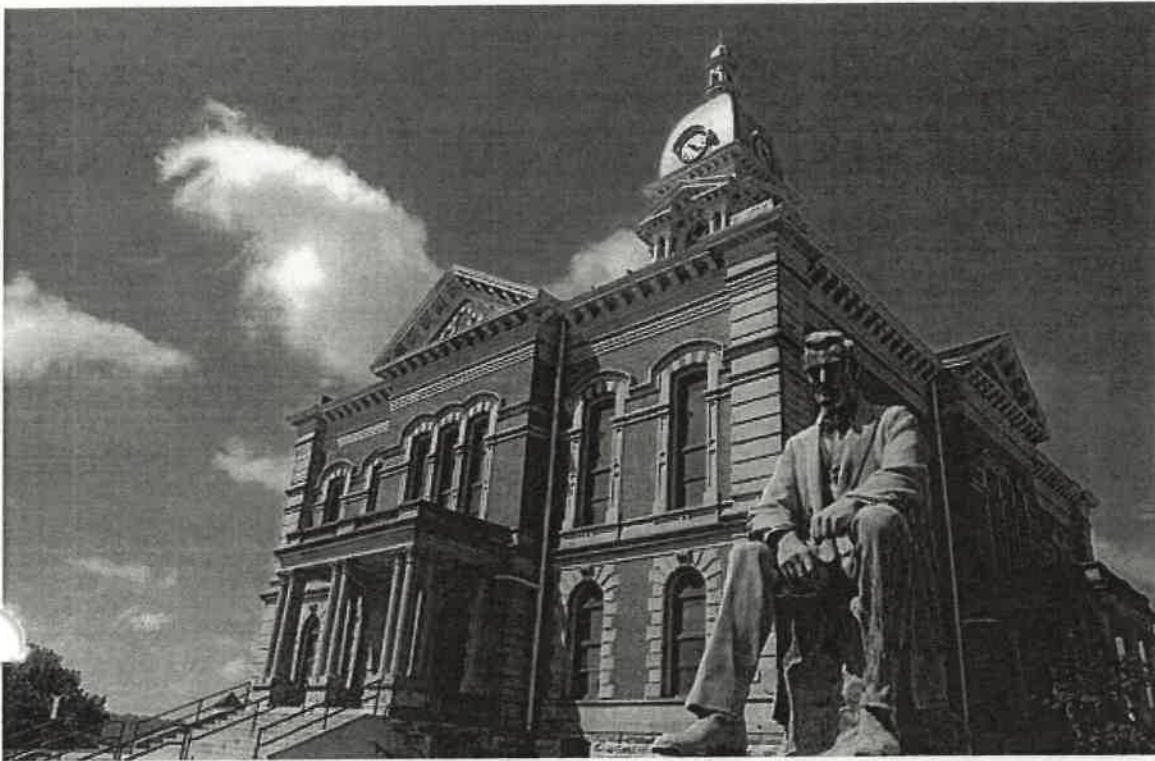


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Marcus Shepherd
WABASH CO. AUDITOR



WABASH COUNTY COURT EMPLOYEE HANDBOOK

Adopted 01.01.2021

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INTRODUCTORY STATEMENT

The Judge(s) of the Wabash Circuit Court and Wabash Superior Court are state officials of the Judicial branch of the State of Indiana and, as such, operate as a separate and independent power from the legislative and executive branches. They have the unfettered right to hire, fire and set conditions of employment for Court employees, including but not necessarily limited to their staff, employees of the Wabash County Court Services, Security Officers and CASA program employees.

This Handbook applies to all employees of the Wabash County Courts (Circuit and Superior) and the Wabash County CASA program employees. All employees are employees at will, who serve at the will and pleasure of the Judge of the Court they work for. Each employee is expected to read the handbook in its entirety. If there is anything in the Handbook that is unclear to an employee, the employee should seek clarification from the Judge of the Court they work in. The Handbook is not a contract and may be unilaterally changed by the Courts without notice. The Handbook is intended to give employees notice of both their responsibilities and benefits so each employee may maximally profit, personally and professionally, from employment with the Courts.

Each employee is a representative of the Court and the judicial branch of Wabash County government. Each employee's conduct should reflect favorably on the integrity of the individual and the Court. Employees should always be friendly, helpful, and respectful to the public and fellow employees.

At times this Handbook refers generally to "the Court." The term "the Court" refers to the Wabash Circuit and Superior Courts as the policy-makers for all employees of the Court and CASA program. The Judges have the responsibility to interpret, administer and enforce the policies herein. Only the Court has the authority to override the policies in this Handbook.

All employees will be given a copy of this Handbook and will be required to sign, date and return an Employee Acknowledgement Form to the Judges and/or their designee. All nonexempt

employees are also required to sign, date and return a Compensatory Time Agreement to the Judges and/or their designee.

Court employees are county judicial branch employees. The term "county employees" as it is commonly used in the press or other sources usually refers to employees of the executive branch of county government. Information, policies, and practices regarding county employees for the executive branch do not apply to the employees of the Courts unless the Courts specifically adopt those policies, practices or announcements of information.

In the event an employee has separated from employment with the Court and, thereafter, is re-hired, the Supervising Judge, in their sole discretion, shall determine whether the re-hired employee shall return as if they had not left employment and whether such prior employment time shall be considered in determining the level of benefits (Sections 7.01 – 7/13) to which the employee shall be entitled upon re-hire.

SECTION 1: ETHICS

1.01 STANDARD OF ETHICAL COMPLIANCE

A judiciary that upholds the high standards of integrity, impartiality and independence is indispensable to justice in our society. The holding of employment in the court system is a public trust justified by the confidence that the citizenry places in the integrity of the officers and employees of the Court. Court employees must manage their personal affairs, business affairs and work duties to avoid situations that might lead to conflict, or the appearance of conflict, between self-interest and duty to the Court, to persons served by the Court, and to the public. All employees are reminded that common sense and good judgment should always dictate the proper course of conduct, while performing their work duties and in their personal and business affairs. Additionally, all Court employees shall uphold the Constitution, laws and regulations of the United States and the State of Indiana and never be a party to their evasion. All court employees shall abide by the standards set out in this Section.

All employees shall be bound by the applicable provisions of the *Code of Judicial Conduct*. Questions concerning interpretation of the Code of Judicial Conduct should be addressed to the Counsel for Indiana Commission on Judicial Qualifications (317-232-4706).

In addition, all attorney employees are bound by the *Indiana Rules of Professional Conduct*. Questions concerning the interpretation of these rules and the propriety of certain conduct by employees should be addressed to the Executive Director of the Disciplinary Commission (317-232-1807).

Under the general provisions of this section, the Courts desire to give specific guidance in the following areas to all employees:

1.02 ABUSE OF POSITION PROHIBITED

Employees shall not use or attempt to use their official positions to secure unwarranted privileges or exemptions for themselves or others. Employees shall not dispense special favors to anyone, whether or not for remuneration, nor allow kinship, rank, position or influence of any party or person to affect the performance of their court-related duties. No employee shall request or accept any outside compensation, monetary or otherwise, beyond that received by the employee in his or her official capacity, for advice or assistance given in the course of his or her employment.

1.03 CONFLICT OF INTEREST

Court employees shall avoid conflicts of interest in the performance of professional duties and in their personal lives. Even though no misuse of office may be involved, conflicts of interest involving Court employees can seriously undermine the community's confidence and trust in the court system. Therefore, Court employees are required to exercise diligence in becoming aware of conflicts of interest, disclosing conflicts to their supervising Judge, and ending conflicts when they arise.

1. An employee shall not: (a) authorize or use the authority or influence of his or her office to secure authorization of any contract in which the employee, a member of the employee's family, or a business organization or person with which the employee is associated, has an interest; or, (b) receives a benefit or has an interest in the profits of a contract entered into by or for the use of the Court.
2. A Court employee shall not receive compensation, monetary or otherwise, for representing, assisting or consulting with any person engaged in transactions or involved in proceedings with the court system.
3. A Court employee shall not participate in any Court business decision involving a person whom either the court employee or any member of the employee's immediate family is negotiating with for future employment.
4. A Court employee shall not solicit, accept or agree to accept any gifts, loans, gratuities, discounts, favors, hospitality or services under circumstances from which it

could reasonably be inferred that a major purpose of the donor is to influence the Court employee in the performance of official duties.

5. A Court employee must immediately notify his or her if the employee has a personal or business relationship with either a litigant or attorney who has a matter pending before either the agency or the Court. "Business relationship" in this context refers to a joint business venture for purposes other than legal representation of the employee. An employee is not required to inform the agency or Court when the employee has retained or hired an attorney.

1.04 LITIGATION INVOLVING COURT EMPLOYEES

A Court employee must immediately notify his or her supervising Judge if an employee becomes a party in any court action in any state or federal proceeding in Indiana. In most cases, simple notification will be sufficient. This allows the supervising Judge to take appropriate steps to avoid any appearance of impropriety or conflict of interest.

1.05 OUTSIDE EMPLOYMENT

Each full-time Court employee's position with the Court must be the employee's primary employment. Outside employment is permissible only if it complies with all the following criteria:

1. The outside employment is not with an entity that regularly appears in Court or conducts business with the Court;
2. The outside employment is compatible with the performance of the Court employee's duties and responsibilities;
3. The outside employment does not include the practice of law;
4. The outside employment does not require or induce the Court employee to disclose confidential information acquired in the course of and by reason of official duties; and,
5. The outside employment is not within the judicial, executive or legislative branch of state or local government.

For all outside employment, the employee shall inform and receive the approval of his or her supervising Judge. If the Judge approves, the employee should then complete the form for Outside

Employment and submit it to the Judge and/or their designee. The Judge shall consult with the employee if any problems are apparent before approving the request.

1.06 POLITICAL ACTIVITY

Court employees hold a unique position within the judicial system. All employees are subject to Canon 4 and Rule 4.6 of the Indiana Judicial Code. Before engaging in any political conduct of any type, other than voting, the employee is required to seek the advice of the Counsel to the Indiana Judicial Qualifications Commission.

1.07 NEPOTISM

The employment of relatives by the Court 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. Decisions regarding employment of relatives are to be made consistent with Rule 2.13 of the *Code of Judicial Conduct* and with the interpretations made by the Commission on Judicial Qualifications. However, the supervising Judge shall make the final decision. Factors to be considered include, but are not limited to, the following:

1. The nature of the position, whether temporary or permanent, as well as whether the position is relatively lucrative;
2. Whether or not the position was advertised to the public;
3. The nature of the relationship between the relative and the employee;
4. Whether or not the relative lives in the same household as the employee;
5. The qualifications of the relative;
6. The duties and responsibilities of the position; and,
7. The degree of supervision that would exist between the relative and the employee; and whether the applicant has unique qualifications.

