



**MADISON
COUNTY
FISCAL COURT
ADMINISTRATIVE CODE**

Ordinance 17-16
November 14, 2017

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July 1, 2017

On behalf of the Madison Fiscal Court, I want to thank you for being on our Madison County Government Team. You have chosen to work with us because you were found to have a background that indicates you have the qualifications which characterize successful county employees. First rate employees are our most valuable resource. The County recognizes the commitment required of its employees.

These policies have been developed to provide you with information concerning the policies and philosophies of the County in personnel matters. Please read through the Personnel Administrative Code and discuss any questions you may have with your Supervisor.

The efforts of our past and present employees have made the County's record one of pride and accomplishment. We are happy to have you on our staff and look forward to your contributions to the County.



Reagan Taylor
Madison County Judge Executive

ORDINANCE 17-16

WHEREAS, the Madison County Judge Executive and the Fiscal Court recognize that a personnel system which recruits and retains a qualified motivated work force is indispensable to the effective and efficient operation of the County Government; and

WHEREAS, it is essential to have policies and procedures in writing delineating all aspects of employment affected by said policies and procedures:

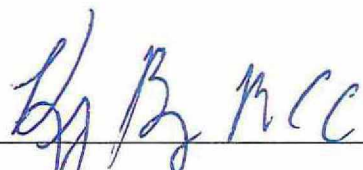
NOW THEREFORE BE ORDAINED by the Madison County Judge Executive and the Madison County Fiscal Court of the Commonwealth of Kentucky:

1. That the policies and procedures attached hereto shall be the system of personnel administration for the County, and
2. That the policies and procedures may be waived, altered, or suspended only by a change of ordinance.

Adopted **November 14, 2017** and effective **November 14, 2017**.



Reagan Taylor
Madison County Judge Executive

ATTESTED: 

RESOLUTION 16-08

A RESOLUTION ADOPTING AND APPROVING THE MADISON COUNTY ANNUAL EMPLOYEE CLASSIFICATIONS AND THE COMPENSATION FOR EMPLOYEE YEARS OF SERVICE BENEFIT

Whereas, the Madison County Fiscal Court has established an Employee Classification System for the benefit of all employees of the Fiscal Court; and

Whereas, the Madison County Fiscal Court has established an Employee Years of Service Benefit.

Now therefore, be it resolved by the Fiscal Court, the attached documents labeled as Attachment #1 Annual Employee Classification and Attachment #2 Employee Years of Service Benefit be adopted by this Fiscal Court the 9 day of May, 2016.

(Resolution 16-08 was not passed on May 9, 2017 shall go to court on May 23, 2017)

ADMINISTRATIVE PHILOSOPHY

We view the employees of Madison County as the foundation of our success and our goal is to exceed the needs and expectations of our County in an equitable manner.

We are committed to the following principles:

- Be available to employees to confidentially address any concerns and issues that may arise;
- Treat each person fairly, with dignity, trust and respect in all aspects of the employment relationship;
- Foster a diverse workforce that mirrors the community we serve;
- Attract and retain highly qualified people;
- Set high standards of job performance in order to deliver superior service and value to the public we serve;
- Expect employees to demonstrate integrity and professionalism;
- Recognize and reward employees for their contributions;
- Communicate human resources information in a transparent manner;
- Encourage teamwork and cooperation in the work relationships among all County employees;
- Provide training and management to prepare employees for success; and
- Being good stewards of the taxpayer's money.

CHAPTER 1 GENERAL PROVISIONS

1.1 AT-WILL STATEMENT

This handbook is designed to acquaint you with the Madison County Fiscal Court and its basic rules and methods of operation affecting your employment.

This handbook does not form a contract, express or implied, guaranteeing employment for any specific duration. Although we hope that your employment relationship with us will be long-term, you are an at-will employee, meaning that either you or the Madison County Fiscal Court may terminate this relationship at any time, with or without notice and with or without cause.

Except for the “at-will” status, the policies and procedures summarized in this handbook are subject to change as conditions warrant, with or without notice, at the sole discretion of the County Judge Executive and the Fiscal Court. This is also true of all actual policies, procedures, benefits and other programs of the County.

1.2 AUTHORITY

The County Judge Executive is hereby designated as the Personnel Administrator for those employees employed directly for the Fiscal Court. The Human Resources Department shall administer all personnel related matters, consulting with the Judge Executive when necessary.

