



2026
Employee Human Resource
Manual
Bourbon County, Kansas

Title: Welcome
Pages: 1
Revised: 01/15/2026

Welcome to Bourbon County

Thank you for joining Bourbon County! We believe you will make a valuable contribution to Bourbon County, and hope that you will find your employment a rewarding experience. We look forward to the opportunity of working together to create a more successful county. We also want you to feel that your employment with Bourbon County will be a mutually beneficial relationship.

You have joined an organization that has established an outstanding reputation for quality. Credit for this goes to everyone in the organization. We hope you will find the same satisfaction and take pride in your work here. As a member of Bourbon County's team, you will be expected to contribute your talents and energies to further improve the environment and quality of the county.

This Employee Human Resource Manual may provide answers to most of the questions you may have about Bourbon County's benefit programs, as well as county policies and procedures. You are responsible for reading and understanding this Employee Human Resource Manual. If anything is unclear, please discuss the matter with your supervisor.

We extend to you our personal best wishes for your success and happiness at Bourbon County.

Sincerely,
Bourbon County

Title: Mission/ Vision Statement
Pages: 1
Revised: 01/15/2026

Mission Statement

Authentic Bourbon County values rural lifestyle, a place where we enjoy the benefits of rural living while remaining connected to the opportunities of the nearby city. We honor our rich farmland, agricultural heritage, and livestock industry, recognizing their vital role in sustaining our community. At the heart of our efforts is a deep respect for our taxpayers, who contribute to the growth and well-being of our country. Our mission is to ensure that these values, rural lifestyle, agriculture, and responsible fiscal stewardship work together harmoniously to build a prosperous, sustainable future for all residents.

Vision Statement

To be a vibrant and resilient rural county where families, businesses, and communities flourish-rooted in tradition, guided by innovation, and united in our commitment to a prosperous future for generations to come.

Title: Introduction
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Introduction

This Personnel Handbook is adopted by the County Commission pursuant to its statutory authority to establish employment policies for county operations.

These policies apply to all county employees.

Independently elected officials may, pursuant to Kansas law, exercise discretion over certain operational matters within their offices. Where an elected official determines that a specific policy does not apply to their office, that determination shall not alter the validity or enforcement of the policy.

Nothing in this handbook is intended to expand or limit the statutory authority of any elected official.

Title: Notice
Pages: 2
Revised: 01/15/2026

Notice

This Employee Human Resource Manual, drafted in 2025, has been prepared to inform you of Bourbon County's history, philosophy, employment practices, and policies, as well as the benefits provided to you as a valued employee.

Some Things You Must Understand

The policies in this Employee Human Resource Manual are to be considered as guidelines.

- Bourbon County may change, suspend, or discontinue policies in this manual at any time without prior notice as organization, employment legislation, and economic conditions dictate; however, we will endeavor to inform you of such changes in a timely manner. Any changes must be approved by an affirmative vote of the Board of County Commissioners. The change will be recorded in the minutes of the meeting at which the vote took place, be published in the format of this manual and be furnished to each County employee and official. Amendments to this manual will supersede the original policies they are intended to replace.
- Bourbon County may change, suspend, or discontinue policies in this manual at any time without prior notice as organization, employment legislation, and economic conditions dictate.
- Any such action shall apply to existing as well as to future employees.
- Employees may not accrue eligibility for monetary benefits that they have not become eligible for through actual time spent at work.
- Employees shall not accrue eligibility for any benefits, rights, or privileges beyond the last day worked.
- No one other than the County Commission of Bourbon County may alter or modify any of the policies in this Employee Human Resource Manual. Any alteration or modification of the policies in this Employee Human Resource Manual must be in writing.
- No statement or promise by a supervisor, elected official outside the governing body, or department head, past or present, may be interpreted as a change in policy nor will it constitute an agreement with an employee.

Should any provision in this Employee Human Resource Manual be found to be unenforceable and invalid, such findings do not invalidate the entire Employee Human Resource Manual, but only that particular provision.

This Employee Human Resource Manual effective 1/15/2026 replaces (supersedes) all other or previous Bourbon County Employee Human Resource Manuals, or other Bourbon County policies whether written or oral prior to this date.

Title: Receipt and Acknowledgement
Pages: 1
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Receipt and Acknowledgement of Bourbon County Employee Human Resource Manual

Please read the following statements, sign below and return to your supervisor.