1.08 COMPENSATION BY FUTURE EMPLOYER

After accepting employment with the Court or while employed by the Court, an employee may accept or agree to compensation (monetary or otherwise) from a future employer provided that:

1. The compensation (monetary or otherwise) is offered by the future employer as part of its regular course of business to all similarly situated hires and is independent of employee's official status with the Court; and,
2. The employee does not participate in any matter that is before the Court to which the future employer is a party, represents a party, or makes an appearance on behalf of an interested party; and,
3. The employee discloses to his/her supervising Judge the fact that the employee received or agreed to compensation (monetary or otherwise) and details the amount and kind of compensation.

1.09 CONFIDENTIALITY

A present or former Court employee shall not disclose or use, without appropriate authorization from the supervising Judge, any confidential information acquired in the course of official duties.

A Court employee may not release to the public any Court document that is not a matter of public record without appropriate authorization from their supervising Judge. Court documents, include, but are not limited to, notes, papers, opinions, discussions, preliminary dispositions, time schedules, conference or meeting agendas, and memoranda by any Judge, law clerk, staff attorney or other Court employee.

A Court employee may not comment publicly on a legal matter that is or has been before the Court without appropriate authorization from their supervising Judge. All inquiries from the press shall be referred to the Judges and/or their designee. Court employees may not express personal opinions about cases or matters that are or have been before the Court to persons outside of the Court and Court employees.

1.10 SELF-REPORT REQUIRED FOR VIOLATIONS

An employee shall immediately report his or her violation or possible violation of this Ethics Policy, the *Code of Judicial Conduct*, or the *Rules of Professional Responsibility* to his or her supervising Judge. Depending upon the circumstances, the supervising Judge may take immediate disciplinary action, up to and including termination of employment. Further, an employee who knowingly fails to report a violation which he or she committed shall be subject to discipline, up to and including immediate termination of employment.

SECTION 2: EQUAL EMPLOYMENT OPPORTUNITY

2.01 EQUAL EMPLOYMENT OPPORTUNITY

The Courts are committed to providing equal employment opportunities for all employees and job applicants. The Courts' commitment to equal employment opportunity applies to all its employment practices, policies and procedures. The Courts will recruit, hire, train, promote and discipline persons in all job titles without regard to race, sex, gender, religion, national origin, ethnicity, disability, age, sexual orientation, marital status, socioeconomic status, or political affiliation. The Court also will ensure that all personnel decisions and actions will be administered on the Courts' behalf without regard to race, sex, gender, religion, national origin, ethnicity, disability, age, sexual orientation, marital status, socioeconomic status, or political affiliation.

All employees are expected to comply with the Courts' Equal Employment Opportunity Policy. Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor, or supervising Judge. If an employee is dissatisfied with the response, the employee should make a written report to their supervising Judge. Employees can raise concerns and make reports without fear of reprisal. The Courts do not allow retaliation against an employee because the employee complained about job discrimination or assisted with a job discrimination complaint or lawsuit. Any employee found to be engaging in any type of unlawful discrimination or retaliation will be subject to disciplinary action.

2.02 DISABILITY ACCOMMODATION

The Courts are committed to complying fully with the Americans with Disabilities Act (ADA), the Rehabilitation Act of 1973, and Indiana law on civil rights to ensure equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis, including recruitment, hiring, training, job assignments, promotions, pay, benefits, leaves, and all other employment activities.

Reasonable accommodation is available to all qualified disabled employees to permit them to perform the essential functions of a job or to enjoy the benefit and privileges of employment equal to those enjoyed by employees without disabilities. Accommodation will be considered for all disabilities covered under the ADA and an appropriate accommodation will be given unless to do so would be an undue hardship to the Court.

The Courts are also committed to non-discrimination against any qualified employees or applicants because they are related to or associated with a person with a disability.

If an employee wishes accommodation for a disability, the employee must initiate the request with the employee's supervising Judge. Questions about the appropriateness of the accommodation should be addressed to the ADA Coordinator as well, if available, as any other question related to the issue of disability accommodation.

The Courts reserve the right to review periodically the disability status and the accommodation or lack of accommodation made for any employee. The review may involve an examination of both whether or not the disability still exists, and whether or not the accommodation remains reasonable.

The Courts are committed to taking all actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and all other applicable federal and state laws.

2.03 HARASSMENT – SEXUAL

It is the policy of the Court to provide an environment free from sexual and sex-based harassment. It is against the policy of the Court for any employee, whether a manager, supervisor, or co-worker, to sexually harass another employee. Sexual harassment or sex-based harassment occurs when unwelcome physical conduct of a sexual nature becomes a condition of an employee's continued employment, affects employment decisions regarding the employee, or creates an intimidating, hostile or offensive working environment.

Sexual and sex-based harassment of a coworker may include, but is not limited to:

1. Requests for sexual favors;
2. Unwanted physical contact, including touching, pinching, or brushing the body;
3. Verbal harassment, such as sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, and threats;
4. Non-verbal conduct, such as display of sexually suggestive objects or pictures, leering, whistling or obscene gestures; and
5. Acts of physical aggression, intimidation, hostility, threats, or unequal treatment based on gender (even if not sexual in nature).

Sexual harassment of a coworker is unacceptable both in the workplace itself and at any other place. It is unacceptable both during and after work hours.

While the Court encourages employees who believe they are being harassed to directly notify the offender firmly and promptly that his or her behavior is unwelcome, the Court also recognizes that power and status disparities between an alleged harasser and a target may make a communication impossible. In the event that informal, direct communication between individuals is either ineffective or impossible, the employee who believes he or she has been sexually harassed should report the offending conduct immediately to the Director of Office & Employment Law in the Division of State Court Administration. If a supervisor is aware of a complaint by an employee of harassment, whether the complaint is formal or informal, the supervisor shall immediately inform the Director of Office & Employment Law in the Division of State Court Administration

of the complaint. The Director shall immediately notify the Chief Justice of the complaint. The Director of Office & Employment Law shall conduct a thorough and impartial investigation of all complaints in a timely and confidential manner. The confidentiality and privacy of those involved will be protected to the fullest extent possible to make an adequate investigation, and information will be disseminated only on a need-to-know basis. The Director of Office & Employment Law shall make a report of the investigation to the appropriate Agency Director or supervising Justice and to the Chief Justice. Any employee of the Court who has been found, after appropriate investigation, to have sexually harassed another employee will be subject to disciplinary action, up to and including termination.

The Court will not in any way retaliate against any employee who makes a good faith report of sexual harassment or permit any supervisor or employee to do so. Retaliation is a serious violation of this sexual harassment policy and should be reported immediately. Any person found to have retaliated against another employee for the good faith reporting of sexual harassment will be subject to disciplinary action, up to and including termination.

If an investigation results in a finding that an employee falsely accused another of sexual harassment knowingly or in a malicious manner, the accusing employee will be subject to disciplinary action, up to and including termination.

The Court will maintain a complete written record of each complaint and how it was investigated and resolved. Written records shall be maintained by the Director of Office & Employment Law, and if disciplinary action is taken, a record shall be maintained in the offender's personnel file. Upon completion of the investigation, the employee asserting the allegation will be informed that the investigation is completed. The Director of Office & Employment Law will balance the privacy rights of all the individuals involved in determining how much information to give to the complaining employee.

2.04 ANTI- HARASSMENT POLICY

In providing a productive working environment, the Courts believe that its employees should be able to enjoy a workplace free from all forms of discrimination and harassment. It is the Courts'

policy to provide an environment free from such discrimination, as well as from bullying and harassment in general.

It is against the policy of the Courts for any employee, whether a manager, supervisor, or co-worker, to harass another employee. Prohibited harassment occurs when verbal or physical conduct defames or shows hostility toward an employee because of his or her race, color, religion, sex, national origin, age, or disability, or that of the individual's relatives, friends, or associates; creates or is intended to create an intimidating, hostile, or offensive working environment; interferes or is intended to interfere with an employee's work performance; or otherwise adversely affects an employee's employment opportunities.

Harassing conduct includes, but is not limited to:

1. Epithets, slurs, negative stereotyping, or threatening, intimidating or hostile acts, particularly, but not limited to, those which relate to race, color, religion, sex, national origin, age or disability;
2. Written or graphic material that defames or shows hostility or aversion toward an individual; and,
3. Written or graphic material that defames or shows hostility or aversion towards a group because of race, color, religion, sex, national origin, age or disability and that is placed on walls, bulletin boards, or elsewhere on the Court's premises, or that is circulated in the workplace.

While the Courts encourage employees who believe they are being harassed to inform the offender firmly and promptly that his or her behavior is unwelcome, the Courts also recognizes that power and status disparities between an alleged harasser and a target may make a direct communication impossible. In the event that informal, direct communication between individuals is either ineffective or impossible, the employee who believes he or she has been harassed should report the conduct immediately to supervising Judge. The employee shall submit the Harassment Form.

The supervising Judges shall conduct a thorough and impartial investigation of all complaints in a timely and confidential manner. The confidentiality and privacy of those involved will be protected to the fullest extent permitted by law, and information will be disseminated only on a need to know basis. Any employee of the Court who has been found, after appropriate investigation, to have sexually harassed another employee will be subject to disciplinary action, up to and including termination.

The Courts will not in any way retaliate or allow retaliation against any employee who makes a good faith report of harassment or permit any supervisor or employee to do so. Retaliation is a serious violation of this harassment policy and should be reported immediately. Any person found to have retaliated against another employee for the good faith reporting of harassment will be subject to disciplinary action, up to and including termination.

If an investigation results in a finding that an employee falsely accused another of harassment knowingly or in a malicious manner, the employee will be subject to disciplinary action, up to and including termination.

The Courts will maintain a complete written record of each complaint and how it was investigated and resolved. Written records shall be maintained by the supervising Judge or their designee, and if disciplinary action is taken, a record shall be maintained in the offender's personnel file. Upon completion of the investigation, the employee who made the complaint will be informed that the investigation has been completed. The Courts will balance the privacy rights of all the individuals involved in determining how much information to give to the complaining employee.

