



# Effingham County Board of Commissioners

*THE OFFICE OF HUMAN RESOURCES –  
EMPLOYMENT POLICIES*

## SECTION 6: EMPLOYEE RESPONSIBILITIES – PART 1

- 6.01 – STANDARDS OF CONDUCT
- 6.02 – PERFORMANCE EVALUATION
- 6.03 – PROMOTIONS AND TRANSFERS
- 6.04 – PERSONAL APPEARANCE
- 6.05 – ATTENDANCE
- 6.06 – EMAIL, INTERNET, AND COMPUTER USE
- 6.07 – INTER OFFICE RELATIONSHIPS
- 6.08 – SMOKE-FREE WORKPLACE



# Effingham County Board of Commissioners

*The Office of Human Resources – Employment Policies*

## **6.01 – STANDARDS OF CONDUCT**

### **A. STANDARD**

It is the policy of the County to establish and maintain standards of conduct and appearance that promote the well-being of employees and visitors, and permit the County to operate in an orderly and efficient manner.

### **B. GENERAL**

The following list illustrates the kinds of conduct that the County considers acceptable. The list is not inclusive; it is an indication of the minimum standards the County expects of all employees. Employees are expected to:

1. Meet or exceed performance standards, and represent the County in a professional manner and to support the goals and objectives of the County.
2. Report to work on a timely and consistent basis, and promptly notify appropriate Department Head of absence or tardiness.
3. Maintain accurate and complete records and reports.
4. Use County resources only for authorized business use.
5. Accept instruction, supervision, direction, guidance, and constructive criticism in a positive and cooperative manner.
6. Perform assignments as instructed by Department Head.
7. Work as a team member contributing to a positive work environment for the benefit of all employees.
8. Maintain and protect confidential information that could otherwise harm or discredit the County or any person.

---

## **6.02 – PERFORMANCE EVALUATION**

### **A. PURPOSE**

Performance will be managed by communicating clear expectations, providing employees with sufficient training, guidance, and tools to perform the job, and by providing feedback to employees at periodic intervals to ensure optimum performance. Performance evaluations also provide employees with the opportunity to identify goals and plans for professional and job development.

### **B. STANDARD**

Upon original appointment, promotion, transfer, or movement to a different position, each employee's performance shall be evaluated at the anniversary of their date of hire. Special evaluations may take place at the request of the employee with the approval of the Department Head, when an employee is uncertain of how well he/she is performing, when





# Effingham County Board of Commissioners

*The Office of Human Resources – Employment Policies*

substantially new job functions are assigned, or when performance difficulties are detected. The Department Head also may initiate special evaluations.

1. **BASIS FOR PERFORMANCE EVALUATION:**

The standard job description, along with additional detailed departmental operating procedures and expectations, shall form the basis for performance expectations. Each employee will be provided a copy of the appropriate job description at the time he/she enters a new job, or at such time that the current job description substantially changes.

2. **PERFORMANCE EVALUATION INSTRUMENT:**

All Department Heads shall use a standardized, approved instrument to evaluate the performance of all employees on a regular basis. Supplemental performance evaluation materials may be used with the approval of the Human Resources Department, in order to make performance evaluations more meaningful and job-specific. Employees will be provided a copy of the performance evaluation form to help them understand how their performance will be measured.

3. **PROCEDURE:**

The Human Resources Department is responsible for maintaining a file of dates of review for all employees, preparing evaluation forms, and forwarding to the appropriate Department Head. A preliminary interview is conducted between the employee and the Department Head during which accomplishments and areas of weakness are identified and discussed. The Department Head then prepares a formal evaluation form, discusses it with the employee, and sends the original to the Human Resources Department no later than the evaluation date. The Human Resources Department, after reviewing the Evaluation Form, meets with the County Administrator to formalize the salary adjustment. The appropriate Department Head is notified by the Human Resources Department of the final decision.

4. **END OF TRAINING PERIOD:**

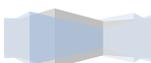
A Personnel Action Form shall be completed at the end of the training period and submitted to the Human Resources Department. The Personnel Action form shall indicate whether the Department Head is recommending a change in status from training to regular status, or whether the training period is to be extended.