Understanding and Acknowledging Receipt of Bourbon County Employee Human Resource Manual

I have received and read a copy of the Bourbon County Employee Human Resource Manual Approved. I understand that the policies and benefits described in it are subject to change at the sole discretion of Bourbon County at any time .

At-Will Employment

I further understand that my employment is at-will, and neither myself nor Bourbon County has entered into a contract regarding the duration of my employment. I am free to terminate my employment with Bourbon County at any time, with or without reason. Likewise, Bourbon County has the right to terminate my employment, or otherwise discipline, transfer, or demote me at any time, with or without reason, at the discretion of Bourbon County. No employee of Bourbon County can enter into an employment contract for a specified period of time or make any agreement contrary to this policy without the written approval from the County Commission.

Confidential Information

I am aware that during the course of my employment confidential information will be made available to me, for instance, confidential information in executive sessions, security information with our technology system and other related information. I understand that this information is proprietary and critical to the success of Bourbon County and must not be given out or used outside of Bourbon County's premises or with non-Bourbon County employees this is for information that does not fall under the KOMA and KORA. In the event of termination of employment, whether voluntary or involuntarily, I hereby agree not to utilize or exploit this information with any other individual or county.

Employee's Printed Name

Position

Employee's Signature

Date

Title: Drug Free Workplace
Pages: 1
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Drug-Free Workplace Policy

Safety is our primary concern: your safety and the safety of fellow employees is of paramount importance. If an employee is operating equipment while under the influence of drugs or alcohol, they are not safe enough.

Please be advised that Bourbon County maintains a drug-free, alcohol-free workplace policy. This means that no illegal or legal drugs (including marijuana) or alcohol are acceptable. This extends to any marijuana related products, such as CBD pens and dab pens.

If it is brought to our attention that any employee is under the influence of drugs or alcohol, while at work, this employee could be immediately terminated.

To maintain a safe, productive, and compliant workplace, the County reserves the right to require drug and alcohol testing of employees at any time, including but not limited to situations involving reasonable suspicion, post-accident, or random testing. Refusal to submit to a requested test or a positive test result may result in disciplinary action, up to and including termination of employment.

Acknowledgement:

I understand Bourbon County has a Drug-Free, Alcohol-Free Workplace policy. I have read this policy and understand that I could be terminated if I test positive for illicit substances and am operating under the influence of drugs while at work.

Employee Name

Date

Employee Signature

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Title: What You Can Expect From Bourbon County
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What You Can Expect From Bourbon County

Bourbon County believes in creating a harmonious working relationship between all employees. In pursuit of this goal, Bourbon County has created the following employee relations objectives:

- Provide an exciting, challenging, and rewarding workplace and experience.
- Select people based on skill, training, ability, attitude, and character without discrimination with regard to age, sex, color, race, creed, national origin, religious persuasion, marital status, political belief, or a disability that does not prohibit performance of essential job functions.
- Compensate all employees according to their effort and contribution to the success of our organization.
- Review wages, employee benefits and working conditions regularly with the objective of being competitive in these areas consistent with sound budgetary and organizational practices.
- Provide vacation, sick leave, paid time off and holidays to all eligible employees.
- Assure employees, after talking with their Director or elected official, an opportunity to discuss any issue or problem with the Commission of Bourbon County.
- Take prompt and fair action on any complaint brought to their attention.
- Respect individual rights and treat all employees with courtesy and consideration.
- Maintain mutual respect in our working relationship.
- Provide buildings and offices that are orderly and safe.
- Promote employees based on their ability and merit.
- Make promotions or fill vacancies from within Bourbon County whenever practical.
- Keep all employees informed of the progress of Bourbon County, as well as the county's overall goals and objectives.
- Promote an atmosphere in keeping with Bourbon County's vision, mission, and goals.

Title: What Bourbon County Expects From You
Pages: 1
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What Bourbon County Expects From You

Bourbon County needs your help in making each working day enjoyable and rewarding. Your first responsibility is to know your own duties and how to do them promptly, correctly, and pleasantly. Secondly, you are expected to cooperate with your Director, Elected Officials, and your fellow employees and to maintain a good team attitude.

How you interact with coworkers, and the individuals Bourbon County serves is important. Your response to direction can directly influence the success of your department. In turn, the performance of one department can impact the entire service offered by Bourbon County. Consequently, whatever your position, you have an important assignment: perform every task to the best of your ability.