2.05 IMMIGRATION LAW COMPLIANCE

The Courts are committed to employing only United States citizens and aliens who are authorized to work in the United States. The Courts do not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and

present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with the Court within the past three years, or if their previous I-9 is no longer retained or valid.

Employees with questions or seeking more information on immigration law issues are encouraged to contact any knowledgeable source including a private attorney. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

2.06 NURSING MOTHER POLICY

The Courts support the efforts of working mothers to provide the best care for their children by providing a private place for mothers to express breast milk for their own infants. Each agency of the Court shall provide a private area for any agency employee while she is expressing breast milk for her infant. The time required for the expression of milk shall not be charged as time away from work.

SECTION 3: EMPLOYEE CONDUCT

3.01 GENERAL CONDUCT REQUIREMENTS

The Courts believe that its employees are and will continue to be good citizens, both in the community and on their jobs, and that they ordinarily will not engage in acts contrary to the best interests of themselves, other employees, or the Courts. Employees are expected always to act in a manner that will reflect honorably upon the Courts and be an example of integrity in the community. If an employee ever has a question as to what conduct is expected, or if an employee is uncertain on the proper course of action in a particular situation, the employee should consult his or her supervising Judge. Minimal standards include the following:

1. Employee insubordination is prohibited. Insubordination includes the failing or refusing to follow the instructions his or her supervising Judge and/or engaging in any other conduct that undermines supervisory authority.

2. Employees are to conduct themselves in a manner that promotes harmony in the workplace and that is not disruptive to the business of the Court(s).
3. Employees are to treat all persons with respect, including other employees, supervisors, management, guests and members of the public. Respect includes, but is not limited to, refraining from the use of profane or abusive language.
4. Employees are expected to be examples of integrity, propriety and to comply with the law at all times.
5. Employees are not to make false, misleading or malicious statements about other employees, supervisors, management or the Court.
6. Employees should present a business-like appearance in the workplace and when representing the Courts. Business casual or professional attire is required, unless the employee's supervising Judge directs otherwise.

3.02 ARRESTS OR INVESTIGATIONS

If an employee is arrested or charged with a violation of any criminal statute, whether misdemeanor or felony, the employee must immediately notify his or her supervising Judge. Further, if an employee is informed that a criminal or grand jury investigation is being conducted regarding the employee, the employee must immediately notify his or her or supervising Judge.

The employee must continue to cooperate with the supervising Judge throughout the process related to the arrest or investigation. Cooperation includes, but is not limited to:

1. Following any restrictions put on the employee by the supervising Judge;
2. Keeping the supervising Judge informed of any new events in the process, such as setting a hearing date, entering a plea, etc.; and,
3. Provide releases, if requested, as a condition of continued employment.

3.03 DRUG FREE WORKPLACE

Policy Requirements

1. The use, possession, sale or transfer of an illegal drug by any employee on Court premises, in the performance of Court business, or at Court sponsored events, is strictly prohibited.
2. The use of any legally obtained prescription drug or “over the counter” medicine (“OTC”) by any employee while performing Court business or while on Court premises is prohibited to the extent that such use may adversely affect the safety of the employee or others, the employee’s job performance, or the Courts’ regard or reputation in the community. Employees who have been informed or have discovered that the use of a legal prescription drug or OTC may adversely affect job performance or behavior are to report such drug use and possible side effects to their supervising Judge.
3. The use of alcohol by employees while conducting Court business, attending Court sponsored business, or otherwise representing the Court off Court premises is permitted only to the extent that it is not unlawful and does not adversely affect the safety of the employee or others, the employee’s job performance, or the Court’s regard or reputation in the community.
4. Court employees may not operate state-owned vehicles with any measurable amount of alcohol or an illegal drug in their blood, nor may they operate a state-owned vehicle while taking legally prescribed drugs if such drugs have the effect of impairing the employee’s ability to safely operate the vehicle.

Testing. Whenever the Court suspects that an employee’s work performance or on-the-job behavior may have been affected in any way by alcohol or drugs, or that an employee has otherwise violated the policy requirements of this section, the Court may require a blood test, urinalysis, or other drug/alcohol test. If requested, an employee shall provide consent forms prior to testing.

Discipline

1. Any employee who violates this policy is subject to disciplinary action, up to and including termination, even for the first offense.

2. The failure or refusal to complete the necessary paperwork or to submit to a drug test will be grounds for immediate termination.
3. All performance shortcomings, prohibited conduct, and attendance problems may result in discipline pursuant to the Courts' normal policies, independently of any drug or alcohol implications or causes.
4. If an accommodation request is made only after the Court becomes aware of a violation of this policy, the request is untimely and will not be considered an accommodation for disability nor entitle the employee to any other benefits.

3.04 PROPERTY & INSPECTION

All desks, file cabinets, computers and other equipment are Court property and should be kept clean and usable for work-related purposes. There is no right of privacy in use of Court property. Desks, file cabinets and other property or equipment within Court offices may be inspected at any time by the supervising Judge or their designee. If an employee wishes to keep an item totally private, the item cannot be kept or stored in Court furniture or equipment.

All employees are required to receive prior authorization from their supervising Judge before any Court property may be removed from the premises.

An employee's personal property, including but not limited to packages and purses, may be inspected upon reasonable suspicion by a Judge for unauthorized possession of Court property, guns, weapons or illegal drugs.

3.05 TRAVEL

Employees should consult with their supervising Judge to obtain approval before work related travel is incurred. The County will reimburse for mileage and per diem at the same rates as those established by the Wabash County Council for county employees.

Although not required to do so, the Courts make every effort to comply with Wabash County's travel policies.

When an employee is assigned to work at a site other than the Court's offices for more than one day, the alternative site is considered the employee's work location for the duration of the assignment. Time spent in travel to and from the alternative site is considered work time only at the start and end of the assignment.

3.06 TELEPHONE CALLS – PERSONAL

Personal telephone calls during normal Court working hours will be necessary at times, but employees should keep such calls to a minimum number and a brief duration. Further, such personal calls should not disrupt the employee's work and should be handled in a manner so as not to disrupt the work of other employees.

An employee's personal mobile phone should be used whenever an employee finds it necessary to make a long distance telephone call during working hours.

3.07 USE OF COURT EQUIPMENT OUTSIDE OF OFFICE

It is at times a benefit to the Court and to an employee for the Court to provide equipment for use outside of the office. Examples of such equipment include, but are not limited to, cell phones, laptop computers, and video cameras.

When equipment is provided to an employee to use outside of the office, with or without further written documentation, the employee agrees to comply with all the provisions of this policy. An employee shall exercise care with all office equipment.

For laptops, best practices include:

1. Adhering to the Court's Internet Use Policy at all times, including while off-premises.
2. Always preventing third parties from viewing confidential information.
3. Not using liquids on or near the laptop.
4. Not leaving the computer in an unoccupied car, other than locked in a trunk or covered hatchback area.
5. Not carrying the laptop by its lid.

6. Removal of any objects before closing the lid.
7. Always storing the laptop where it is reasonably protected from theft.
8. Keeping laptop in areas where it will not be subjected to extreme temperatures (remember that unoccupied cars become excessively hot and cold in a short period of time.)

For cell phones, best practices include:

1. Not using the phone for calls while driving, unless the employee is using a hands-free device.
2. Not using the phone while driving for text messaging, checking emails, browsing or any use other than phone calls without hands-free means.
3. Keeping phone where it is not easily accessible to third-party use or theft.
4. Storing phone where it will not be subjected to extreme temperatures.
5. Keeping phone from liquids and not using the phone in restrooms.
6. Keeping phone where it will not be accessible to pets.
7. Not leaving the phone on a wall charger for more than 12 hours, or more than one hour on a car charger.
8. Not starting the car with the phone on a charger as this may short the phone battery.

If damage or loss occurs to any piece of court equipment, the employee shall report it at the earliest opportunity to the supervising judge. The employee shall check with the employee's personal insurance carriers to determine if the loss or damage is covered by the employee's personal insurance, and report the information obtained to the supervising judge. If there is coverage, in part or in whole, the employee shall pursue the claim under the personal insurance policy. If there is coverage subject to a deductible, the supervising Judge will determine if the employee or the Court is responsible for the cost of the deductible. If the claim causes the employee's insurance rates to rise, the employee will be responsible for the on-going increase. If there is coverage but the employee opts not to file a claim, the employee may be required to pay the cost of the entire loss out-of-pocket. If theft or criminal activity caused the damage or loss, the employee shall make or file a police report with the appropriate law enforcement agency.

If damage or loss occurs due to gross or wanton and willful negligence of the employee, the employee may be required to reimburse the Court in whole or in part. The supervising Judge shall make the determination as to what reimbursement, if any, is required. The employee may also be subject to discipline, up to and including termination of employment, depending upon the totality of the circumstances.

SECTION 4: COMMUNICATION USE & RESPONSIBILITIES

4.01 EMAIL USE

The Courts encourage the use of electronic mail, or *email*, as a tool to help accomplish the Court's legitimate business objectives. Emails can greatly enhance the quality and efficiency of communication among management and employees. However, emails also may be misused, with potentially serious consequences for both the Court and the email user.

As a general rule, it is expected that all employees will use common sense and sound judgment when utilizing the email system. Personal use of emails during normal Court working hours will be necessary at times, but employees are expected to keep such use to a minimum and of a brief duration. Further, personal use of emails should not disrupt the employee's work and should be handled in a manner so as not to disrupt the work of other employees.

In addition, employees are expressly prohibited from sending any messages or materials containing obscene, profane, lewd, derogatory or otherwise potentially offensive language or images using the Court email program. The use of material containing racial, sexual, or similar comments or jokes is forbidden. Users should respect the rights and sensitivities of recipients and potential recipients or viewers, and should ensure that all email messages reflect the professional image that the Court wishes to portray.

Any mass email use is to be sent for Court business only and no group address book may be used for personal use, such as fundraising or the sale of items.

Users should be aware that email messages cannot be considered private and will be periodically monitored by the Courts or their designee. Such messages also may be subject to disclosure to outside third parties, including law enforcement agencies, under certain circumstances.

4.02 INTERNET USE

General Policy. The Courts' computers and Internet resources are to be used for proper judicial purposes. However, this policy will not be construed to prohibit "*de minimis*" personal use. All use of the Court's computers and Internet resources are monitored without notification.

Personal Use of Internet

Authorized Personal Use

1. Work Hours: During normal working hours, the computers and Internet may be used for brief periods related to personal affairs. However, whenever possible, such use should be made during non-work hours or lunch periods.
2. Non-work Hours: During non-work hours, the Internet may be used for longer periods of personal communications, professional development, or browsing.