The Judge Executive may identify a need for an amendment or clarification of the policies, and all amendments or clarifications are to be in writing and approved by the Fiscal Court. The Administrative Code shall be adopted annually no later than the month of June and will require two readings by the Fiscal Court.

County offices, under the budgetary authority of the Madison County Fiscal Court and led by constitutional officers (Jailer and Coroner) or maintain County insurance benefits for their employees, may adopt this Administrative Code or draft their own Code. If they choose to adopt their own Code, they shall provide a copy to the Human Resource Director since the Human Resources Department is still handling the administrative employment paperwork and payroll functions. Employees in these offices do not report to the Judge Executive, but rather to the elected official of their office.

All County offices, under the budgetary authority of the Madison County Fiscal Court shall follow all policies and procedures outlined herein regardless of whether they adopt their own Code. The

Madison County Fiscal Court's Administrative Code is the minimum requirement for any Code that a constitutional officer or County administered board wants to adopt.

1.2A. County offices led by a constitutional officer who follows the Madison County Fiscal Court's Administrative Code and the Madison County Human Resources Department administers all human resource functions:

All employees in these offices do not report to the Judge Executive, but rather to the elected official of their office. All personnel files shall be maintained by the Madison County Human Resources Department. These files shall include, but not be limited to, any action mandated by federal, state, and/or county law taken by the employer or the employee during the pre-employment, employment and post-employment process.

1.2B County offices led by a constitutional officer who adopts their own Code and the Madison County Human Resources administers all human resource functions:

All employees in these offices do not report to the Judge Executive, but rather to the elected official of their office. In the event, a constitutional officer chooses to adopt their own Code, they shall bring it to Fiscal Court to be adopted before implementation. Once it has been adopted at Fiscal Court, the constitutional officer shall bring a copy to the Madison County Human Resources Department to place on file. All personnel files shall be maintained by the Madison County Human Resources Department. These files shall include, but not be limited to, any action mandated by federal, state, and/or county law taken by the employer or the employee during the pre-employment, employment and post-employment process.

1.2C County offices led by a constitutional officer who adopts their own Code and wants to administer all human resource functions:

All employees in these offices do not report to the Judge Executive, but rather to the elected official of their office. In the event, a constitutional officer chooses to adopt their own Code, they shall bring it to Fiscal Court to be adopted before implementation. Annually you must submit their administrative code to the Fiscal Court for approval prior to July 1 of said year. In addition, any changes shall be presented to the Fiscal Court. In the event, a constitutional officer wants to administer Human Resource functions for their employees, a Memorandum of Agreement shall be approved by Fiscal Court. All human resource activities, except payroll, benefit submission to appropriate carrier/agency, and compliance reporting will be handled by the office led by the constitutional officer. The above listed actions will be carried out by the Madison County Human Resources Department in accordance with Kentucky Revised Statutes. It will be the responsibility of the constitutional officer to ensure compliance with federal, state, and/or county law. To guarantee a smooth flow of communication, this information shall be submitted via County prescribed forms available at www.madisoncountkyky.us. All information must be submitted to the Madison County Human Resources Department within 48 hours of the action being taken. All information listed on

the County prescribed forms will be inputted exactly as it is on the County prescribed forms and will be the official communication of employee changes. It is the constitutional officer's responsibility to ensure that the Madison County Fiscal Court employees under their authority are given all opportunities and confidentiality as they received under the Madison County Human Resources Department.

1.2D County offices covered by County insurance benefits that also adopts the Madison County Fiscal Court's Administrative Code:

All personnel files will need to be maintained by the Madison County Human Resources Department. These files shall include, but not be limited to, any action mandated by federal, state, and/or county law taken by the employer or the employee during the pre-employment, employment and post-employment process.

1.2E County offices covered by County insurance benefits that adopts their own code:

In the event, a County office is led by a County Administered Board and they choose to adopt their own Code, they shall bring it to Fiscal Court to be adopted before implementation. Once it has been adopted at Fiscal Court, the Chairman of the Board shall bring a copy to the Madison County Human Resources Department to place on file.

1.3 AMENDMENTS TO PREVIOUS/OR EXISTING ORDINANCES

The Madison County Administrative Code is effective July 1, 2017. Any previous ordinances and amendments shall have no further applicability subsequent to the date of the enactment of this ordinance.

1.4 DEFINITIONS

As used in this Code, unless the context otherwise requires:

Administrative Code: The Administrative Code, may also be referred to as the Code, Personnel Handbook, Handbook, or Policies and Procedure Manual, outlines the overarching policies for employees to follow.