You are encouraged to grasp opportunities for personal development offered to you. This manual offers insight into how you can perform positively and to the best of your ability to meet and exceed Bourbon County's expectations.

We strongly believe you should have the right to make your own choices in matters that concern and control your life. We believe in direct access to your Director and Elected Officials. We are dedicated to making Bourbon County a county where you can approach your elected official, or any member of management, to discuss any problem or question. We expect you to voice your opinions and contribute your suggestions to improve the quality of Bourbon County. We are all human, so please communicate with each other and with Directors and Elected Officials, please refer to our open communication policy.

Remember, you help create the pleasant and safe working conditions that Bourbon County intends for you. The result will be better performance for the county overall, and personal satisfaction for you.

HR Questions and Concerns

If you have any human resources related questions or concerns, you should contact the County's HR Consultant directly. The HR Consultant is Steve Cohen, who can be reached at (816)600-3053.

You may also contact the Executive Assistant to the County Commission, Laura Krom at (620)215-1787, who can assist in facilitating communication with the HR Consultant if needed. Lastly, please note that the HR Consultant is the only individual that can receive an HR related complaint.

Title: Open Communication Policy
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Open Communication Policy

Bourbon County encourages you to discuss any issue you may have with a co-worker directly with that person. If a resolution is not reached, please arrange a meeting with your immediate Supervisor then Director or Elected Official to discuss any concern, problem, or issue that arises during your employment. Any information discussed in an Open Communication meeting is considered confidential. Retaliation against any employee for appropriate usage of Open Communication channels is unacceptable. Please remember it is counterproductive to a harmonious workplace for employees to create or repeat rumors or office gossip. It is more constructive for an employee to consult their supervisor immediately with any questions.

Title: **Suggestions**
Pages: **1**
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Suggestions

We encourage all employees to bring forward their suggestions and good ideas about how our county can be made a better place to work, our efforts improved, and our service to taxpayers enhanced. When you see an opportunity for improvement, please talk it over with your supervisor. They can help you bring your idea to the attention of the people in the county who will be responsible for implementing it.

All suggestions are valued and listened to. When a suggestion from an employee has merit, we provide for special recognition of the individual(s) who had the idea.

Title: At-Will Employment
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At-Will Employment

Your employment with Bourbon County is at-will. This means that neither you nor Bourbon County has entered into a contract regarding the duration of your employment. You are free to terminate your employment with Bourbon County at any time, with or without reason. Likewise, Bourbon County has the right to terminate your employment, or otherwise discipline, transfer, or demote you at any time, with or without reason, at the discretion of Bourbon County.

No employee of Bourbon County can enter into an employment contract for a specified period of time or make any agreement contrary to this policy without written approval from the County Commission.

Title: Termination of Your Employment
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Termination of Your Employment

Bourbon County will consider you to have voluntarily terminated your employment if you do any of the following:

1. Resign from Bourbon County,
2. Fail to return from an approved leave of absence on the date specified by Bourbon County, or
3. Fail to report to work or call in for two (2) or more consecutive workdays.

You may be terminated for poor performance, misconduct, excessive absences, tardiness, discrimination, harassment, or other violations of Bourbon County policies. However, your employment is at-will, and you and Bourbon County have the right to terminate your employment for any or no reason.

When an employee terminates their employment, either voluntarily or involuntarily, they are responsible for returning all county property and assets, including computer equipment and electronic files. Exiting employees are not permitted to delete any computer files from the system.

Upon voluntary termination, employees in good standing will be paid their vacation accruals up to a maximum of 200 hours. Any sick time accruals will be forfeited if continuous employment is under 10 years, Employees with 10 years of continuous employment may have their sick time paid at a rate of 25%. If an employee leaves their employment at Bourbon County not in good standing, they will forfeit all accrued benefit time.

Title: Confidential Information
Pages: 1
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Confidential Information

Upon accepting employment with Bourbon County, you were asked to sign a Confidentiality Agreement, which provides that you will not disclose or use any Bourbon County confidential information, either during or after your employment. We hope that our relationship will be long-term and mutually rewarding. However, your employment with Bourbon County assumes an obligation to maintain confidentiality, even after you leave our employment.

Additionally, Bourbon County may be trusted with important information relating to outside businesses. The nature of this relationship requires maintenance of confidentiality. In safeguarding the information received, Bourbon County earns the respect and further trust of our taxpayers. Matters discussed in executive session pursuant to the Kansas Open Meetings Act (K.S.A. 75-4317 et seq.) are confidential and shall not be disclosed by any employee except as required by law or expressly authorized by the Board of County Commissioners in open session.