5. **CONFIDENTIALITY:**

Performance evaluations shall be confidential and shall be made available only to the employee evaluated or the employee's assigned representative, supervisor, Department Head, the County Administrator, or the Board of Commissioners.

6. **CUSTODIAN OF THE RECORD:**

The performance evaluation shall reside in the employee's personnel file in the Human Resources Department.





# Effingham County Board of Commissioners

*The Office of Human Resources – Employment Policies*

## 7. **DEPARTING DEPARTMENT HEAD:**

An employee in a supervisory position who is leaving the position shall be required to submit performance evaluation forms on all the employees who are due their evaluation within the next three months in accordance with policy.

---

## **6.03 - PROMOTIONS AND TRANSFERS**

### **A. STANDARDS**

It is the policy of the County to promote qualified employees to higher-level positions as vacancies occur, and, whenever possible, to transfer employees who are qualified for other responsibilities.

### **B. DEFINITIONS**

1. **PROMOTION** - The movement of an employee to a position of a higher pay grade or pay range. When an employee is promoted to a higher position, the employee's salary is increased to the first step for the new position. In the case of overlapping ranges, the promoted employee's salary will be increased by 2 ½%.
2. **TRANSFER** - The movement of an employee to another position of the same pay grade or pay range. The pay of an employee transferred to another position of the same pay shall remain unchanged. Transfer of an employee during the training period does not interrupt or extend the employee's training period.

### **C. PURPOSE**

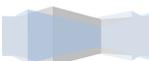
To provide all qualified employees with the maximum opportunity for personal development and growth.

### **D. SCOPE**

In filling vacancies, the following objectives will be considered:

1. A desire to encourage and train employees so they may rise to the highest position possible. Promotion from within the County is preferred when possible.
2. A desire to make the most effective use of experience, as well as technical and managerial talent, as a means of strengthening the County and thereby maximizing its growth.

In all cases, the most qualified candidate shall be selected based on job-related factors.





# Effingham County Board of Commissioners

*The Office of Human Resources – Employment Policies*

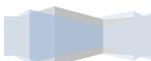
## **6.04 – PERSONAL APPEARANCE**

### **A. STANDARD**

Maintaining a professional businesslike appearance is important to the success of the County. The image we project must demonstrate we are the most professional, productive, thorough, and reliable provider of service in our chosen markets. Appearance is a major element of our image. To this end, it is the policy of the County that an employee's dress and grooming should be, in the County's opinion, appropriate to his or her work situation.

### **B. PROCEDURES**

1. Hair should be clean, combed, and well-maintained in a businesslike style.
2. Employees are expected to dress in a casual, businesslike manner.
  - a. **OFFICE PERSONNEL**
    - i. Female employees may wear pants, pantsuits, skirts and blouses, dresses, or other attire appropriate to their work situation.
    - ii. Male employees may wear a collared shirt, tucked into pants.
  - b. **FIELD PERSONNEL**
    - i. Employees that are required to work in the field are required to wear appropriate clothing. Casual loose fitting, khaki type (blue, khaki, black) clothing, shorts of appropriate length, or pants are permitted.
  - c. **UNIFORMED EMPLOYEES**
    - i. Employees required to wear a uniform are expected to wear it properly and in its entirety. Uniforms must be clean, pressed, and neatly maintained at all times.
    - ii. Shoes should be clean, neat, (not well worn) and appropriate for the work situation.
3. **INAPPROPRIATE ATTIRE –**
  - a. Shorts, jeans, (except those approved for field personnel) T-shirts, halter-tops, short skirts and dresses (more than 3" inches above the knee), jogging attire, leggings, flip-flops and similar items of casual attire are not permitted.
  - b. Employees reporting to work dressed in an improper manner may be sent home by their supervisor to change clothing, or until further scheduled for work. Violations of this policy may also result in disciplinary action, up to and including termination.
  - c. The County Administrator reserves the right in all situations to make the determination regarding whether any employee is in violation of this policy.
4. **QUARTERLY DRESS DOWN DAYS-** Appropriate jeans and T-shirts may be worn on the last Friday of each quarter.