County: Madison County, Kentucky, a governmental entity.

Department Head: The head of one of the departments of County Government as established by the administrative code or the Judge Executive. The department head may have an authorized supervisor to serve as their proxy in certain situations.

Employee: Employee references individuals employed by a department where the administrative authority is that of the Fiscal Court.

Emergency Services Personnel: Personnel responsible for mitigation activities in a medical emergency, fire emergency, hazardous material emergency or natural disaster.

Essential Personnel: Employees designated by the Judge Executive to be critical to the continuation of key operations and services in the event of a Declaration of Emergency.

Fiscal Court or Court: The Madison County Fiscal Court, which is the duly constituted, controlling body that governs the affairs of Madison County, Kentucky.

Gross Salary: Gross Salary will include the number of hours worked during a regularly scheduled work week.

Executive Team: The Executive Team consists of the Judge Executive, Deputy Judge Executive and all County Department Heads.

Immediate Family: Immediate Family shall mean the employee's spouse, child, mother, father, legal guardian or other permanent members of the employee's household.

Judge Executive: The duly elected constitutional officer who carries out the executive and administrative functions of Madison County Government or their proxy.

Safety Sensitive: Safety sensitive position is a job or position where the employee holding this position has the responsibility for his/her own safety or other people's safety.

1.5 FISCAL COURT

The Madison County Fiscal Court is the chief governing body of Madison County Government and shall exercise all powers of government delegated to it by the Commonwealth of Kentucky. The Fiscal Court consists of elected magistrates and the Judge Executive. All members of the Court are equal and may speak, vote, make motions, second motions, and otherwise exert the powers granted to a member of the Court by the Commonwealth of Kentucky.

1.6 ADOPTIONS AND AMENDMENTS

The Fiscal Court shall review the Madison County Administrative Code annually during the month of June and may, by a two-thirds (2/3) majority of the entire Fiscal Court, amend the Madison County Administrative Code at that time. The County Judge Executive may at other times prepare and submit amendments to the Madison County Administrative Code for approval by the majority of the Fiscal Court.

1.7 DEPARTMENT OPERATION MANUALS

All department heads shall develop and maintain department operation manuals to cover daily operations for their employees. All manuals and addendums must be submitted to the Judge

Executive for approval. Once it has been approved by the Judge Executive then it shall be provided to the Human Resources Department and enacted throughout the department. Employees must be briefed, provided a copy via County email and have an acknowledgement form signed within 30 days of enactment. Department operation manuals must be updated every two (2) years by the month of June.

1.8 DRESS CODE

The Madison County Fiscal Court requires all employees to adhere to dress code standards that exude a professional standard as well as ensures safety and OSHA compliance. Madison County employees are expected to be neat, clean and well-groomed while performing professional duties. The standard applies to full and part time personnel, as well as interns.

- **Administrative Personnel Attire:** All non-uniform personnel are expected to wear standard business attire that is consistent with standards for a professional environment at all times. Examples of standard business attire are dress shirts and slacks, khakis, polos, skirts and dresses. On occasion, it may be necessary for administrative personnel to wear jeans. This shall be approved by the department head. If you present at Fiscal Court you shall be in professional dress. Casual Fridays: Employees are permitted to wear jeans on Fridays as long as there are no public or work related meetings taking place.
- **Uniformed Personnel Attire:** All uniformed personnel are expected to wear the uniforms set forth in the department personnel policies and procedures manual. Uniforms are expected to be clean and well maintained.

1.9 SMOKING ZONES

The Madison County Fiscal Court requires employees to comply with all local ordinances. The City of Richmond and the City of Berea have Smoke-Free Building Ordinances. In order to be consistent among all departments, Madison County employees shall not smoke in any County building, vehicle or equipment. Smoking includes cigarettes, cigars and e-cigs/vapor cigs. In addition, employees may only smoke in designated smoking areas as identified by their department heads with approval by the Judge Executive. No employee shall smoke within 20 feet of any door leading to a County building.

1.10 POLITICAL ACTIVITIES

To protect non-elected employees from political pressure in their jobs, certain restrictions have been placed upon involvement in political activities.