If you are questioned by someone outside the county and you are concerned about the appropriateness of giving them certain information, you are not required to answer. Instead, as politely as possible, refer the request to your supervisor.

No one is permitted to remove any Bourbon County records, reports, or documents, most business is subject to open records and are authorized by law and can be requested by Kansas Open Records Act (KORA). Unauthorized Disclosure of confidential information could lead to termination, as well as possible legal action.

Title: Equal Employment Opportunity
Pages: 1
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Equal Employment Opportunity

Bourbon County is an equal employment opportunity employer. Employment decisions are based on merit and organizational needs, and not on race, color, citizenship status, national origin, ancestry, gender, sexual orientation, age, religion, creed, physical or mental disability, marital status, veteran status, political affiliation, or any other factor protected by law. Bourbon County complies with the law regarding reasonable accommodation for employees with disabilities. Bourbon County Commission has issued the following policy stating Bourbon County's views on this matter.

Bourbon County will not discriminate against any qualified employee or job applicant with respect to any terms, privileges, or conditions of employment because of a person's physical or mental disability. Bourbon County will also make reasonable accommodation wherever necessary for all employees or applicants with disabilities, provided that the individual is otherwise qualified to safely perform the essential duties and assignments connected with the job and provided that any accommodations made do not impose an undue hardship on Bourbon County.

Management is primarily responsible for seeing that Bourbon County's equal employment opportunity policies are implemented, but all members of the staff share the responsibility for assuring that by their personal actions the policies are effective and apply uniformly to everyone.

Any employees involved in discriminatory practices will be subject to termination.

Title: Americans with Disabilities Act (ADA) & Accommodations
Pages: 2
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Americans with Disabilities Act (ADA) & Accommodations

We value your contributions, and make reasonable accommodations for qualified individuals with known disabilities in order to help them perform their job responsibilities, in accordance with applicable laws.

It is our policy that employment discrimination on the basis of a disability is prohibited. This means discrimination in all employment practices including job application procedures, hiring, firing, advancement, compensation, training, and other terms, conditions, and privileges of employment is prohibited. It applies to recruitment, layoff, leave, fringe benefits, and all other employment-related activities.

An individual is considered to have a “disability” if:

1. he/she has a physical or mental impairment that substantially limits one or more major life activities; or
2. he/she has a record of such an impairment; or
3. he/she is regarded as having such an impairment.

This policy also provides protections to individuals who have a known association or relationship with such an individual.

“Reasonable accommodations” are modifications to applicants' or employees' work environment or schedule that allow them to perform the essential functions of the job they seek or hold unless the accommodations create undue hardship for the County.

If you have a qualified disability (including life-threatening illnesses) you may make requests for reasonable accommodations to your supervisor. This process is also available for applicants. We will endeavor to reasonably accommodate qualified individuals with a disability who can still perform the essential functions of the job. Accommodations will be determined on a case-by-case basis and in conjunction with recommendations from the individual and medical professionals. Disabilities and life-threatening illnesses will be treated in a confidential manner, to the extent possible.

Please see the Harassment & Discrimination Prevention policy for the reporting procedure.

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

Other Accommodation Requests

The above accommodation request process may also be utilized for sincerely held religious beliefs and practices.

Title: Harassment Policy
Pages: 3
Revised: 01/15/2026

Harassment Policy

Bourbon County intends to provide a work environment that is pleasant, professional, and free from intimidation, hostility or other offenses which might interfere with work performance. Harassment of any sort - verbal, physical, visual - will not be tolerated.

What Is Harassment?

Workplace harassment can take many forms. It may be, but is not limited to, words, signs, offensive jokes, cartoons, pictures, posters, emails or statements, pranks, intimidation, physical assaults or contact, or violence. Harassment is not necessarily sexual in nature. It may also take the form of other vocal activity including derogatory statements not directed to the targeted individual but taking place within their hearing. Other prohibited conduct includes written material such as notes, photographs, cartoons, articles of a harassing or offensive nature, and taking retaliatory action against an employee for discussing or making a harassment complaint.

Responsibility

All Bourbon County employees, and particularly elected officials, have a responsibility for keeping our work environment free of harassment. Any employee who becomes aware of an incident of harassment, whether by witnessing the incident or being told of it, must report it to their immediate supervisor or the designated management representative with whom they feel comfortable. When management becomes aware of the existence of harassment, it is obligated by law to take prompt and appropriate action, whether or not the victim wants the county to do so.