# Effingham County Board of Commissioners

*The Office of Human Resources – Employment Policies*

The enforcement and administration of this policy shall be the responsibility of the Department Head/ Elected Official, Human Resource Department and/or County Administrator.

---

## **6.05 – ATTENDANCE**

### **A. PURPOSE**

The purpose of this policy is to establish uniform standards, guidelines, and measurements of employee attendance.

### **B. STANDARD**

It is the policy of the County to minimize absence and tardiness of all employees. Therefore, each employee is required to be at his/her workstation ready to begin work at the scheduled time and work his/her scheduled hours.

### **C. SCOPE**

1. The Attendance Policy applies to all employees. Department Heads, in cooperation with the Human Resources Department, will make every effort to ensure that the procedures of this policy are administered fairly and in a timely manner to all staff members.
2. With respect to this policy, Saturdays, Sundays, and Holidays, when required, will be treated as any other scheduled workday. If an employee is scheduled to work on a designated Saturday, Sunday or Holiday, all rules under this policy will apply.

### **D. GUIDELINES AND PROCEDURES**

Every job is vital to the goals, effectiveness, and operation of the County. Therefore, absences and tardiness are undesirable because they adversely affect the continuity of operations, as well as the way in which fellow employees are able to do their jobs.

#### **1. RESPONSIBILITY**

##### **a. EMPLOYEES ARE EXPECTED TO:**

- i. Maintain good personal health standards that will allow them to perform their work in a competent manner on a regular basis.
- ii. Avoid letting minor problems keep them from performing their jobs.
- iii. Attend to personal affairs outside of scheduled work hours.
- iv. Notify their supervisor as soon as possible, but no later than 15 minutes after the start of the workday, if they will be absent or tardy.

##### **b. DEPARTMENT HEADS ARE EXPECTED TO:**

- i. Maintain the highest practical attendance level. Although it is the employee's responsibility to correct personal problems and prevent absenteeism, the Department Head should counsel employees on the importance of



# Effingham County Board of Commissioners

*The Office of Human Resources – Employment Policies*

maintaining good attendance. This counseling approach will place emphasis on attendance and set a positive climate in each work unit.

- ii. Evaluate and approve valid absence and tardiness as well as reject invalid absence and tardiness.
  - iii. Monitor daily attendance records for accuracy.
  - iv. Detect poor attendance habits and take corrective action. There is no substitute for working closely with an employee and determining the validity of each absence as it occurs. The Department Head should, at a minimum, observe the following:
    - (1) **FREQUENCY OF ABSENCE:** Frequent short-term absences often indicate the formation of poor attendance habits.
    - (2) **PATTERNS OF ABSENCE:** A pattern of Monday or Friday absences, or absences on the day before or after a holiday or long weekend, will indicate an unsatisfactory attendance pattern.
    - (3) **CAUSES OF ABSENCE:** Absences of a questionable nature, or those absences that could have been avoided by proper advance planning, should be monitored closely.
    - (4) **TARDINESS RECORD:** Tardiness should be considered with absenteeism in determining unsatisfactory attendance patterns.
- c. **CALL-IN PROCEDURE**
- When an unexpected illness or crisis arises and an employee is unable to report to work or is going to be late, the employee is required to call his/her supervisor immediately. Every effort should be made to report absence or tardiness 15 minutes prior to the scheduled start of the workday in order to allow any required adjustments to work assignments.

## **E. DEFINITIONS**

1. **ATTENDANCE**, with respect to this policy, is being present and on time at assigned workstation at scheduled start time every work day, including scheduled weekends, Holidays and overtime, when required.
2. **ABSENCE** is the failure of an employee to report to work during the hours the employee is scheduled to work and/or departure before the employee's scheduled work period is over (including overtime).
3. **SCHEDULED ABSENCE**
  - a. **PERSONAL ILLNESS**

When absent for illness three (3) days consecutively, employees may be required to provide the Department Head/Human Resources Department with a physician's statement. The verification document must be submitted to the