Prohibited Personal Use

1. Personal use of the Internet cannot result in any charges to the Court.
2. Court computer and Internet resources cannot be used to support a particular political party or candidate, or to operate a business during time paid as an employee of the Court.
3. Social media and networking sites shall only be accessed for *de minimus* personal use during working hours. In addition, employees must comply with the separate social networking policy in this Handbook. Use of social media and networking sites for work for the Court is not restricted.
4. Computer and Internet resources cannot be used for any activity that might bring discredit to the Court, including specific prohibited uses set forth in the next section. This restriction requires the application of good judgment on the part of all Court personnel.

Prohibited Internet Uses: The following uses are prohibited at all times.

1. Material maintained on a court computer or accessed on the Internet that can reasonably be seen as insulting, disruptive, offensive, or harmful to morale by another person should be avoided. Examples of forbidden material and transmissions include sexually-explicit messages and pictures, or any other message that can be construed to be harassment or disparagement of others based on their sex, race, sexual orientation, age, national origin, or religious or political beliefs. The Court recognizes that an employee may unintentionally access an Internet site or email that is in violation of this policy. In the event of this happening, the employee must immediately leave the site and report the incident to his/her supervising Judge.
2. Possession or distribution of child pornography is a federal crime. Anyone caught with child pornography on a Court computer may be prosecuted. Intentionally accessing any pornographic site is considered an egregious violation of Court resources and shall be reported to the supervising Judge.
3. Intentionally accessing, transmitting, storing or distributing offensive material (e.g., racist literature, material, or symbols) is a prohibited Internet use. Participating in "chat room" discussions that are not for official Court business is a prohibited Internet use. Accessing "hacker" sites and downloading hacking tools is a prohibited Internet use unless specific authorization has been granted by the supervising Judge. Lobbying or advocacy on behalf of any political organization or religious group while holding oneself out as an employee or representative of the Court is a prohibited Internet use.
4. Viewing, damaging, deleting or interfering with the functioning of any Court system or any other person's files or communications is prohibited.
5. Computer and Internet activities for personal or commercial financial gain or for fundraising are prohibited.
6. Attempting to circumvent or disable any Internet security or auditing system is prohibited. This prohibition includes:
 - a. Disabling virus detection or Internet security mechanisms; and
 - b. Deliberately bypassing the Court's network security by connecting from a Court-issued computer to the Internet through other public, private, or personal

networks, including, but not limited to, Wi-Fi hotspots enabled by mobile phones or portable MiFi devices.

c. Modifying or altering the operating system of the hardware used to connect to the Internet is prohibited.

7. Downloading, installing, storing, or using software, music, video or other data from the Internet in violation of any patent, copyright, or license agreement is prohibited.

8. All files downloaded from the Internet shall be automatically scanned using approved anti-virus software before such files can be opened, executed or forwarded to others.

9. No applications may be downloaded and/or installed on workstations except those approved by the supervising Judge.

10. On-line video and music, including Internet radio services, consume considerable bandwidth. While *de minimis* personal use is tolerated, access to such services may be eliminated or suspended by the supervising Judge.

11. Subscription services, including Really Simple Subscriptions (RSS), provide effective methods of receiving timely notifications of news or web site updates. However, some subscriptions may consume significant network bandwidth, and access to such services may be suspended or eliminated by the supervising Judge if the subscriptions consume excessive network resources.

Passwords. Passwords are an important aspect of computer security. Each employee is assigned a unique account ("Directory Service Account") to access computer servers and applications on the Court's network. Employees are required to protect their passwords against accidental or intentional disclosure to persons who should not have permission to access the computers or programs. All computer activity, including but not limited to: changing or deleting files, updating applications data, sending email messages, and browsing the Internet, which corresponds to an employee's Directory Service Account is presumed to be an action by the employee to whom the user account was assigned. With recent advancements in the Court's network and computer applications, there is no longer a business need for any person to know or record the password of another. **Passwords shall not be stored in a writing that is easily accessible to others.**

Employees must promptly change their Directory Service Account passwords when prompted to do so when logging in to a Court computer or network, or when the employee suspects that his/her password has been discovered by someone else. The Court's computer systems may require that passwords meet minimum criteria of password strength, which is a function of password length, complexity, and unpredictability.

Some computer servers or applications may require a password that is separate from, and with strength requirements that differ from, the Directory Service Account password. Employees should protect application-specific passwords with the same level of care as the Directory Service Account password.

Notice of Lack of Privacy. All persons who use the Court's computer and Internet resources are advised that the Court is the sole owner and controller of those resources. A supervising Judge may cause the use of the Court's Internet resources to be examined periodically at the supervising Judge's sole discretion. A supervising Judge may authorize the review of the Internet use or email content of any employee(s) at any time. Employees have no right to confidentiality when using the Court's equipment or programs.

4.03 SOCIAL NETWORKING

This policy applies to all existing and future social network sites, including, but not limited to, MySpace, Facebook, Twitter, YouTube, LinkedIn, Instagram, blogs and any other current or future social media sites.

Office Networking. Employees may use the office equipment, office email addresses, or office passwords in conjunction with any personal use of a social network site, but only during non-work time. A supervising Judge may withdraw the privilege of any access to social network sites if the supervising Judge believes that the employee has violated this policy.

Home Networking. Because of the nature of the social networks sites which allow linking to other individuals and sites, no employee can be assured that information provided on a social network site might not become accessible to unknown third parties. Therefore, even out of the workplace,

no employee shall discuss or reveal any information related to the Courts. Employees shall never post publicly on any issue before the Court nor post about anything observed or learned as a result of employment with the Court. Further, negative comments shall not be made about or to other court employees.

Posting material that a reasonable person would deem hateful, discriminatory, and/or obscene on a social network site may be grounds for termination of employment.

SECTION 5: HEALTH & SAFETY

5.01 EMERGENCY CLOSURES - INCLEMENT WEATHER

If the Courts are closed due to a weather emergency, employees will be notified as soon as possible. All Court facilities remain open unless otherwise directed by the Judge(s). Employees will be paid for time lost when the offices are closed due to a weather emergency.

5.02 EMERGENCY CLOSURES - OTHER KINDS

If any Court offices are closed due to an emergency, a notice will be sent as soon as possible. At times, emergencies such as fires, power failures, earthquakes, bomb threats, tornadoes, etc. may disrupt the operations of the Court or any agency of the Court. In extreme cases, these circumstances may require the closing of a work facility for part of the work day or for the entire day. Time away from the work facility will be paid in only those instances and for only the duration of time for which the work facility was officially closed from normal operations. Employees who are away from their work facility in excess of the official amount of time shall have the appropriate amount of time deducted from their work week as leave without pay, unless the employee chooses to substitute paid vacation or personal time.

Each Judge will disseminate information as deemed necessary, and will designate the amount of time for which his or her court is to be closed.

5.03 SAFETY IN OFFICE

In the event of an injury to an employee at or coming to and from the workplace, the employee will contact the County Human Resources Director. The employee will consult with the Human

Resource Director, as soon as possible to ascertain the employee's obligations and how to obtain needed benefits.

Employees also are expected to report promptly to their supervising Judge any apparent health or safety hazards. Further, employees are expected to report any activity on the part of any other employee or visitor which may place in jeopardy the health or safety of another.

5.04 SMOKING BAN

Smoking, vaping and use of tobacco is prohibited throughout the Courts' facilities and grounds. Employees are also required to comply with any state laws, local regulations, and building restrictions on smoking, vaping and use of tobacco. Because smoke breaks must be taken off of Court property, time used to smoke is time away from work. Time used for smoke breaks must be accounted for as benefit time, flex time that must be made up in the same day, or some other appropriate mechanism to ensure the employee meets the minimum work hours of the Court.

5.05 WEAPONS BAN

No Court employee may carry a handgun or other weapon while on official duty or while on the Court premises, unless the employee has received the express written authorization of their supervising Judge. Permission may be canceled permanently or for specific periods of time in the supervising Judge's sole discretion.

An employee's possession of an official permit to carry a handgun does not nullify this policy.

5.06 DISCIPLINE{PRIVATE }

All Court employees are at will employees. Any Court employee may be subject to disciplinary action for poor work performance or violation of policies, up to and including termination of employment.

5.07 VISITORS & CHILDREN AT WORK

Occasional short visits to the office by personal visitors of employees are welcome. However, all such visits should be short and not disruptive to business.

Employees cannot bring minor children to the office for extended periods of time. Under exceptional circumstances and with specific written request and approval from the employee's supervising Judge, an employee may bring to work a minor child for limited periods of time. In such event, the employee must ensure that the child does not disturb or interfere with the work of other staff members. In no event shall a child be left unsupervised in Court offices.

5.08 PERSONAL INFORMATION CHANGES{PRIVATE }

All employees must notify the Human Resources Director, of any change in name, address, home telephone number, marital status, and number of dependents within fifteen days of the effective date of the change. In addition, the employee shall notify his/her supervising Judge (or designees thereof).

5.09 EMPLOYEE PERSONNEL RECORDS

Definition of Personnel Records. The official personnel records are the ones maintained by the Human Resources Director and/or supervising Judge. These records include but are not limited to payroll records, timesheets, performance reviews, required medical records, and any other records relevant to proper computation of his or her pay or benefits at any reasonable non-working time during regular Court hours.

In addition, the official personnel record should include any formal disciplinary documents, and commendations at the discretion of the supervising Judge, and, when it becomes applicable, the letter of resignation or termination memorandum.

Arrangements for Examination of Records. For the protection of all, and to maintain employee privacy, records may be examined only in accordance with the following safeguards:

1. An employee's records may be examined only by the employee or as authorized by the supervising Judge;
2. Records may be examined only in the presence of a designated Court representative;
3. No record may be removed from where it is being stored; and
4. The Human Resources Director may adopt reasonable policies concerning the

frequency of file inspections to prevent potential abuses, including abuse of the Director's time.

Examination of Medical Records. Any medical information submitted by an employee in support of a request for FMLA leave, alternative work schedule or submitted in support of any other position that the employee is taking, shall be kept in a separate, secured file.

Furnishing Information to Third Parties. The Court assumes no obligation to furnish information about any employee to any third party, other than to verify current employment. An employee who desires that the Court furnish certain information to a third party may file a written request to that effect with the employee's supervising Judge. The employee may be required to execute a release before the Court will disclose certain information to third parties.