Reporting

While Bourbon County encourages you to communicate directly with the alleged harasser and make it clear that the harasser's behavior is unacceptable, offensive, or inappropriate, it is not required that you do so. It is essential, however, to notify your supervisor immediately even if you are not sure the offending behavior is considered harassment. Any incident of harassment must be immediately reported to a director, elected official or other supervisor representative. Appropriate investigation and disciplinary action will be taken.

All reports will be promptly and impartially investigated. Information will be maintained as confidentially as possible and shared only with those who have a legitimate need to know in order to conduct a thorough investigation and take appropriate corrective action, consistent with guidance issued by the U.S. Equal Employment Opportunity Commission.

Any employee found to have harassed a fellow employee or subordinate will be subject to severe disciplinary action up to and including termination. Bourbon County will also take any additional action necessary to appropriately remedy the situation. Retaliation of any sort will not be permitted. No adverse employment action will be taken for any employee making a good faith report of alleged harassment.

Nothing in this policy limits an employee's right to file a complaint with the Kansas Human Rights Commission or the U.S. Equal Employment Opportunity Commission. Information regarding harassment reporting guidance may be found at www.eeoc.gov.

Bourbon County accepts no liability for harassment of one employee by another employee. The individual who makes unwelcome advances, threatens or in any way harasses another employee is personally liable for such actions and their consequences. Bourbon County may or may not provide legal, financial or any other assistance to an individual accused of harassment if a legal complaint is filed.

Policy Statement on Sexual Harassment

What Is Sexual Harassment?

Sexual harassment may include unwelcome sexual advances, requests for sexual favors, or other verbal or physical contact of a sexual nature when such conduct creates an offensive, hostile and intimidating working environment and prevents an individual from effectively performing the duties of their position. It also encompasses such conduct when a term or condition of employment or compensation is made, either implicitly or explicitly and when an employment decision is based on an individual's acceptance or rejection of such conduct.

It is important to note that sexual harassment crosses age and gender boundaries and cannot be stereotyped. Among other perceived unconventional situations, sexual harassment may even involve two women or two men.

Sexual harassment may exist on a continuum of behavior. For instance, one example of sexual harassment may be that of an employee showing offensive pictures to another employee. Generally, two categories of sexual harassment exist. The first, "quid pro quo," may be defined as an exchange of sexual favors for improvement in your working conditions and/or compensation. The second category, "hostile, intimidating, offensive working environment," can be described as a situation in which unwelcome sexual advances, requests for sexual favors, or other verbal or physical contact of a sexual nature when such conduct creates an intimidating or

offensive environment. Examples of a hostile, intimidating, and offensive working environment includes, but is not limited to, pictures, cartoons, symbols, or apparatus found to be offensive, and which exist in the workspace of an employee. This behavior does not necessarily link improved working conditions in exchange for sexual favors. It is also against Bourbon County policy to download inappropriate pictures or materials from computer systems.

Bourbon County prohibits any employee from retaliating in any way against anyone who has raised any concern about sexual harassment or discrimination against another individual.

Bourbon County will investigate any complaint of sexual harassment and will take immediate and appropriate disciplinary action if sexual harassment has been found within the workplace.

Title: Consensual Relationship Policy

Pages: 1

Revised: 01/15/2026

Consensual Relationship Policy

Bourbon County also reserves the right to address issues arising out of a consensual dating relationship that may create a potential conflict of interest.

If a relationship is established during the course of employment which involves a direct supervisory relationship, or other potentially harmful conflict, action will be taken. This conflict includes any actions that adversely affect either employee's work performance, objectivity, or professionalism.

It is the responsibility of those involved to disclose the relationship to Human Resources contact or the County Counselor. The individuals concerned will be given the opportunity to decide who is to be transferred to another available position, or if no such position exists, to decide which employee will leave the employment of the County. If the decision is not made within thirty (30) calendar days, the County Commission will decide what action is to be taken.

Title: Bullying Policy
Pages: 2
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Bullying Policy

The continued success of Bourbon County depends on the effectiveness of our employees. This effectiveness, in turn, is directly related to our ability to communicate with one another in such a manner as to ensure the professional cooperation and support of all employees, the free expression and exchange of the individual's ideas and concerns, and the fair and timely resolution of conflict should it arise.