# Effingham County Board of Commissioners

*The Office of Human Resources – Employment Policies*

- Department Head / Human Resources Department on the day the employee returns to work.
- b. **PERSONAL EMERGENCY ABSENCE**  
Verifiable absences include rushing an immediate family member to a hospital for treatment or a personal automobile accident. The verification document must be submitted to the Department Head/Human Resources Department on the day the employee returns to work.
4. **UNSCHEDULED ABSENCE**  
An unscheduled absence occurs when an employee fails to show up for work as scheduled, and the employee has not made prior arrangements. The following are examples of unscheduled absences.
- a. Personal absence that cannot be verified.
  - b. Unreported absence or failure to call in.
  - c. Absence without prior approval.
5. **TARDINESS** is when an employee is not at his/her expected workstation, at the scheduled time, ready to begin work. Tardiness also includes returning late from lunch.
- a. **SCHEDULED TARDINESS**  
When tardiness that is arranged and approved in advance by the employee's Department Head or emergency tardiness that can be validated.
  - b. **UNSCHEDULED TARDINESS**  
All unapproved tardiness
6. **UNREPORTED ABSENCE - "No Call - No Show"**- An unreported absence is when an employee fails to call in or fails to report to work. This is the most serious of all absences and may result in termination of employment for the first such absence. At a minimum, employees will not be paid for absences without notice.
7. Failure to report absence is grounds for termination of employment.

---

## **6.06 - E-MAIL, INTERNET & COMPUTER USE**

### **A. STANDARD**

The County regards computers, the Internet, and electronic mail as valuable tools to assist employees in their professional and work activities. The County expects and requires that its employees will utilize computers, the Internet, Intranet, and electronic mail primarily for authorized County purposes and business. The County intends to honor these policies as set forth below, but must reserve the right to change them at any time without notice, as may be required under the circumstances.



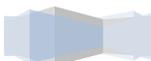


# Effingham County Board of Commissioners

*The Office of Human Resources – Employment Policies*

## **B. GUIDELINES**

1. Computer hardware is the property of Effingham County and is not to be removed. Computer hardware is not to be altered except by or at the direction and under the supervision of the Information Technology Specialist/ County Administrator. No employee should attempt the repair of any computer hardware except at the direction and under the supervision of the Information Technology Specialist/ County Administrator.
2. The County maintains an electronic mail system. The system is provided by the County to assist in the conduct of business within and for the purposes of the County. All electronic communications belong to and are the property of the County.
3. The electronic mail system hardware is County property and, therefore, public property. Additionally, all messages composed, sent, or received on the electronic mail system are, and remain, the property of the County, which is a public agency. They are not the private property of any employee. The County reserves the right to inspect all e-mail files and other storage of electronic data.
4. The electronic mail system is to be used primarily for County business.
5. The electronic mail system may not be used to solicit money or support for commercial ventures, religious or political causes.
6. The electronic mail system is not to be used to create any offensive or disruptive messages. Among those which are considered offensive, or any messages which contain sexual implications, racial slurs, gender-specific comments, or any other comment that offensively addresses someone's age, sexual orientation, religious or political beliefs, national origin, or disability
7. The electronic mail system shall not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary information, or similar materials without prior authorization from the Information Technology Specialist/County Administrator.
8. The County reserves and intends to exercise the right to review, audit, intercept, access and disclose all messages created, received, or sent over the electronic mail system for any purpose. The contents of electronic mail properly obtained for legitimate business purposes, may be disclosed within the County without permission of the employee.
9. Notwithstanding the County's right to retrieve and read any electronic mail, messages, such messages should be treated as confidential by other employees and accessed only by the intended recipient. Employees are not authorized to retrieve or read any e-mail messages that are not sent to them. Any exception to this policy must receive prior approval by the Information Technology Specialist/ County Administrator.