SECTION 6: ATTENDANCE & WORK SCHEDULES

6.01 WORK SCHEDULE DEFINITIONS

Alternate Schedule: An employee work schedule different from the Court's regular schedule of 8:00 to 4:00 p.m. with an hour for lunch. Alternate schedules must be approved in writing by the employee's supervising Judge.

Benefit Time: Accrued leave which includes holiday, vacation, sick, personal, compensatory time, funeral leave and other approved leaves.

Gap Hours: Hours that an employee works in excess of 35.0 hours but less than 40 hours in one work week (the gap between the regular work hours and the 40-hour work week used by the Fair Labor Standards Act for overtime calculations).

Overtime Hours: Hours worked by a non-exempt employee in excess of forty (40) hours per work week. Time and a half compensatory time or overtime pay is given for overtime hours worked. Use of benefit time does not count as time worked for calculating overtime hours.

Pay Period: The Court's pay periods are two week periods, running from Sunday through the subsequent second Saturday.

Regular Business Hours: Hours for Court offices are Monday through Friday, 8:00 am to 4:00 pm, except for holidays.

Regular Schedule: The regular work week established for all full-time Court employees is Monday through Friday, 8:00 am to 4:00 pm, with an unpaid hour lunch.

Schedule Adjustment: Any change to an employee's regular or approved alternate schedule.

Telework: A mutually agreed upon work option where regular duties are performed during an employee's regularly scheduled work hours (e.g., 8:00 am to 4:00 pm.) at a site other than court premises.

Work Station: The employee's assigned work location, which includes temporary work station assignments off of court premises.

6.02 ATTENDANCE

Employees who are unable to report to work as scheduled must personally notify their supervising Judge, as soon as possible and not later than thirty (30) minutes before the employee's scheduled start time. The form of notification shall be as requested by the supervising Judge (e.g., phone call, text, or email). Excluding instructions to the contrary from the supervising Judge, notice must be provided on each additional day of absence.

6.03 ATTENDANCE REPORTING

All employees must complete their timesheet accurately and timely; failure to do so may result in a two-week delay of their paycheck. The timesheets must be timely submitted according to the Auditor's requirements. If due to an unforeseen circumstance, the employee's time changes after the timesheet is submitted, the employee may later submit a corrected timesheet.

If the Auditor's office has special reporting requirements for work on a Saturday, any employee who works on a Saturday should consult with the Human Resources Director and/or Auditor as to

how to record the time prior to working that day. If there is any unpaid time and/or timesheet errors, the employee is responsible for alerting the Auditor immediately.

6.04 FLEX TIME

Flex time is a time adjustment to an employee's schedule within the minimum hours in a week for non-exempt employee, and within the minimum hours in a pay period for exempt employees. Each supervising Judge may determine how much flexibility is allowed for employees.

Non-Exempt Employees: The schedule adjustment needs to be within the standard 35.0 hours for a work week. If a non-exempt employee accrues more than 35.0 hours of work, compensatory time must be given. See Compensatory Leave Policy for further details.

Exempt Employees: The schedule adjustment must result in at least seventy (70) hours of work or use of benefit time within each payroll period.

The schedule adjustment must not create a work conflict or result in inadequate staffing. Approval to utilize flex time is a privilege and not a right, and may be canceled or denied by the supervising Judge.

For some positions, flex time should not be permitted or rarely allowed due to the requirements of the position.

6.05 OVERTIME HOURS & COMPENSATORY LEAVE

The accrual of overtime hours shall be administered in compliance with the Fair Labor Standards Act (FLSA). All employees are classified as non-exempt or exempt from the FLSA according to the requirements of the FLSA.

Non-Exempt Employees. Non-exempt employees earn compensatory time for both gap hours and overtime hours worked. Non-exempt employees are not to work more than 37.5 hours in a week without obtaining prior approval from the supervising judge. Failure to obtain approval may result in disciplinary action.

Gap Hours

The FLSA does not require the Courts to compensate its employees for gap hours. However, the Courts believe that non-exempt employees should receive a benefit for working gap hours. Therefore, non-exempt employees will receive compensatory time for each extra quarter hour worked of gap hours, under the following conditions:

1. the non-exempt employee received permission in advance from his/her supervising Judge to work the extra time or
2. the supervising Judge determines that the non-exempt employee worked extra time without permission due to an immediate need that could not have been foreseen and the supervising Judge was not available to seek permission.

Approved gap hour work earns the employee compensatory time at the rate of one-to-one (1:1) hours, in quarter hour increments.

Overtime Hours

Excepting for needs of the Courts that require immediate attention and with the permission of the supervising Judge, non-exempt employees shall not work in excess of 40 hours per week. The supervising Judge shall decide if it is necessary for the employee to work overtime hours.

Compensatory time shall be given for overtime hours worked. If the hours worked exceed 40 hours, the compensatory time is earned at a rate one-to-one-and-half (1:1.5) hours for each hour worked over 40 hours, in increments of quarter hours. For purposes of earning compensatory time at the 1.5-hour rate, hours worked does not include benefit time used.

All employees sign an agreement to accept compensatory time in lieu of overtime pay. However, if there is a specific need, the supervising Judge, in consultation with the Human Resources Director, may approve that overtime pay given instead of compensatory time.

Exempt Employees. Exempt employees shall not earn compensatory time for gap hours worked. If approved by their supervisor, exempt employees may flex their work schedules for all hours worked in a given bi-weekly pay period.

Exempt employees are expected to work more than the normal work week if such extra work is needed to meet the requirements of their positions. Excepting extraordinary and highly unusual circumstances, exempt employees are not entitled to accrue compensatory time.

Compensatory time approval must be in writing from the supervising Judge. Sufficient documentation must be provided of the actual days worked, time worked, and of the compelling necessity for the extra time worked. Compensatory time shall not be granted for merely answering emails out of the office. Compensatory time may also be automatically granted if an employee attends a conference or event on the weekend or a holiday. Compensatory time awarded for travel time to a site, when other work is not being performed that day, shall be restricted to 3.75 hours or less per day for travel within the state, and 7.5 hours or less per day for out-of-state travel.

Compensatory time will never be given at a ratio greater than 1:1 for time worked, and less may be given as deemed appropriate by the supervising Judge. Compensatory time shall not be granted for daily on-going work.

Approval Guidelines for Earning Compensatory Time. The following factors should be considered in determining whether and how much compensatory time should be awarded to an exempt employee:

1. Could the employee's schedule be staggered or compressed through the use of flex time, or any other schedule alternation be made to avoid the need for overtime work;
2. Is the meeting, conference, hearing or similar event scheduled outside of regular business hours and outside the normal scope of the individual's job responsibilities (time may not be awarded for optional social activities held in conjunction with conferences or other events);

3. Is the project timeline pre-determined by the supervising Judge;
4. Was the work produced at home or in the workplace (time is not normally given for work from home; see Section 6.06);
5. Does the project exceed the normal job duties and expectations and have a specific due date; and/or
6. Is the additional time due to a work-related emergency out of the employee's control?

Upon the granting of the compensatory time, the employee will reflect on his or her timesheet entry that time has been earned.

Exempt employees will not be paid for any balance of compensatory time at termination of employment.

Using Compensatory Time Off – All Employees. Employees shall use compensatory time earned before using any vacation or personal time. Effort should be made to use earned compensatory time within 60 days. A request to use earned compensatory time may be denied only if the supervising Judge determines the use of compensatory time will “unduly disrupt” the Court’s operations.

It is the supervising Judge’s responsibility to monitor accrued compensatory time of employees to ensure earned balances are not becoming excessive. The employee shall be compelled to use earned compensatory time as promptly as convenient for the Court(s) to avoid excess accrual. The supervising Judge can require an employee to take compensatory time off to manage the accrual of time.

6.06 PLACE OF WORK

Employees shall not be credited for time worked at home or otherwise away from Court (or CASA) premises except when they are away on approved official business or under one of the following exceptions:

1. Special accommodations to work at home or away from the office during regular business hours may be granted by the supervising Judge, when there exist compelling medical reasons that require an employee, for an extended period of time, to be confined

at home or in a health care facility; the employee is required to be absent for the care of a family member under approved FMLA; or if the work is necessitated by a specific office need and the work performed is necessary for the orderly operation of the employee's workplace; or

2. When the regular work assignment of the individual for the purposes of the Court needs to be outside the regular Court places of business at the request of the supervising Judge.

All requests must be submitted in writing and there must be adequate documentation of the work performed for accountability. Approval is at the discretion of the supervising Judge. *See section 6.07.*

6.07 TELEWORKING/TELECOMMUTING EMPLOYEES

Teleworking/telecommuting employees are employees hired or approved to work on a regular basis at a site other than Court premises.

Eligibility. Employees being considered for telework must:

1. Have a documented history of job performance that meets or exceeds their supervisor's expectations (for new employees, this documentation may be through references of prior employers);
2. Have no recent or pending corrective or disciplinary actions;
3. Be able to provide a suitable work environment at home;
4. Possess the appropriate equipment to allow the job to be performed away from the central worksite;
5. Require minimal need for on-site files, records, special equipment, software, or other resources;
6. Participate in frequent evaluation efforts with their supervising Judge;
7. Be in compliance with all applicable IT, Security, Privacy and Confidentiality policies and procedures; and
8. Be able to abide by the terms of the telework agreement and the guidelines of the telework policy.

Approval Process. Telework may be requested from a supervising Judge, **when it is best for the Court**, for the regular work assignment of an employee. The request shall be made to the supervising Judge and must be approved before an employee may be assigned to or hired to telework.

Requirements for Teleworkers. Teleworkers must comply with all applicable laws, Court policies and procedures, and guidelines. Performance requirements will not be adjusted due to participation in the telework option. Teleworkers may be required to report to a primary office upon request, and may be required to change their schedules and spend regular telework days in a primary office location to meet the operational needs of the Court. Telework must not hinder the employee's ability to fulfill his or her job duties.

Additional Requirements and Restrictions

1. **Communication.** While teleworking, the employee shall be reachable by telephone, video, and e-mail during approved regular or alternate work schedule. The employee shall meet the supervising Judge's expected turnaround time for responses and the supervising Judge's preferred method of communication.
2. **Conditions of Employment.** The teleworker's conditions of employment shall remain the same as for non-teleworking employees; wages, benefits and leave accrual will remain unchanged.
3. **Equipment & Supplies.** The Court will provide a computer and computer peripherals as determined are appropriate. The Court will not provide furniture of any type. Technology equipment and software provided by the Court shall be used exclusively by the teleworker for the purposes of conducting court business. The teleworker must care for equipment in accordance with section 3.07 of the employee handbook.
 - a. The Court will provide routine office supplies such as paper, pens, and staplers.
 - b. Out-of-pocket expenses for supplies normally available at a primary office will not be reimbursed.