It is our belief that the continued growth of our employees and Bourbon County can best be achieved through courteous communication and professional conduct. This is not only our policy but also our practice.

Bully Free Workplace

The purpose of this policy is to communicate to all employees that Bourbon County is committed to a healthy workplace culture where all employees can work in an environment free of bullying behavior.

Policy: Bourbon County considers workplace bullying unacceptable behavior and is committed to the elimination of all forms of bullying. Employees found to be in violation of this policy will be disciplined up to and including immediate termination.

Definitions: Bullying is unwelcome or unreasonable behavior that demeans, intimidates, or humiliates people either as individuals or as a group. Bullying behavior is often persistent and part of a pattern, but it can also occur as a single incident. It is usually conducted by an individual but can also be an aspect of group behavior.

Bullying does not include expressing a differing opinion, providing instruction or training, offering timely and constructive feedback, discussing performance issues, or ensuring safe workplace practices.

Examples of bullying behavior may include but are not limited to:

Verbal Bullying

- Ridiculing a person or their family
- Persistent name calling
- Using a person as the butt of jokes
- Deliberate exclusion, isolating people from normal work interaction
- Abusive or offensive language or remarks
- Teasing; spreading rumors
- Unfair blaming for mistakes

Physical Bullying

- Pushing, shoving, kicking, poking, or tripping
- Assault or threat of physical assault
- Damage to a person's work area or property

Gesture Bullying

- Nonverbal threatening gestures
- Glances that convey threatening messages or other signs of hostility
- Unwelcome touching

Guidelines

- This policy applies to all employees regardless of their employment status.
- This policy applies during normal working hours, at work-related or sponsored functions, and while traveling on County-related duties.
- There will be no retaliation for anyone who in good faith alleges bullying.
- Elected officials and Directors are responsible for ensuring all employees are aware of the bully free policy and that any incident of bullying is addressed regardless of whether a complaint of bullying has been received.
- Employees are expected to be familiar with and behave according to this policy.

Procedure

Knowledge of suspected or actual bullying should be reported via one of the following mechanisms:

- Directly to elected official, Director, or supervisor either in writing or verbally.
- Direct contact (email, phone or in person) with the contract HR Consultant, Steve: (816)600-3053; and,
- By completing an incident report and submitting it to the HR Consultant, the reporter may identify themselves or remain anonymous.

Title: Standards of Conduct
Pages: 4
Revised: 01/15/2026

Standards of Conduct

Whenever people gather together to achieve goals, some rules of conduct are needed to help everyone work together efficiently, effectively, and harmoniously. By accepting employment with us, you have a responsibility to Bourbon County and to your fellow employees to adhere to certain rules of behavior and conduct. The purpose of these rules is not to restrict your rights, but rather to be certain that you understand what conduct is expected and necessary. When each person is aware that they can fully depend upon fellow workers to follow the rules of conduct, our organization will be a better place to work for everyone.

Unacceptable Activities

We expect each person to always act in a mature and responsible way. If you have any questions concerning any work or safety rules, or any of the unacceptable activities listed below, please see your supervisor for an explanation.

Note that the following list of Unacceptable Activities does not include all types of conduct that can result in disciplinary action, up to and including termination. Nothing in this list alters the at-will nature of your employment; either you or Bourbon County may terminate the employment relationship with or without reason, and in the absence of any violation of these rules.

1. Violation of any county rule or any action that is detrimental to Bourbon County's efforts to operate efficiently.
2. Violation of security or safety rules or failure to observe safety rules or Bourbon County safety practices.
3. Negligence or any careless action which endangers the life or safety of another person.
4. Being intoxicated or under the influence of a controlled substance while at work; use, possession, or sale of a controlled substance in any quantity while on county premises, except medications prescribed by a physician which do not impair work performance.
5. Unauthorized possession of illegal firearms, weapons, or explosives on county property or while on duty.
6. Engaging in criminal conduct or acts of violence or making threats of violence toward anyone on county premises or when representing Bourbon County; fighting, or provoking a fight on county property, or negligent damage of property.
7. Insubordination or refusal to obey instructions properly issued by your elected official, director or supervisor pertaining to your work; refusal to help on a special assignment.

