcohol and drug problems, marital and family difficulties, stress, anxiety, depression, financial issues, and workplace conflicts may affect any employee.

Ottawa County recognizes personal and emotional difficulties can contribute to deteriorating job performance.

Ottawa County encourages employees to utilize the services available through EAP. In addition, Supervisors may utilize the resources of the EAP as an integral part of an intervention program when personal problems are suspected of causing poor job performance.

Ottawa County acknowledges that use of the EAP does not in any way alter management's responsibility or authority as an employer.

Participation in the EAP will not in any way jeopardize future employment or career advancement. However, participation will not protect the employee from disciplinary action or substandard job performance or rule infractions.



Ottawa County recognizes and encourages employees to use the EAP on a voluntary basis. Ottawa County therefore agrees to help promote the EAP for employees and immediate family members who seek assistance with personal and emotional difficulties.

Employees will acknowledge awareness by signing the new hire orientation form.

CONFIDENTIALITY STATEMENT

Ottawa County recognizes that the success of the EAP will be enhanced by protecting the confidentiality of those employees utilizing the program.

The name of the employee who self-refers to the EAP will not be revealed by the EAP.

Information supplied to Ottawa County on employees referred to the EAP by a supervisor will be limited to the following: acknowledgment of failed or kept appointments and acknowledgment of treatment compliance.

Additional information including specific diagnosis or treatment will not be released unless the employee signs a release specifying the information to be released and to whom. (See Exhibit A)

All information regarding an employee's participation in the EAP is part of the clinical record maintained by EAP and is subject to all State and Federal confidentiality laws governing such medical records.

PROCEDURE

The EAP is currently coordinated by the external agency, Lucet. This program includes a tollfree number, 1-800-624-5544, available 24 hours a day, seven (7) days a week answered by licensed or certified master's level Mental Health Professionals who will provide crisis intervention, telephone assessment, and assistance with a referral to community resources if appropriate.

All referrals for face-to-face counseling will be directed at the nearest community mental health center or appropriate agency for assessment and determination of the most appropriate level of care and include coordination of the time, date, therapist, and location according to the callers' convenience. A face-to-face contact with a therapist will be assured within specific time frames, according to the level of urgency.

The number of visits provided by agreement with Ottawa County will be at no expense to the employee. A visit is described as "per member, per problem, per year" for the employee and their immediate household members.



Expenses incurred for all following visits, whether voluntary or mandatory, will be the responsibility of the employee.

The EAP toll-free number will be provided to each individual employee and be available on the Ottawa County bulletin boards.

VOLUNTARY REFERRAL

The EAP provides unlimited access to all employees and immediate family members, for use at their own discretion as needed. A Mental Health Professional will listen and offer suggestions that might help. Crisis intervention, telephone assessment, and timely access to ongoing treatment resources if appropriate are available through EAP.

MANDATORY REFERRAL

Mandatory referrals may be made to the EAP by supervisors of Ottawa County. A mandatory referral shall be the result of a documented problem or problems related to poor job performance on the part of the employee. If a supervisor makes a mandatory referral, the referral form shall be completed by the supervisor, signed by the employee and the form forwarded to the human resource department. Human resources will contact the EAP counselor to alert them to the required contact. The employee will have 48 hours after signing the referral form to contact an EAP counselor by calling 1-800-624-5544 and setting up a meeting. The EAP counselor will confirm contact with the employee by notifying Ottawa County Human Resources. Failure to contact the EAP counselor within 48 hours without just cause may be grounds for disciplinary action including termination.

Scott Mortimer, Chairperson
Ottawa County
Board of County Commissioners



OTTAWA COUNTY

EST. 1866

Lucet

Employee Assistance Program (EAP) Formal Referral (FMR)

Authorization for Release and Exchange of Confidential Employee Information

I [redacted] (Print your name), authorize Lucet EAP to release and receive information contained in my EAP case records subject to the conditions below:

1. Lucet EAP is authorized to disclose specified information below to:

[Redacted box for primary contact information]

(Primary contact name, title, company, email, phone number)

[Redacted box for secondary contact information]

(Secondary contact name, title, company, email, phone number)

2. I understand that the following information may be disclosed to the above persons at my workplace, Lucet EAP, or my EAP FMR provider:

- Information regarding contact with Lucet EAP.
- Information regarding attendance at scheduled appointments, compliance with recommendations, participation in the FMR process.