- c. Remote Internet access is required at all telework sites. The teleworker is responsible for installation and maintenance of an Internet connection with adequate speed to properly perform duties.
 - d. The teleworker will notify his/her supervising Judge of equipment failures and report as needed for maintenance and/or repair. If necessary to remain productive, work will be completed on Court premises until technology issues are resolved.
4. **Dependent Care.** Telework is not a substitute for childcare or other dependent care. Teleworkers shall make or maintain dependent care arrangements to permit concentration on work assignments during work hours.
5. **Work Station.** The teleworker must establish and maintain a dedicated workspace that is quiet, clean, and safe. Under no circumstances may teleworkers hold business meetings with clients, partner agencies, professional colleagues, or members of the public at their residence.
6. **Hours of Work.** The teleworker will abide by the Court's regular or an approved alternate schedule. Compensatory time must be pre-approved by the supervising Judge and approval should rarely be granted. The teleworker will attend job-related meetings, training sessions, and conferences, as requested by the supervising Judge. The teleworker may be required to attend meetings on court premises with little notice.
7. **Incidental Costs.** Unless otherwise stated in the Telework Agreement, all incidental costs, such as residential utility costs, are the responsibility of the teleworker.
8. **Injuries.** The employee will be covered by workers' compensation for job related injuries that occur in the designated workspace, including the teleworker's home, during the defined work period. In the case of injury occurring during the defined work period, the employee shall immediately report the injury to the Human Resources Director. Workers' compensation will not apply to non-job related injuries that might occur in the home.
9. **Intellectual Property.** Products, documents, and records developed while teleworking are property of the Court(s).
10. **Leave.** The telework employee must obtain approval before taking leave in accordance with section six (6) policies.

11. **Personal Business.** Telework employees shall not perform personal business during hours agreed upon as work hours.

12. **Security.** Security and confidentiality shall be maintained by the teleworker at the same level as expected at a primary office. Restricted access or confidential material shall be secured at all times, and documents containing confidential information must be shredded upon completion of use. The teleworker is responsible for ensuring that non-employees do not access Court confidential files.

13. **Special Accommodations.** If the employee is approved for temporary telework, a daily log of work completed must be submitted to the supervisor Judge by the end of each pay period, or more frequently if requested.

14. **Mileage and Travel.** The teleworker's home is considered his or her work station for the purpose of calculating mileage and travel expenses, unless the teleworker has a temporary assignment elsewhere.

The Court reserves the right to terminate participation at any time, as telework is considered a privilege, not a right of any employee.

6.08 RESIGNATIONS

All court employees are employees at will and either the Court(s) or the employee may end the employment relationship at any time. However, employees are requested to give a minimum of two (2) weeks advance written notice of their intent to resign. A copy of the resignation shall be given to the Human Resources Director. Advance notice must be given in order to leave in good standing, unless a shorter time period is expressly approved by the supervising Judge. Leaving in good standing is required for consideration for future reemployment.

During the employee's final two weeks, the employee is expected to work each day and not take benefit time. Use of vacation leave in a manner to merely extend the effective date of an employee's final day of employment without performance of meaningful work is prohibited. Vacation time taken merely to extend the employee's last day of employment will not be paid.

Vacation time accumulated is paid at the end of employment. The County does **not** pay for accumulated sick leave or personal leave balances. Any accumulated sick leave or personal leave balance existing on the last day of employment is forfeited, whether the termination of employment is voluntary or involuntary. Compensatory time balances are paid at the end of employment for non-exempt employees; compensatory time balances are not paid and are forfeited at the end of employment for exempt employees.

SECTION 7: BENEFITS AND TIME OFF

B. Sick Leave

Wabash County Courts provide paid sick leave benefits to Wabash Court full-time employees for periods of temporary absence due to illness or injury. Employees accrue sick leave benefits at the rate of one-half (1/2) day for every month of service. Sick leave may be used for absence due to injury or illness of the employee, or that of a family member who resides in the employee's household.

The employee must contact their supervisor at the scheduled start of the workday before exercising sick leave benefits. Absences of more than three (3) consecutive day's duration shall be verified by a physician's statement. In addition, repeated absences of lesser duration may result in verification be required.

Unused sick leave benefits will be allowed to accumulate until the employee has accrued a total of sixty-six (66) days of sick leave. Once the benefits reach this maximum, sick leave will not continue to accrue until the unused sick leave days are reduced below the maximum.

Sick leave may be used for:

1. An employee's own personal illness or injury;
2. An employee's visits to a health care provider;
3. Illness or injury of an employee's family member that necessitates the employee's absence from work; or

4. Visits by a family member to a health care provider that necessitate the employee's absence from work. "Family member" in this policy is defined as spouse, child or parent, as well as parents-in-law relationships and step-children relationships.

For the purpose of this policy, any dependent person who resides with the employee is considered a family member. Sick leave use is limited to these specified circumstances; it is not a substitute for vacation or personal time.

The Court(s) reserves the right to request a physician's statement when an employee uses sick leave, including, but not limited to those instances when an employee:

1. Takes sick leave (i.e. leave without pay) when no balance of sick leave is available;
2. Takes more than three work days in a row using sick leave or a combination of benefit leaves;
3. When the employee takes sick leave the last work day before or the first work day after a scheduled holiday; or
4. When there is any pattern of abuse; for example, calling in sick every Monday.

Upon written request from an employee, the supervising Judge may grant permission to an employee to use paid sick leave prior to its having been earned under the following guidelines:

1. The employee does not have a prior record of excessive absenteeism or disproportionate use of paid leave;
2. Such requests from the employee are rare;
3. Special previously unforeseeable circumstances exist;
4. The amount of time requested is reasonable; and
5. The leave will not burden office staffing or Court operations.

Sick leave rolls over and accumulates year to year. No sick leave is paid out at the end of employment.

7.02 FAMILY & MEDICAL LEAVE

An employee who has been employed by the Court(s) for at least one year and who has worked at least 1,250 hours during the previous 12 months is eligible for a leave of absence pursuant to this policy and in accordance with the Family Medical Leave Act (FMLA). The total amount of leave an eligible employee is entitled to take, whether for a single leave, intermittent leaves, or multiples leaves is 12 weeks during the applicable FMLA year. The FMLA year is determined on a rolling backward basis from when the leave begins.

For example: When an employee applies for leave, if the employee has already taken eight weeks of leave in the twelve months prior the request, an additional four weeks could be taken. If an employee used four weeks beginning May 1, 2012, four weeks beginning December 1, 2012, and four weeks beginning February 1, 2012, the employee could not take leave again until May 1, 2013. The employee would then be eligible to take one additional day of leave each day for four weeks, commencing May 1, 2013.

Leaves needed for medical reasons of either the employee or to care for a family member of the employee beyond the twelve weeks allowed by the Family & Medical Leave policy are governed by the policy on "Other Leave Without Pay."

Eligibility for Family & Medical Leave. Family & Medical Leave may be taken for the following reasons:

1. The birth, adoption or foster care placement of an employee's child within twelve months following birth or placement of the child ("bonding leave");
2. To care for the employee's parent, spouse, or child with a serious health condition ("family illness leave");
3. The employee's own serious health condition that renders the employee unable to perform the essential functions of the job ("serious health condition leave");
4. A "qualifying exigency," as defined by the FMLA, for military operations arising because the employee's spouse, child or parent is in covered active duty, or has been notified of an impending call or order to covered active duty, in the Armed Forces

("military emergency leave"); or

5. To care for a spouse, child, parent or next of kin who is a covered service member ("military caregiver leave").

"Serious health condition". A condition that requires either in-patient care in a medical facility or continuing treatment or supervision by a health care provider. For the purpose of Family & Medical Leave only, "child" includes a biological child, adopted child, foster child, stepchild, a legal ward or a child of a person standing in loco parentis. "Parent" for Family & Medical Leave includes biological, adoptive, step or foster parent or an individual who was in loco parentis to the employee when the employee was a child. It does not include parents-in-law.

Administration of FMLA Policy. Unless specifically stated otherwise in this policy, all notices required by this policy shall be given in writing to the Human Resources Director with a copy to the employee's supervising Judge. The notice shall be on a form which may be obtained from the Human Resources Director. Within three working days of submission, the Human Resources Director or designee shall respond with a written determination as to the employee's eligibility. Employees shall give 30 days' written notice of intent to take a leave of absence. Where 30 days notice is not possible, the employee shall give as much notice as is practicable.

An employee who fails to give 30 days' notice of foreseeable leave may be denied leave until 30 days after the date the employee provides the required notice. Employees who request leave for planned medical treatment must make a reasonable effort, subject to the health care provider's approval, to schedule treatment so as not to disrupt the operations of the Court(s). Leaves of absence and extensions must be requested in writing from the Human Resources Director, unless impossible due to an emergency. All requests must be directed to the Human Resources Director with a copy to the employee's supervising Judge.

When an employee seeks or is using Family & Medical Leave, the employee will be provided with a form from the Human Resources Director that includes Certification of Health Care Provider. Upon receipt of the completed Certification, the Human Resources Director shall then determine if the employee's leave shall be designated as FMLA leave. If the Human Resources Director determines

the employee is not eligible, the Human Resources Director shall provide the Certification to the employee's supervising Judge to make a determination.

The Court(s) may require a second or third medical opinion. In such case, the second or third medical opinion will be at the cost of the Court(s).

Use of Benefit Time during FMLA. While on FMLA, an employee may use personal or vacation time. If FMLA is due to the employee's own serious health condition or for family illness leave, the employee must use any accrued sick leave, special sick leave and personal leave. Sick leave may not be used for bonding leave, military emergency leave or military caregiver leave except for those days when the family member is ill and general sick leave requirements are met. The employee may use accrued vacation leave during any FMLA. The employee must notify the Human Resources Director in advance as to whether or not the employee wishes to use vacation leave. The employee also needs to arrange with the supervising Judge to have timesheets prepared during the FMLA period. FMLA eligibility will be counted the same regardless of whether it is unpaid time or benefit time is used in conjunction with the FMLA.