Permitted Activities:

The following political activities are permitted:

- Registration and Voting: Employees may register and vote in any election.
- Expression of Opinions: All persons subject to the Administrative Code have a right to privately express their opinions on all political subjects and candidates.
- Contributions: Employees may make voluntary cash contributions to political parties, candidates, or organizations.
- Membership in Political Clubs: Employees may join a political club and hold office or serve on committees of the club.
- Attendance at political rallies, conventions, etc. is permitted
- Political Pictures and Signs: Employees may display political pictures or signs on their property.
- Badges, Buttons, and Stickers: It is lawful for employees to wear political badges or buttons and voluntarily display political stickers on their private automobiles. However, no political badges, buttons, or other designations may be worn while on official duty or while the employee is conducting official business for the County.
- Precinct election officers: Employees may serve as precinct election officers at the polls. When serving as a poll worker, employees must utilize a vacation day to cover the time away from work.
- Constitutional amendments, referenda, etc.: Employees may work actively for or against constitutional amendments, referenda or municipal ordinances in which they are interested, provided that County time and resources are not used for this purpose.
- Transporting Voters: Employees on their own time may transport friends or relatives to the polls as a civic gesture, but may not transport voters to the polls as a part of an organized service to a political party, faction, or candidate.

Non Permitted Activities:

The following political activities are not permitted:

- Political influence based upon an official position, whether actual or anticipated, or favorable or retaliatory treatment of an employee or position is a violation of law.
- Employees may not be pressured to make contributions of money or services to political parties or candidates.
- Political Contributions: An employee is prohibited from soliciting or handling partisan political contributions while on duty.
- Partisan activity at election polls: An employee may not engage in partisan activity at the polls (at primary or regular elections) in the position of checker, challenger, or watcher, or in soliciting votes and assisting voters to mark ballots.

1.11 CONFIDENTIALITY

“Confidential information” is defined as materials, activities, operations, personnel matters, and business affairs of the County which should not be disclosed to anyone outside of the normal course of business.

During the course of employment, employees may have access to confidential information. Information should be solely used for the purposes of performing various services for the County and for no other purpose. Employees shall not disclose any confidential information related to County matters to any person who does not have a legitimate need to know. Employees should take all reasonable steps to protect confidential information from disclosure, e.g., password protecting computers and/or storing/filing confidential paperwork in a locked drawer, etc. Employees should not electronically forward or store confidential information so as to give access to those without a legitimate need to know. It is not appropriate to have discussions about confidential information in open areas where individuals who do not have a need to know this information could overhear the conversation.

Employees who disclose confidential information to those without a legitimate need to know or who disclose confidential information observed or heard without proper authorization may be subject to corrective action, up to and including termination.

If an employee overhears or observes another employee sharing or discussing confidential information in an inappropriate area, the Human Resources Director should be contacted.

1.12 PROTECTION OF PERSONAL HEALTH INFORMATION (PHI)

County records containing personal employee information are to be held in confidence and safeguarded from unauthorized access. Only those individuals with a specific need to use personal information in the performance of their normal administrative duties are authorized to have access to and use such information.

Covered Plans

The federal law known as the Health Insurance Portability and Accountability Act (HIPAA) requires employers to ensure that personal health information is properly protected. The law protects personal health information used with a number of County sponsored benefit plans including:

- Health

- Dental
- Vision

Excluded Plans

- Extended Sick Time Program
- Retirement
- Life Insurance

Notice of Privacy Practices

The County's notice and notices issued by our insurance companies may be obtained by contacting Human Resources or the insurance company. You may also receive notices from your health care providers, health care insurance companies, claims administrators and others explaining their own policies.

The Notice explains procedures for you to request copies of your health information maintained in your County benefits file. You may also request health information maintained by the insurance companies or claims administrators as well as amend your records in some cases.

If you still have questions after reading the notices about the privacy policies followed by the County plans, contact your insurance company or Human Resources.

Release of Your Information

HIPAA regulations specify that your personal health information may be used by your insurance company and physician, hospital, other providers and insurance companies for diagnostic and treatment purposes as well as for the payment for such services. Personal health information may also be used for health care operations such as determining eligibility, processing enrollment information, establishing premium amounts and submitting premium payments to the insurance companies. Such uses do not require your specific written authorization.

Should you like a staff member to release your benefit plan enrollment or claim information on your behalf to be shared with a family member or other individual, you should submit a completed Release of Information Authorization form to Human Resources.