3. I voluntarily authorize Lucet EAP to release the information as noted above. This authorization expires one (1) year from the date of signature below.

4. I understand that I may request a copy of this form.

5. I understand I am to contact Lucet EAP within [redacted] business days

6. I understand that I may revoke this authorization at any time with written notice that I am revoking this authorization. I understand, however, that I may not revoke any action that my employer has taken based upon this authorization prior to the date I revoke this authorization.

7. I understand that I can refuse this consent and still receive voluntary services from Lucet EAP. I also understand that there may be consequences from my employer if I do not provide the required authorization, or if I revoke the required authorization before completing the FMR action plan established for me.

8. I understand that it is my responsibility to discuss with my employer whether and how this document and the information Lucet EAP releases to my employer will be part of my employment record. I understand that the federal Health Insurance Portability and Accountability Act (HIPAA) and 42 CFR Part 2 health information rules may not apply to an employment record and that my employer may disclose the information to others who have a business need to know for the purpose of administering the referral program.

By signing below I acknowledge that I have read and understand the contents of this release, and I am voluntarily agreeing to its contents.

[Redacted box for employee name]

Employee Name (Print)

Signature

Date:

[Redacted box for employee date]

[Redacted box for witness name]

Witness Name (Print)

Signature

Date:

[Redacted box for witness date]

Please fax 214-853-4100 or email: roi@lucethealth.com



**OTTAWA COUNTY
PERSONNEL POLICIES AND PROCEDURES**

EFFECTIVE DATE: **SECTION NO. 30**
SUPERSEDES: **POLICY NO. 16**
SUBJECT: Jury Duty **RELATED POLICY NO.**
SCOPE: All Full time and Regular Part time Employees of Ottawa County

Purpose

Ottawa County supports employees in fulfilling their civic responsibilities by serving a jury when summoned. This policy outlines the provisions for jury duty leave and pay.

Policy

Full-time and regular part-time employees who are summoned to serve on a jury or participate in the jury selection process are eligible for jury duty leave.

Employees can turn the jury pay into the treasurer's office and then be paid their normal rate of pay for their absence. (including mileage or meal reimbursements) for a maximum of ten (10) working days per calendar year, based on the beginning date of jury service.

Employees may also elect to use accrued vacation leave or comp time during their time away for jury duty if the service exceeds ten days or they wish to supplement their income during service.

If an employee is excused from jury duty during their normal working hours, the employee is expected to return to work for the remainder of their regularly scheduled shift.



Procedure

To receive jury duty, leave and any applicable pay:

1. Employees must promptly notify their supervisor upon receipt of a jury summons, subpoena, or court order.
2. A copy of the official notice, subpoena, or court order must be provided to the supervisor.
3. Upon completion of jury service, the employee must submit a copy of their jury duty paycheck or statement to verify compensation received.
4. Jury duty leave pay will be processed after the required documentation is received.

Non-Retaliation

Employees will not be subject to discipline, discharge, or other adverse employment actions as a result of serving on a jury.

Scott Mortimer, Chairperson
Ottawa County
Board of County Commissioners



OTTAWA COUNTY

EST. 1866

**OTTAWA COUNTY
PERSONNEL POLICIES AND PROCEDURES**

EFFECTIVE DATE:

SECTION NO. 30

SUPERSEDES:

POLICY NO. 17

SUBJECT: Time off to Vote

RELATED POLICY NO.

SCOPE: All Ottawa County Employees

Ottawa County encourages all employees to participate in the democratic process and exercise their right to vote in federal, state, and local elections. Under Kansas law (K.S.A. 25-418), employees are entitled to up to two (2) consecutive hours of time off to vote while polls are open if they do not have sufficient time before or after work.

Policy Guidelines:

1. Voting Outside Work Hours Encouraged:

Employees should, whenever possible, vote before or after their scheduled work hours.

2. Requesting Time Off to Vote:

If an employee's work schedule does not allow two consecutive hours while the polls are open, the employee may request paid time off to vote. The employee must:

- Notify their supervisor in advance of their intention to vote during work hours.
- Work with their Supervisor to schedule a convenient time to be absent without disrupting essential operations.

3. Length of Time Off:

- Employees may be granted up to two hours of paid time off to vote.
- If the polls are open for at least two consecutive hours before or after the employee's work schedule, the employee is not eligible for paid voting leave under Kansas law.