Intermittent or Reduced-Schedule Leave Pursuant to FMLA. As part of an eligible employee's leave for a serious health condition (either an employee's own or that of a family member), intermittent or reduced-schedule leave may be taken when such is certified as medically necessary by a treating health care provider. Employees seeking intermittent or reduced-schedule leave must produce medical certification issued by a health care provider. However, the requirement of such certification may be waived by the supervising Judge at their sole discretion.

Employees who have requested foreseeable intermittent or reduced-schedule leave due to planned medical treatment may be transferred temporarily to an available alternative position at the discretion of the supervising Judge, if the alternative position better accommodates recurring periods of leave than the employee's regular position, provided the employee is qualified for the alternative position and the position has equivalent pay and benefits.

Restoration to Position and Benefits upon Return from FMLA Leave. Employees on a leave of absence granted pursuant to the FMLA will maintain their seniority, but will accrue no seniority, sick leave, vacation leave or personal leave benefits while on leave that is unpaid. For those employees who take FMLA leave on a "reduced or intermittent schedule," the amount of sick, vacation and personal leave time will be proportionately pro-rated based upon the actual number of hours worked during the time period in which the leave was taken.

Eligible employees returning from family or medical leave lasting 12 weeks or less will be returned to the same or a job position equivalent to the one that they held when they went on leave. Exceptions to such restoration will include, but not be limited to, changes in the work force, such as layoffs or elimination of positions to which the employee would be entitled if the employee had not taken the leave.

Employees returning from any form of leave of absence must be able to assume all of the essential functions of their jobs upon return. As a condition to restoring an employee whose leave was based on the employee's own serious health condition, such employee will be required to provide certification from the employee's health care provider stating that the employee is able to resume work. The requirement of certification for return to work may be waived by the supervising Judge, at his or her sole discretion.

Benefit Coverage during FMLA Leave. During the family or medical leave to which eligible employees are entitled under this policy, eligible employees may maintain coverage under the group health plan at the same level and under the same conditions for which coverage would have been provided if the employee had continued in employment continuously for the duration of such leave.

During any family or medical leave for which paid leave is substituted, employee contributions under the group health plan will be made pursuant to existing payroll policies and procedures. During any unpaid family or medical leave, an employee who contributes to such group health plan must make his/her contribution in a timely fashion. Unless other arrangements are made, such contributions will be due at the same time they would have been made by payroll deduction if the employee were not

on leave. Employees should be aware that benefits may be lost if the employee's contribution is not paid on time.

Failure to Return from FMLA Leave. Unless otherwise required by law or caused by unusual circumstances, an employee granted a leave of absence under these provisions who fails to return to work upon expiration of the leave granted may be classified as "voluntarily terminated." An employee's failure to return to work because of the continuation, recurrence, or onset of a serious health condition (either the employee's own or that of a family member) must be supported by timely medical certification. It is then at the discretion of the supervising Judge whether to allow other unpaid leave.

7.03 FAMILY MILITARY LEAVE

Eligible employees are entitled to take up to twelve workweeks of FMLA leave per year because of any qualifying event arising out of the fact that the spouse, son, daughter, parent or next-of-kin of the employee is on covered active duty or call to covered active duty status, or has been notified of an impending call or order to covered active duty. Family relationships are defined broadly to include step-relationships, foster children and legal wards, regardless of age. It does not include in-laws. Next of kin requires the relationship to be a blood relative that the service member as identified as his/her next of kin.

Eligible employee. One who has been employed by the Court(s) for at least one year and who has worked at least 1,250 hours during the previous 12 months.

Covered active duty. Duty during deployment with the armed forces to a foreign country for a member of the regular armed forces; and duty during deployment with the armed forces to a foreign country under a federal call or order to active duty in support of a contingency operation for a member of a reserve component of the armed forces.

"Qualifying events" for using Family Military Leave are:

1. When the service member has received a week or less in notice of deployment;

2. For military events and related activities;
3. For urgent (as opposed to recurring and routine) child-care and school activities;
4. For financial and legal tasks to deal with a family member's active duty;
5. For counseling for the employee or child who isn't already covered by FMLA;
6. To spend time with the covered servicemember on rest and recuperation breaks during deployment (15 calendar days or less, depending on the time granted for R&R);
7. For post-deployment activities;
8. To care for a parent of the military member when the parent is incapable of self-care and the covered active duty or call to covered active duty status of the military member necessitates a change in the existing care arrangement for the parent; and
9. For other purposes arising out of the call to duty, as agreed upon by the employee and their supervising Judge.

An employee seeking leave must give reasonable and practicable notice if the qualifying event is foreseeable and complete any forms requested by the Human Resources Director or supervising Judge.

Military Caregiver Leave. An eligible employee may take up to 26 work weeks of leave during a single year to care for a covered service member or veteran. Leave may be taken in a single block or intermittently. The employee may be a spouse, parent, child, or next of kin of a service member, who can be in the regular armed forces, Reserves, Guard, or anyone in those categories on a temporary disability retired list (TDRL). Employees may also take military caregiver leave to care for family members who sustained a qualifying injury for up to five years after they have been discharged from military service.

The service member must have a serious illness or injury incurred in the line of duty on active duty, as determined by the Department of Defense (DOD), that may render him/her medically unfit to perform the duties of his/her office, grade, rank, or rating and for which the servicemember or veteran is undergoing medical treatment, recuperation, therapy, or outpatient treatment or is on TDRL.

To be eligible for Military Caregiver leave, the employee shall complete the form request provided by Personnel & Operations and provide appropriate documentation required, if any.

7.04 NEW PARENT LEAVE

Full-time eligible employees may request and receive up to 150 hours of paid leave upon the birth of their child or upon placement of a child with the employee for adoption. Part-time eligible employees may request up to 75 hours of paid leave.

Any New Parent Leave Not Taken:

1. within six months after the birth or placement for adoption; or
2. prior to separation from employment in state service is forfeited.

This leave runs concurrently with family-medical leave (FML) for eligible employees who are charged FML for absences due to childbirth or parenting. After required use of available sick leave (and earned compensatory time for overtime-eligible employees), employees may choose to use available new parent leave (NPL), vacation, or personal leave if they want to receive compensation during the FML absence.

Employees are Responsible for:

1. notifying their supervising Judge and the Human Resources Director that a birth or placement for adoption is anticipated and give an estimated time frame;
2. applying for New Parent Leave (NPL);
3. applying for FML, if eligible;
4. submitting supporting documentation, such as a birth announcement/confirmation from a doctor/hospital/governmental entity or document placing the child with employee for adoption (as described in the definition of placement for adoption); and
5. designating absences on the timesheet as NPL, tracking usage of NPL, and not using more NPL than is authorized.

Scope. This policy applies to full-time and part-time employees who have been employed six consecutive months or more in permanent positions in state service:

1. Upon the birth of the employee's child on or after January 1, 2018.
2. Upon the birth of a child to the employee's spouse on or after January 1, 2018.
3. Upon placement of a child for adoption with the employee on or after January 1, 2018.

Definitions

1. **Child:** An infant newly born to the employee or employee's spouse or a minor child placed for adoption with the employee.
2. **Placement for adoption:** The order:
 - a. granting custody pending adoption; or
 - b. issuing a domestic or international decree or certificate of adoption, whichever occurs first. Placement for adoption does not include time spent fostering a child prior to the issuance of a decree of adoption nor the adoption of step-children by a step-parent.
3. **Spouse:** A legally married husband or wife of the employee.

Procedures. NPL may be used intermittently in increments not less than one full day. Employees must notice prior to taking a day of NPL if possible. When a day of NPL must be used on an unplanned basis, notice should be given as soon as possible to the Human Resources Director and supervising Judge.

7.05 VACATION LEAVE

A. Vacation

Vacation time with pay is provided to Wabash Court employees for an opportunity for rest and personal pursuit. The amount of vacation time is discretionary with the Court; however, the vacation time generally increases with the length of service within the Court.

Vacation time for Wabash County Court full-time employees shall be followed, unless modified by the Court in writing:

Six (6) months after date of hire – five (5) days vacation
One (1) year after date of hire – ten (10) days vacation
Three (3) years after date of hire – fifteen (15) days vacation
Twenty (20) years after date of hire – Twenty (20) days vacation

Vacation time for part-time employees of Wabash County Courts shall be as follows, unless modified by the Court in writing:

Six (6) months after date of hire- two (2) days vacation
One (1) year after date of hire – five (5) days vacation
Two (2) years after date of hire – ten (10) days vacation
Eight (8) years after date of hire – fifteen (15) days vacation
Twenty (20) years after date of hire – Twenty (20) days vacation

Vacation time should be used in increments of at least one-half (1/2) day, unless otherwise approved by the supervising Judge. To take vacations, employees of Wabash County Courts should request advance approval from their supervising Judge. As per the Wabash County Government's Policy, unused vacation days shall be carried over to the next year to a maximum of thirty (30) days.

The Judge may, at his or her discretion, grant an exception to the thirty (30) day carry-over policy under unusual circumstances, including but not limited to family or medical leave. If such an exception is granted, it is granted for a single year and in no way is to be construed as a grant of any further exceptions.

Upon written request from an employee, the supervising Judge may grant an employee permission to use paid leave prior to its having been earned under the following guidelines:

1. The employee does not have a prior record of excessive absenteeism or disproportionate use of paid leave;
2. Such requests from the employee are rare;
3. Special previously unforeseeable circumstances exist;
4. The amount of time requested is reasonable; and
5. The leave will not burden Court operations.

The Court(s) encourages all employees to use vacation time during the year in which it accrues. Accordingly, no employee shall be permitted to carry over more than thirty days (two hundred ten hours) vacation leave from one year into the next year.

The supervising Judge may grant an exception to this carry over policy for a particular individual under unusual circumstances. If such an exception is granted, it is granted for a single year and in no way is to be construed as a grant of any future exceptions.

To use vacation time, the employee shall request to use it in advance. Approval must be granted by the supervising Judge or his/her designee before using the vacation time.

7.06 PERSONAL LEAVE

Personal leave days are provided to Court employees in recognition that there are times when employees have personal matters requiring attention during regular working hours. Full-time employees will be given 3 personal days upon hire and 3 personal days each benefit year thereafter. A benefit year is defined as the twelve-month period which begins on the employee's anniversary date.

Personal leave days do not carry forward or accumulate from one benefit year to the next and unused days will not be paid upon termination of employment.