8. Threatening, intimidating, or coercing fellow employees on or off the premises at any time, for any purpose.
9. Engaging in an act of sabotage; negligently causing the destruction or damage of county property, or the property of fellow employees, taxpayers, suppliers, or visitors in any manner.
10. Theft or unauthorized possession of county property or the property of fellow employees; unauthorized possession or removal of any county property, including documents, from the premises without authorization; unauthorized use of county equipment or property for personal reasons; using county equipment for profit.
11. Dishonesty; falsification or misrepresentation on your application for employment or other work records; lying about sick or personal leave; falsifying reason for a leave of absence or other data requested by Bourbon County; alteration of county records or other county documents.
12. Violating the non-disclosure agreement; giving confidential or proprietary information to unauthorized employees or public; breach of confidentiality of personnel information.
13. Spreading malicious gossip and/or rumors; engaging in behavior which creates discord and lack of harmony; interfering with another employee on the job; restricting work output or encouraging others to do the same.
14. Immoral conduct or indecency on county property.
15. Conducting a lottery or gambling on county premises.
16. Unsatisfactory or careless work; failure to meet production or quality standards as explained to you by your supervisor.
17. Any act of harassment, sexual, racial, or other; telling sexist or racist jokes; making racial or ethnic slurs.
18. Leaving work before the end of a workday or not being ready to work at the start of a workday without approval of your supervisor; stopping work before time specified for such purposes.
19. Sleeping or loitering during working hours. (EMS exempt when on crew rest.)
20. Posting, removing, or altering notices on any bulletin board on county property unless authorized by the Director, Elected official or supervisor.
21. Failure to report an absence or late arrival; excessive absence or lateness.
22. Obscene or abusive language toward any elected official, employee, or taxpayer; indifference or rudeness towards a taxpayer or fellow employee; any disorderly/antagonistic conduct on county premises.
23. Failure to immediately report damage to, or an accident involving, county equipment.
24. Soliciting during working hours and/or in working areas; selling merchandise or collecting funds of any kind for charities or others without authorization during operational hours, or at a time or place that interferes with the work of another employee on county premises.

25. Failure to use your time keeping system; alteration of your own time or records or attendance documents; punching or altering another employee's time or records or causing someone to alter your timesheet or records.

Health Examinations

Bourbon County reserves the right to require an employee's participation in a health examination to determine the employee's ability to perform their essential job functions. All such health exams shall be paid for by the county. This could include drug testing. Bourbon County may require drug testing if management suspects illegal drug usage.

Gifts and Gratuities

Employees of Bourbon County are prohibited from soliciting or accepting gratuities, tips, gifts, favors, or anything of value from vendors, contractors, taxpayers, citizens, or any individual or organization doing business with or seeking services from Bourbon County.

This prohibition applies regardless of the amount or value of the item offered.

If an employee is offered a gratuity or gift in connection with County employment, the employee must decline the offer.

Violation of this policy may result in disciplinary action up to and including termination.

Nepotism

Bourbon County seeks to avoid conflicts of interest and favoritism in employment practices.

No employee shall directly supervise, manage, or exercise authority over a relative.

For purposes of this policy, a relative includes a spouse, parent, child, sibling, grandparent, grandchild, in-law, or any individual residing in the same household.

Relatives may not be placed in positions where one relative has authority over hiring, compensation, discipline, evaluation, scheduling, or termination decisions affecting the other. If a situation arises that results in a violation of this policy, Bourbon County will take appropriate action to eliminate the conflict of interest, which may include reassignment when feasible.

Political Activity

All employees of Bourbon County have the right to register and vote on all political issues. Employees are permitted to join political organizations, civic associations, or groups, and to become involved in political activities subject to the following restrictions:

1. A County employee has the right of political involvement if he/she chooses as long as the activity is restricted to non-working hours and other aspects of the non-solicitation policy are observed. Non-elected County employees shall be permitted to actively seek election to an elected County office. It may be necessary for an employee who is seeking office or an employee who is seeking re-election to an office to either take vacation leave or a leave of absence during the campaign process. Any employee seeking political office should consult with their department. No violation of civil rights in respect to political involvement will be tolerated.
2. No supervisor or other person in authority shall solicit any County employee for contributions of money or labor for any candidate for elective office or otherwise compel any employee to support a candidate for elective office or to engage in any political activity.
3. Employees may not wear or display political badges, buttons, or signs on their person or on County property during working hours.

Title: Disciplinary Actions
Pages: 2
Revised: 01/15/2026

Disciplinary Actions

This Disciplinary Actions Policy applies to all regular employees. This policy pertains to matters of conduct as well as the employee's competence. However, an employee who does not display satisfactory performance and accomplishment on the job may result in dismissal, in certain cases, without resorting to the steps set forth in this policy.