4. Exemptions and Compliance:

- Time off must be granted at the beginning or end of the work shift, unless otherwise mutually agreed upon.



- Supervisors may require employees to use this leave at a specific time during the day based on departmental needs.
5. Proof of Voting Not Required:
- Employees are not required to provide proof of voting, but time off must be used in good faith.

Scott Mortimer, Chairperson
Ottawa County
Board of County Commissioners



**OTTAWA COUNTY
PERSONNEL POLICIES AND PROCEDURES**

EFFECTIVE DATE: SECTION NO. 40
SUPERSEDES: POLICY NO. 01
SUBJECT: Employee Identification/Key Cards RELATED POLICY NO. 40.14

SCOPE: All Ottawa County Employees

1. Purpose

This policy outlines the procedures and responsibilities related to the issuance, use, and return of Ottawa County employee identification cards and key cards. These measures are implemented to promote workplace safety, security, accountability, and proper identification during the performance of official duties.

2. Issuance of Identification Cards and Door Codes

Designated employees shall be issued an official Ottawa County Identification Card and, if applicable, a door code providing access to secure facilities. Emergency Management is responsible for maintaining an electronic record of all identification cards key codes are issued by the Facility Director.

3. Use of Identification Cards While Off County Property

Employees are required to carry their county-issued identification card when performing job-related duties off county property. Employees must present their identification card upon request by a member of the public while conducting official County business.

4. Return of Identification Cards and County Property



All Ottawa County identification cards remain the property of Ottawa County. Employees must return their identification card immediately upon:

- Termination of employment
- Expiration of the card
- Direction by a county official

Employees are responsible for returning all-county-issued property, including identification cards and Key Cards prior to receiving their final paycheck.

5. Identification Card Expiration and Reissuance

All identification cards will carry an expiration date of six (6) years from the date of issuance. Expired cards must be returned before a new card is issued.

Replacement cards will also be issued in the event of:

- A change in position
- A legal name change

Employees must submit supporting documentation as applicable for reissuance.

6. Lost or Stolen Identification Cards

Employees must report a lost or stolen identification card to Facilities Director & Emergency Management as soon as possible. Arrangements will be made to issue a replacement card, and a note documenting the report will be placed in the employee's personnel file.



7. Misuse of Identification Cards

Under no circumstances may an employee allow another individual to use their identification card. Sharing cards or using them for unauthorized purposes, including impersonation, constitutes a violation of this policy and may result in disciplinary action, up to and including termination.

8. Use of Identification Cards and Door Codes

Identification cards and/or door codes are used to access designated secured exterior and interior doors. Access levels are determined by job responsibilities. Employees are only permitted to access those areas necessary to perform their official duties.

9. Access Authority

- The Facilities Manager will always have full access to all doors in the courthouse.
- The Sheriff, Undersheriff, and all Deputies shall have emergency access to all access-controlled doors in the event of an emergency only.

10. Policy Compliance

Failure to comply with this policy may result in disciplinary action, including revocation of access privileges or termination of employment.

Scott Mortimer, Chairperson
Ottawa County
Board of County Commissioners



**OTTAWA COUNTY
PERSONNEL POLICIES AND PROCEDURES**

EFFECTIVE DATE:

SECTION NO. 40

SUPERSEDES:

POLICY NO. 02

SUBJECT: Ottawa County Credit Card Policy

RELATED POLICY NO.

SCOPE: All Ottawa County Credit Card Holders

1. Purpose

- a. Ottawa County may provide employees with county credit cards that can be used for business-related expenses. This policy outlines the responsibilities for employees who are issued county credit cards.
- b. Some department heads may require frequent travel, the ability to purchase significant volumes of goods and services for use by the department or incur other regular frequent business expenses of a kind appropriately paid by credit card.

2. Scope

This policy and the associated procedures relate to purchases made on Ottawa County credit cards and should be used in conjunction with the county's other relevant policies and procedures including the:

- County Purchasing Policy
- Ethic and Conduct Standard as outlined in the Ottawa County Policies and Procedures
- The relevant Kansas State Statutes
- Other County Resolutions and Policies.

By complying with these regulations, employees are responsible for purchasing items on a county credit cards will be assured that they have followed the appropriate financial procedures.