1.13 COMMUNICATING WITH THE PUBLIC

Media Communication

Communicating with the media is a critical mechanism for communicating with our constituents. The only employees authorized to speak to members of the media are those that have gone through

County sponsored Media Training and are authorized by the County Judge Executive. After speaking to the media, authorized employees should notify the Deputy Judge Executive.

Social Media Communication

The County utilizes social media to communicate with constituents with relevant, timely and actionable information, while promoting core services and key events. The Department of Information Technology maintains countywide social media sites on Facebook, Twitter, YouTube and Instagram. All Social Media Sites are handled centrally through countywide accounts managed by approved the Judge Executive and the Department of Information Technology. Departments are encouraged to contribute content to existing county social media sites with existing fan bases in lieu of or in addition to their own presence. Departments wishing to develop a social media site shall have approval by the Judge Executive. The Department of Information Technology, Deputy Judge Executive and the department head, if applicable, shall be administrators on all approved social media sites. Reference the Department of Information Technology's policy on County approved social media sites to remain in compliance.

Posting

Department staff may manage day-to-day operations of a social media site, but in close consultation with the Judge Executives Office and the Department of Information Technology. Only County employees will serve as publishers; publishers will attend mandatory training sessions. Volunteers, interns, contractors and board/authority/Fiscal Court Members are not eligible to administer official accounts unless approved by the County Judge Executive.

Employee Personal Participation with Social Media

If you identify yourself as a County employee or have a public facing position for which your position as a County employee is known to the general public, ensure your profile and related content (even if it is of a personal and not an official nature) is consistent with how you wish to present yourself as a County employee. Social media users should have no expectation of privacy.

1.14 USE OF COUNTY PROPERTY

No employee shall use any County property for non-County business. County property includes any item that has been purchased, inventoried, donated or acquired due to business related activities by or to the Madison County Fiscal Court. This includes, but is not limited to, cell phones, laptops, tablets, keys, vehicles, office supplies, furniture, tools, equipment, scrap metal, gasoline, oil, etc. The only means by which an employee may take possession of county property is through purchase at a County surplus auction.

Any agency that is covered under the Madison County Fiscal Court's property liability policy shall comply with Madison County's drug testing policy.

1.15 RETURN OF COUNTY PROPERTY

In the event an employee separates from Madison County Fiscal Court, all County property must be returned within 2 business days after their last day of employment. All County property must be returned to the employee's supervisor or the Human Resources Department. County property includes any item that has been purchased, inventoried, donated or acquired due to business related activities by or to the Madison County Fiscal Court. This includes, but is not limited to, cell phones, laptops, tablets, keys, vehicles, office supplies, furniture, tools, equipment, scrap metal, gasoline, oil, etc.

CHAPTER 2 EMPLOYMENT

2.1 EQUAL EMPLOYMENT OPPORTUNITY (EEO)

It is the policy of the County to provide Equal Employment Opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty or status as a covered veteran in accordance with applicable federal, state and local laws. This policy applies to all terms and conditions of employment; including but not limited to hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Madison County Fiscal Court expressly prohibits any form of unlawful employee harassment based on race, color, religion, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty or veteran status.

2.2 AMERICANS WITH DISABILITIES ACT

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Act Amendments Act (ADAAA) are federal laws that prohibit employers with 15 or more employees from discriminating against applicants and individuals with disabilities and that when needed, provide reasonable accommodations to applicants and employees who are qualified for a job, with or without reasonable accommodations, so that they may perform the essential duties of the position.

It is the policy of Madison County Fiscal Court to comply with all federal and state laws concerning the employment of persons with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, it is our policy not to discriminate against qualified individuals with disabilities in regard to the application process, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment.

The County will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace and/or if the accommodation creates an undue hardship to the County. Contact the Human Resources Department with any questions or requests for accommodation.

2.3 ANTI-HARASSMENT POLICY AND COMPLAINT PROCEDURE

The County is committed to providing a work environment that values diversity and respects the uniqueness of the individuals. Upholding this commitment, the County prohibits harassment of any form in the workplace and will take prompt corrective action, up to and including termination, against any employee, supervisor, patient, vendor, agent or any other individual who engages in unlawful behaviors.