7.07 FUNERAL LEAVE{PRIVATE }

Court employees are entitled to funeral leave with pay for three (3) regular work days (21.0 work hours) upon the death of:

1. A spouse; or
2. A parent, stepparent, foster parent, grandparent, great grandparent or guardian of the employee or the employee's spouse; or
3. A child, stepchild, foster child, or grandchild of the employee or the employee's spouse; or
4. A spouse of a child, stepchild, or foster child of the employee or the employee's spouse; or
5. A sibling of the employee or the employee's spouse; or

6. A person who lived in the same household with the employee at the time of death.

A supervising Judge may grant an employee up to an additional seven (7) regular work days (for a total of ten days) of paid funeral leave upon the death of:

1. An employee's spouse;
2. An employee's child;
3. An employee's stepchild if the stepchild resided with the employee at the time of death; or,
4. An employee's parent, stepparent or parent-in-law if the deceased resided with the employee at the time of death.

Funeral leave must be utilized in conjunction with the date of death, the funeral or the memorial service. They do not have to be taken consecutively.

7.08 MILITARY LEAVE{PRIVATE }

A military leave of absence will be granted to employees, except those occupying temporary positions, to attend scheduled drills or training or if called to active duty with the U.S. Armed Forces.

Pursuant to I.C. 10-2-4-3, employees are permitted 15 days of paid military leave each year to perform military duties. Any unused days do not carry forward to the next calendar year. All military leave must be performed in a duty status. That portion of any military leave of absence in excess of 15 days will be unpaid. However, employees have the option to use any available vacation and personal leave.

Military leave days may be used during any time of the year. However, the employee should give as much notice as practicable to the employee's supervising Judge. In those instances where the employee has input as to when the military service is to be performed, the employee should make reasonable attempts to schedule such service at a time that does not unduly disrupt the operations of the Court.

Differential pay (the difference between basic active military salary and the salary that would have been paid as an active state employee) will be granted to employees who are members of the National Guard or other reserve component of the armed forces of the United States on active military duty. Differential pay does not apply to service performed exclusively for training. Employees who are members of the Indiana National Guard or other Indiana reserve component of the armed forces of the United States on active military service have the option to continue family health care coverage at the employee's own expense.

Active Military Service means either state active duty service, federally funded state active service, or federal active service, but excludes service performed exclusively for training, including basic combat training, advanced individual training, annual training, inactive duty training, and special training periodically made available to reserve members.

The Court(s) fully adheres to the requirements of federal and state law regarding military leaves for members of the uniformed services. In the event of a dispute between the provisions of this policy and the relevant law, the provisions of the Uniformed Services Employment and Re-employment Rights Act (USERRA) control.

7.09 OTHER LEAVE WITHOUT PAY

This provision applies to all time off without pay, other than Family & Medical Leave, military leave, and disciplinary leave without pay. Such time off, or leave without pay, is not a right. It may be granted if the supervising Judge deems the leave is in the best interest of their Court. The leave request should be submitted in writing and requires the written approval of the employee's supervising Judge.

Excepting employees who take unpaid leave for military service, employees who take leave without pay will have their sick, vacation and personal leave time for the year following the one in which the unpaid leave is taken proportionately pro-rated based upon the amount of unpaid leave.

7.10 BONE MARROW OR ORGAN DONATION

An employee who is to serve as a bone marrow or live organ donor may request a discretionary

paid leave of absence from the Court. In order to be eligible, the employee must:

1. Make the request with as much advance notice as possible; and,
2. Provide the Court with written verification/certification by the attending physician that the employee will serve as either a bone marrow or live organ donor.

In the case of a bone marrow donation, with the approval of the supervising Judge, the employee is eligible to receive not more than five (5) workdays of paid leave. The number of days will be determined after reviewing the verification/certification of the attending physician. The days must be taken contiguously and in conjunction with the medical procedure.

In the case of a live organ donation, with the approval of the supervising Judge, the employee is eligible to receive not more than thirty (30) workdays of paid leave. The number of days will be determined after reviewing the verification/certification of the attending physician. The leave must be taken contiguously and in conjunction with the medical procedure.

An employee who is granted a leave of absence under this policy is entitled to receive the employee's regular pay without interruption during the leave of absence. The employee shall not be required to utilize any paid benefit time during this period. However, leave taken under this policy may be counted toward an employee's yearly Family and Medical Leave entitlement.

If at the conclusion of the authorized leave under this policy the employee has not recovered sufficiently to be able to return to work, the employee may utilize any other applicable paid benefit leave available or the balance of FMLA leave as available. In such event, the employee must provide as much notice as practicable of his or her inability to return to work.

In order to return to work after any leave under this policy, the employee must provide a written "release to return to work" statement from the attending physician.

During a leave of absence under this policy, the employee's service shall be considered uninterrupted for seniority, pay, pay advancement, performance and any other benefit. Furthermore, the Court(s) will not retaliate against any employee for requesting or obtaining a

leave of absence under this policy.

7.11 JURY DUTY & COURT APPEARANCES

The Court(s) encourages employees to fulfill their civic responsibilities by serving jury duty when required. Employees may accept payment from the county or federal court for jury duty, and then turn the check into Human Resources Director. Alternatively, employees may waive payment from the county or federal court. In either case, employees will receive their full regular pay check. Monies received for per diem, including mileage and meal reimbursement, will not be deducted from the employee's gross wages.

Employees must share the jury duty summons to their supervising Judge as soon as possible so that the supervising Judge may make arrangements to accommodate their absence. Of course, employees are expected to report for work whenever the court schedule permits.

Employees who are required to serve as a witness in a matter relating to their employment with the Court shall be paid their regular salary for the time spent away from the office in preparation for the testimony and for the time spent testifying.

Employees who are required to appear in a court in matters not related to their employment with the Court may use available paid leave or unpaid leave pursuant to the policies governing the taking of such leave.

7.12 HOLIDAYS

The Court follows the holiday schedule for Wabash County employees.

To be eligible for compensation for a holiday or Election Day, an employee must be in "pay status" the last scheduled work day prior to the holiday or Election Day and the day immediately following the holiday or Election Day. "Pay status" means that an employee must:

1. Work his or her regular work schedule; or
2. Take a vacation leave or personal leave day; or,

3. Take a sick leave day.

In the event that a sick leave day is utilized, the Court may request a doctor's written statement verifying the employee's medical condition on the day in question.

The Human Resources Director will inform employees of the dates for Holidays each year.

7.13 COUNTY BENEFIT PARTICIPATION

The Court(s) has chosen to participate in a number of benefits that are provided by the Executive Branch of Wabash County. These may include:

1. Health care plans;
2. Vision care plan;
3. Dental plan;
4. Life insurance plans;
5. Short and long term disability plans;
6. Employee assistance services program;
7. Indiana deferred compensation plan;
8. Public employee retirement fund;
9. Taxsaver plan;
10. U.S. savings bond plan;
11. Direct deposit of paycheck plan; and,
12. 'Escape rates" program.

Information relating to these programs will be provided by the Human Resources Director, upon beginning of employment.

I have read and understand the foregoing and further acknowledge I am an employee at will.

Connie R. Stiggge
Employee Signature

7/9/21
Date

3. Take a sick leave day.

In the event that a sick leave day is utilized, the Court may request a doctor's written statement verifying the employee's medical condition on the day in question.

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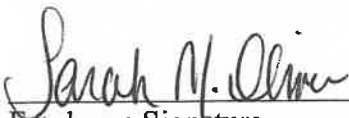
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Employee Signature


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12. 'Escape rates" program.

Information relating to these programs will be provided by the Human Resources Director, upon beginning of employment.

I have read and understand the foregoing and further acknowledge I am an employee at will.

Trisha Abell
Employee Signature

7/2/2021
Date

3. Take a sick leave day.

In the event that a sick leave day is utilized, the Court may request a doctor's written statement verifying the employee's medical condition on the day in question.

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7.13 COUNTY BENEFIT PARTICIPATION

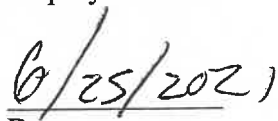
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Employee Signature


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Employee Signature

6-25-21
Date

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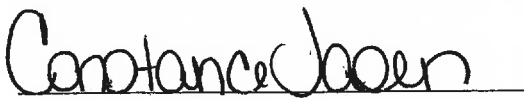
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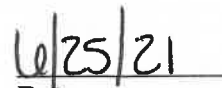
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7. Indiana deferred compensation plan;
8. Public employee retirement fund;
9. Taxsaver plan;
10. U.S. savings bond plan;
11. Direct deposit of paycheck plan; and,
12. 'Escape rates" program.

Information relating to these programs will be provided by the Human Resources Director, upon beginning of employment.

I have read and understand the foregoing and further acknowledge I am an employee at will.

Kara Bever
Employee Signature

6/25/21
Date

3. Take a sick leave day.

In the event that a sick leave day is utilized, the Court may request a doctor's written statement verifying the employee's medical condition on the day in question.

The Human Resources Director will inform employees of the dates for Holidays each year.

7.13 COUNTY BENEFIT PARTICIPATION

The Court(s) has chosen to participate in a number of benefits that are provided by the Executive Branch of Wabash County. These may include:

1. Health care plans;
2. Vision care plan;
3. Dental plan;
4. Life insurance plans;
5. Short and long term disability plans;
6. Employee assistance services program;
7. Indiana deferred compensation plan;
8. Public employee retirement fund;
9. Tax saver plan;
10. U.S. savings bond plan;
11. Direct deposit of paycheck plan; and,
12. 'Escape rates' program.

Information relating to these programs will be provided by the Human Resources Director, upon beginning of employment.

I have read and understand the foregoing and further acknowledge I am an employee at will.

Christie L. Jones
Employee Signature

6/25/2021
Date

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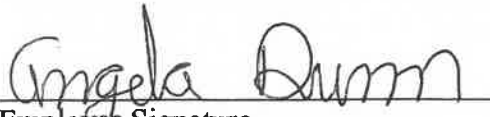
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I have read and understand the foregoing and further acknowledge I am an employee at will.


Employee Signature

6-28-21
Date

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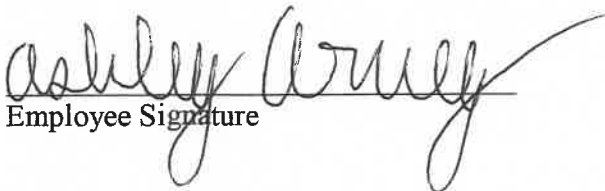
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Employee Signature

6-28-21
Date