3. Policy Overview

The Ottawa County Business Credit cards will be held by those department heads, elected officials, and staff who have specific business needs which cannot be accommodated through the county's normal purchasing procedures.

Any requests for a county credit card must be made to the Board of County Commissioners and the County Clerk in writing. The Board of County Commissioners will approve the addition of new card holders.

As per the card issuer's application form (**Appendix B**) the business contact for the account will be the County Clerk, with the account administrators being the Clerk's Office. The new card holder will complete (**Appendix A**) as well.

County credit cards must only be used in circumstances where normal ordering procedures are: Not available, not suitable, or Improved value for money is evident. The county credit card is only available for use by the named cardholder or authorization from the named cardholder for office use. No other employees should make purchases using the credit card or have access to the card details or PIN number without authorization from the named cardholder (**Appendix C**). Employees should raise

concerns with the County Clerk or their department head immediately if these conditions have been breached.

Employees are responsible for ensuring all processes and procedures set out in this policy.

Failure to comply with this policy may result in card use being suspended or withdrawn. Misuse of the county credit card may constitute gross misconduct. Ottawa County reserves the right to require repayment from the relevant employee of any sums relating to their misuse of the card and to invoke Ottawa County's Disciplinary Procedure. This may also result in criminal prosecution for theft or fraud.



Use of the credit card, the agreed credit limit and cardholder access will be reviewed on a continual basis to enhance security and minimize potential liabilities and costs. Credit cards that are no longer required will be cancelled immediately.

4. Conditions of Use

The county credit card may only be used for the purchase of goods or services consistent with the operation requirements and needs of Ottawa County, where normal ordering procedures are either not available (e.g., online purchase is more cost effective) or have been considered as inferior (e.g., more expensive or time-consuming).

The cardholder must ensure that any purchases made do not breach the agreed credit limit in place and comply with the county's purchasing policy.

Employees must ensure that adequate budgetary authority is available to cover the cost of the expenditure before it is incurred.

The county card must not be used for purchases of a personal nature or non-business-related transactions under any circumstances.

The credit card must only be used for card payment transactions. Direct debits, standing orders or online banking facilities must not be used.

The credit card must not be used to obtain cash, either from an ATM or as part of 'cashback' during a card purchase transaction, under any circumstances.

The County Clerk will retain this information for all credit card purchases to provide an adequate audit trail of the expenditure. This includes:

- The original or copy of the purchase order, purchase receipt.
- Evidence and/or explanation of why the purchase was required on the credit card and not through the normal purchasing process:
- Purchase is more cost effective



- Purchase was required urgently.
- Purchase was made while employee was traveling.
- Supplier does not accept purchase through the normal order process.
- Purchase receipts, invoices and goods received, notes including all relevant supplier details and item itemization breakdown.

All passwords and account details will be retained by the Department Head/Elected Official and must not be disclosed to other people.

5. Reconciliation of Credit Card Statements

The County Clerk will supply the cardholder with their monthly credit card statement. The cardholder must provide full supporting documentation, along with the completed credit card voucher form and their card statement to the County Clerk by the 15th of every month.

If the card expenditures are not reconciled and submitted within a month of the statement date or a plausible explanation has not been received by the County Clerk, the employee's county credit card will be cancelled. If an itemized receipt is missing, the employee must pay the county for the charges incurred.

Lost, stolen or misplaced cards must be reported immediately to the County Clerk's office. After three (3) incidents of loss, stolen, or misplacement of a cardholders card all card privileges will be revoked.

6. Security

To further safeguard card security, the following general security principles should be followed:

- While making purchases, employees are not to lose sight of the card to reduce the chance of someone 'skimming' the details i.e., using a device to copy details from the card.
- Look out for suspicious devices on keypads.



- Check that the receipt is correct in relation to the amount and type of goods/services purchased before signing or approving the payment, and request and retain itemized receipts for every transaction.
- Destroy any unwanted expired cards by returning them to the County Clerk's office.
- Report any lost or stolen cards to the County Clerk and card issuer immediately.
- Do not send card details via email or written communication under any circumstances.
- Telephone/online payment should only be made with established suppliers with a registered address and verified accreditation. Where there is uncertainty around the authenticity or appropriateness of a supplier, the County Clerk and/or the County Attorney should be consulted.
- The terms and conditions of the card issuer must be adhered to at all times.