# Effingham County Board of Commissioners

*The Office of Human Resources – Employment Policies*

10. Any employee who discovers a violation of this policy shall notify the Information Technology Specialist/ County Administrator.
11. Any employee who violates this policy or uses the electronic mail system for improper purposes shall be subject to discipline up to and including discharge.
12. Downloading files from the Internet or otherwise placing files from non-County sources on the computer is common and is necessary to conduct the business of the County. Extreme care should be taken, however, to avoid problems with such activities as they might interfere with County operations.
  - a. Non-County programs may interfere with the operation of County-owned programs and may cause computers not to operate or to operate in a diminished capacity. Restoration of full functionality may require considerable time and expense, and will interfere with meeting deadlines for projects. No non-County programs should be loaded on County computers without authorization of the Information Technology Specialist/County Administrator. Furthermore, loading non-County programs may violate software license agreements and expose the County to unnecessary costs and liability to software manufacturers.
  - b. Software and/or data may be “infected” with viruses that cause individual computers to malfunction. It is the responsibility of each employee to make sure a virus protection program is running and to download needed information only from reliable sources.
13. Use of the Internet is intended for County business purposes. All information residing on the Intranet is proprietary, confidential, and for internal use only. Use of the Internet and e-mail access is a privilege that may be revoked by the County with or without cause.
14. It is the policy of the County that no entertainment or non-business-related games, etc., be allowed on the software of County computers. It is the Department Head’s responsibility to clear any such software from their department’s computers and ensure that when new software/operating systems are installed, entertainment and non-business-related games are removed.
15. Employees may copy, upload, or transmit County-owned data and software to the Internet, a personally owned computer, or to a third party only with the approval of the Information Technology Specialist/County Administrator.
16. Non- County programs may interfere with the operation of County- owned programs and may cause computers not to operate or to operate in a diminished capacity. Restoration of full functionality may require considerable time and expense, and will interfere with meeting deadlines for projects. No programs or software should be loaded on County computers except with the authorization and under the direction and supervision of the Information Technology Specialist.





# Effingham County Board of Commissioners

*The Office of Human Resources – Employment Policies*

17. Excessive Internet use for entertainment, personal shopping, or non-County business may result in disciplinary action up to and including dismissal.
18. This section is intended to provide general guidance to employees as to the appropriate use of the County's computer resources. Specific questions regarding the proper operation and use of County computer resources should be directed the Information Technology Specialist.

---

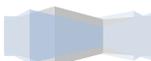
## **6.07 – INTER OFFICE RELATIONSHIPS**

### **A. GENERAL**

The Effingham County Board of Commissioners acknowledges that personal relationships of the employees are left up to the employees. The County recognizes its employees as individuals who can make mature and responsible decisions on their own. However, in that same respect, the County expects all employees to recognize their responsibilities to the County, and that though romantic relationships are not prohibited between co-workers, they should be conducted outside of the office. Romantic relationships in the same area of an organization may cause serious conflicts and problems with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried into day-to-day working relationships.

### **B. STANDARD**

The County recognizes the right of individuals to privacy in their personal relationships; however, because romantic or other personal relationships between employees can adversely impact the conduct of the County's activities, the County reserves the right to take disciplinary or other action when such relationships have the potential to impact the County's activities. It is not possible to outline all the scenarios which would cause concern to the County, but some of the more obvious include: Where one employee has access to sensitive, confidential information or to information not generally available to all employees, or where one employee is a manager or supervisor of the other involved employee, or where a personal relationship creates a conflict of interest, causes conflict in the workplace, interrupts the work of one of the employees involved or of other employees, or causes a negative work environment. At the County's discretion, an employee may be demoted or transferred from his or her employment to an alternative position or terminated to avoid potential adverse impact on the County's activities. Refusal of a demotion or transfer to an alternative position will be deemed a voluntary resignation.





# Effingham County Board of Commissioners

*The Office of Human Resources – Employment Policies*

## **6.08 – SMOKE-FREE WORKPLACE**

### **A. PURPOSE**

The County is committed to providing a safe hazard-free, healthy work environment for all employees, to the extent of its reasonable control. Smoking, the use of tobacco products and second-hand smoke has been declared by medical authorities to be health hazards.

### **B. POLICY**

The County is declared a "SMOKE FREE" workplace. As such, NO SMOKING or use of tobacco products will be allowed inside County buildings or vehicles. Failure to adhere to this policy can result in disciplinary action up to, and including, termination.

### **C. COMPLIANCE**

The County Administrator is responsible for ensuring that this policy is adhered to, without exception.