Prohibited unlawful harassment because of race, color, national origin, marital status, religion, sex, age, sexual orientation, or physical or mental disability or any other protected basis includes but is not limited to:

1. Verbal conduct, such as epithets, derogatory jokes or comments, or slurs;
2. Visual conduct such a derogatory and/or sexually-oriented posters, photography, cartoons, drawings or gestures;
3. Physical conduct such as assault, unwanted touching, blocking normal movement or interfering with work, because of the employee's sex or status in one of the protected categories;
4. Threatening, intimidation or otherwise interfering with other employees whether on or off duty;
5. Retaliation for reporting or threatening to report harassment;
6. Prohibited and illegal *sexual harassment* includes unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature.

A hostile or offensive work environment can be caused by sexually suggestive or lewd remarks, insults, humor and jokes about sex, hugs, touches, or kisses, request for sexual favors, sexually suggestive or pornographic posters, cartoons, or drawings and obscene or sexually suggestive body gestures. These and any other behaviors, in which co-workers or patients are made to feel uncomfortable, will not be tolerated.

If an employee believes he/she has been unlawfully harassed or sees someone engaging in conduct which might violate another employee's rights, he/she should report the incident immediately and the following procedure should be utilized so that the complaint can be resolved quickly and fairly.

- When possible, the employee should confront the harasser and request him or her to stop the harassing behavior immediately.
- The employee should meet with their supervisor, department head or the Human Resources Department and provide details of the incident, including names or individual(s) involved, date(s) of the incident, type of harassment and the name(s) of any witnesses. All complaints will remain as confidential as possible.

- Supervisors or department heads must refer all harassment complaints to the Human Resources Department. Upon notice of any complaint, the County will immediately undertake a thorough, objective and confidential fact finding investigation of the harassment allegation.
- If the County determines that unlawful harassment has occurred, it will take effective remedial action in accordance with the circumstances and inform the employee of the action(s) taken. Any employee who the County determines to have engaged in unlawful harassment will be subject to corrective action, up to and including immediate termination.
- The County prohibits any form of retaliation against the employee for filing a good faith complaint under this policy or for assisting in a related fact-finding investigation.

Given the nature of this type of discrimination, the County also recognizes that false accusations of sexual harassment can have serious effects on innocent women and men; therefore, frivolous, unfounded accusations will be investigated and appropriate disciplinary action will be taken, up to and including termination.

2.4 VIOLENCE IN THE WORKPLACE

Madison County Fiscal Court is committed to preventing workplace violence and to maintaining a safe work environment. The County has adopted the following guidelines to deal with intimidation, harassment or other threats of or actual violence that may occur onsite or offsite during work-related activities.

All employees, customers, vendors and business associates should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, “horseplay” or other conduct that may be dangerous to others. Conduct that threatens, intimidates or coerces another employee, customer, vendor or business associate will not be tolerated. The County resources may not be used to threaten, stalk or harass anyone at or outside the workplace. The County treats threats coming from an abusive personal relationship as it does other forms of violence.

Indirect or direct threats of violence, incidents of actual violence and suspicious individuals or activities should be reported as soon as possible to a supervisor, department head, or Human Resources Director. When reporting a threat or incident of violence, the employee should be as specific and detailed as possible. Employees should not place themselves in peril, nor should they attempt to intercede during an incident.

Employees should promptly inform the Human Resources Department of any protective or restraining order that they have obtained that lists the workplace as a protected area.

The County will promptly and thoroughly investigate all reports of threats of violence or incidents of actual violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as possible. The County will not retaliate against employees making good-faith reports of violence, threats or suspicious individuals or activities. To maintain workplace safety and the integrity of its investigation, the County may suspend employees suspected of workplace violence or threats of violence, either with or without pay, pending investigation.

Anyone found to be responsible for threats of or actual violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

The County encourages employees to bring their disputes to the attention of their supervisors or the Human Resources Department before the situation escalates. The County will not discipline employees for raising such concerns.

2.5 EMPLOYMENT ELIGIBILITY VERIFICATION

As required by the Immigration Reform and Control Act of 1986, the County must verify documents pertaining to the employee's right-to-work status in this country as applicable to all employees hired on or after November 6, 1986.

No employee is to begin work without completing the Employment Eligibility Verification, Form I-9. In the event an employee does not present proper documentation within three (3) business days following the date of hire, then the employee will be terminated and will be eligible for rehire after providing the proper documentation.

Where a receipt of application of documentation has been provided within the required three (3) business days, then the employee will be allowed ninety (90) business days to provide the company the actual documentation. The employee may work during the ninety (90) day period. In the event that the employee does not present the actual documentation within (90) days of the date of hire, the employee will be terminated.

2.6 WHISTLEBLOWER PROTECTION

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