In addition, the following needs to be considered when purchasing goods online to protect card details and prevent unauthorized usage:

- Secure websites start with https, not http. Secure sites have an added encrypted transaction layer and should be used in all circumstances for online purchases.
- Purchasers must ensure that a secure browser is used in all circumstances.
- Standard symbols show an intact key or padlock where a site is secure and a broken key or broken padlock when the site is unprotected.
- If the website gives you the option of using a secure checkout method, you must accept this.
- Ensure that a single browser is open when submitting card and personal data.

To ensure that the controls that are in place for the use of credit cards are effective, the procedures in place will be subject to review by the County Clerk and the Board of County Commissioners.

The County Attorney will conduct a monthly review of all credit card expenditures.

Check that the receipt is correct in relation to the amount and type of goods/services purchased before signing or approving the payment, and request and retain itemized receipts for every transaction.

Destroy any unwanted expired cards by returning them to the County Clerk's office.

Report any lost or stolen cards to the County Clerk and card issuer immediately.

Do not send card details via email or written communication under any circumstances.



7. Acceptable Use of the Credit Card

In accordance with the Employee Handbook, employees must ensure that the use of Ottawa County funds entrusted to them are used in a responsible manner and for the purpose of conducting the business of the county.

The county credit card is only to be used in circumstances where normal ordering procedures are:

- Not available
- Not suitable; or
- Improved value for money is evident

Though not exhaustive or mutually exclusive, use of the credit card is generally acceptable in relation to the following types of purchases:

- Good/services needed urgently, such as:
- Travel and accommodation.
- Fuel for county vehicles
- Emergency repairs, equipment, tools, and sundries
- Good/services that cannot be acquired through the normal ordering process, such as:
- Suppliers who only accept payment via credit card e.g., online purchases
- Online subscriptions
- Telephone orders

Use of the credit card is not acceptable under any circumstances for the following:

- Personal or non-business-related expenses, including expenses with later reimbursement i.e., creating a temporary employee loan
- To obtain cash, either from an ATM or as part of 'cashback' during a card purchase transaction
- The purchase of alcohol
- Purchases beyond the approved expenditure/credit limit
- Any purchase in contravention of any Ottawa County policy e.g., purchases in violation of State, Federal, County law, regulation, or resolution
- Where use has not been approved by the appropriate level of delegated authority



- Where approval for use has not been properly requested, documented, or evidenced. Ottawa County retains the right to recover costs from individual employees where the required evidence of purchase cannot be provided.
- To pay suppliers where there is any uncertainty over credibility or authenticity
- To purchase gifts or prizes specifically for employees where there may be taxable benefit implications
- To purchases gifts, prizes or offer rewards to a third party in contravention of the ethical code of conduct for employees

Where there is uncertainty over the use of the card for a specific purpose, the County Clerk should be consulted, and he/she will have authority to confirm if it is acceptable credit card use or not.

8. Misuse and Fraudulent Use

Ottawa County will take any misuse or fraudulent use of the county credit card very seriously. Misuse or fraudulent use of the county credit card will constitute gross misconduct.

Ottawa County reserves the right to require the person responsible for the misuse or fraudulent use to repay any sums relating to the misuse or fraudulent use of the card and to invoke the Ottawa County Disciplinary Procedure.

Consideration will be given to cancelling credit card usage, limiting, or revoking the employee's purchasing authority.

Misuse or Fraudulent use may also result in criminal prosecution for theft or fraud.

'Misuse' is defined as using the card for any expenditure that is non-business related, including those activities falling within the excluded categories above.

'Fraudulent use' is defined as using the card for any dishonest purposes, including the incorrect reporting and claiming of expenditure. For example:

- Claiming personal expenditure as an Ottawa County expenditure



- Falsifying records or documentation
- 'Double dipping' -using a card for expenses, purchases, or costs where those costs have been or will be reimbursed as part of an allowance or expense claim.

Employees should report any suspected misuse or fraudulent use to the County Clerk, Department Head, or County Attorney immediately.

9. Policy & Procedures Review

The County Clerk will keep this policy & procedure under review and after appropriate consultation may make recommendations to the Board of County Commissioners as he/she considers appropriate.

Scott Mortimer, Chairperson
Ottawa County
Board of County Commissioners



Appendix A

Ottawa County, Kansas Credit Card Use Policy Acknowledgement

Ottawa County may provide employees with county credit cards that can be used for business-related expenses. This policy outlines the responsibilities for employees who are issued county credit cards.

Some department heads may require frequent travel, the ability to purchase significant volumes of goods and services for use by the department or incur other regular frequent business expenses of a kind appropriately paid by credit card.

The county credit card cannot be used to obtain cash advances, bank checks, traveler's checks, electronic cash transfers or for personal expenses. Misuse of the card will result in cancellation of the card and withdrawal of the employee's county credit card privileges. If the card is used for an employee's personal expenses, the employer reserves the right to recover these monies from the employee cardholder.

Increases to the established maximum may be made on a case-by-case basis and only if approved by the county clerk.

County credit card expenditures must be reconciled and submitted with original itemized receipts to the county clerk by the 15th of the month. Cardholders who have not reconciled and submitted their monthly expenditures within this period will be asked to reconcile and submit their monthly expenditure immediately. Continued or repeated non-conformance with this policy will result in cancellation of the card and such other actions as appropriate. If the card expenditures are not reconciled and submitted within a month of the date of the statement or a plausible explanation has not been received by the county clerk, the employee's county credit card will be cancelled. If a receipt is missing, the employee must pay the county for the charges incurred.

Lost, stolen or misplaced cards must be reported immediately to the county clerk's office. After three (3) incidents all credit card privileges will be revoked.

I acknowledge that I have read and understand the Ottawa County Credit Card Policy: .

Employee Signature

Employee Printed Name

Date



Appendix B Ottawa County Credit Card Application

Date: _____ Employee name: _____

Credit card type: Visa Mastercard American Express Other:

Account number: _____ Expiration date: _____

I have received the county credit card indicated above. I take responsibility for all expenses charged to this credit card and I agree to the following:

- Use of the county credit card is for business-related travel, meals, hotels, car rentals and other business-related expenses.
- Personal expenses may not be charged to the county credit card.
- All itemized receipts for charges to the corporate credit card must be submitted each month to the county clerk.
- The county credit card must be returned to the county clerk or to human resources immediately upon termination or resignation, or at any time upon request.
- I understand that I must immediately report the loss, misplacement, or theft of the county credit card upon discovery, to the county clerk. After three incidents all credit card privileges will be revoked.

I have read, understand and agree with the above-mentioned terms governing the use of the corporate credit card. I understand misuse or abuse of this credit card or willful violation of the terms of this agreement may result in personal financial liability and disciplinary action, including discharge.

Employee Signature

Date

Employee Printed Name Click or tap here to enter text.

County Clerk Signature

Date

County Clerk Printed Name Click or tap here to enter text.



Appendix C

Authorization for Use of Department Head Credit Card

Purpose and Authorization

This Ottawa County agreement authorizes (_____) to use the credit card issued in the name of (_____) for approved, official business expenses incurred during authorized training, conferences, meetings, or other department-sanctioned needs or events.

Permitted Use

The credit card may be used only for reasonable, necessary, and pre-approved business expenses, including registration fees, lodging, transportation, meals in accordance with policy, and other approved expenses. All purchases must comply with applicable organizational policies, financial procedures, and budget limitations.

Prohibited Use

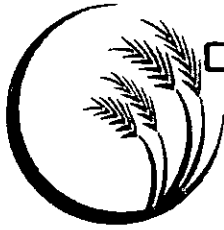
The credit card shall not be used for personal expenses, unauthorized purchases, cash advances (unless expressly approved), or any expenditure not directly related to official business. The card may not be shared with any third party.

Documentation and Accountability

The authorized user must obtain and submit itemized receipts and required documentation within 10 business days following the event or expense. Misuse of the credit card may result in revocation of authorization, disciplinary action, and/or reimbursement of improper charges.

Effective Date

This authorization is effective as of _____ and remains in effect until _____ revoked in writing, or upon separation of employment.



OTTAWA COUNTY

EST. 1866

Acknowledgment and Authorization

Authorized User

I acknowledge and agree to comply with the terms of this authorization policy 40.02.

Name: _____

Title: _____

Signature: _____

Date: _____

Cardholder (Department Head)

I authorize the above-referenced employee to utilize the credit card issued in my name in accordance with policy 40.02.

Name: _____

Title: _____

Signature: _____

Date: _____