There may be situations in which the seriousness of the offense justifies the omission of one or more of the steps in the procedure. Likewise, there may be times when the county may decide to repeat a disciplinary step.

Discipline Procedure

Unacceptable behavior which does not lead to immediate dismissal may be dealt with in the following manner:

1. Oral Reminder
2. Written Warning (Performance Improvement Plan will be included)
3. Termination

To ensure that Bourbon County operations are conducted properly and efficiently, you must conform to certain standards of attendance, conduct, work performance and other work rules and regulations. When a problem in these areas does arise, your elected official will coach and counsel you in mutually developing an effective solution. If, however, you fail to respond to coaching or counseling, or an incident occurs requiring formal discipline, the following procedures occur.

Step One: Oral Reminder

Your supervisor will meet with you to discuss the problem or violation, making sure that you understand the nature of the problem or violation and the expected remedy. The purpose of this conversation is to remind you of exactly what the rule or performance expectation is and to remind you that it is your responsibility to meet Bourbon County's expectations.

You will be informed that the Oral Reminder is the first step in the discipline procedure.

Documentation of the incident will remain in the confidential department file and will not be placed in your personnel record unless another disciplinary event occurs.

Step Two: Written Warning

If your performance does not improve, or if an employee again fails to comply with Bourbon County practices, rules, or standards of conduct, the supervisor will address the matter with the

employee. The supervisor will outline the seriousness of the issue and communicate the requirement for immediate and sustained corrective action.

Crisis Suspension

You may be placed on administrative leave pending investigation of the situation. Following the investigation, disciplinary action, including suspension without pay, may be imposed if warranted. You may also be terminated without any prior disciplinary action having been taken.

1. Theft.
2. Falsification of Bourbon County's records.
3. Failure to follow safety practices.
4. Breach of Confidentiality Agreement.
5. Threat of, or the act of, doing bodily harm.
6. Willful or negligent destruction of property.
7. Use and/or possession of intoxicants, drugs, or narcotics.
8. Other reasons per supervisor discretion.

The provision of this Disciplinary Policy is not a guarantee of its use. Bourbon County reserves the right to terminate employment at any time, with or without reason. Additionally, Bourbon County reserves the right to prosecute any employee for any of the above violations of Kansas statutes.

Title: Grievance Policy
Pages: 2
Revised: 1/15/2026

Grievance Policy

It shall be the policy of the County to give individual employees an opportunity to discuss their grievances with their supervisors in order to find mutually satisfactory solutions as rapidly as possible. In the presentation of grievances at any supervisory level, employees are assured of freedom from restraint, interference, discrimination, or reprisal. Employees should adhere to the following Grievance Procedure. However, if the grievance is with the employee's supervisor, the reports should be given to the person in charge of the supervisor.

Grievance Procedure

1. **ORAL REPORT.** An employee who has a grievance shall first present his/her grievance to his/her immediate supervisor.
2. **WRITTEN REPORT.** If the oral grievance presentation fails to resolve the grievance, the employee may within three (3) working days submit a written grievance report to his/her immediate supervisor. Within five (5) working days after receiving such grievance, the immediate supervisor shall furnish the employee with a written reply to the grievance.
3. **APPEALS TO DEPARTMENT HEAD.** If the written reply to the grievance is not satisfactory to the employee, he/she may, within five (5) working days after receiving a reply, submit an appeal in writing to his/her Department Head. The Department Head shall confer with the aggrieved employee before rendering a decision. Such decisions shall be in writing and shall be delivered to the aggrieved employee within ten (10) working days of the date on which the Department Head received the appeal.
4. **APPEALS TO THE BOARD OF COUNTY COMMISSIONERS.** If the appeal to the Department Head fails to resolve the grievance, the employee may, within five (5) working days of receipt of the decision, submit an appeal in writing to the Board of County Commissioners. Within ten (10) working days of the receipt of such an appeal, the County Commission shall hear matters pertinent to the grievance. All concerned parties shall be given an opportunity to present their respective side of the grievance together with any pertinent evidence or witnesses as deemed relevant by the Board of County Commissioners. All parties shall have the right to cross-examine witnesses and evidence. All parties shall be allowed the right to legal counsel. The Board of County Commissioners may call for additional evidence, as it deems proper and shall not be

bound by any legal rules of evidence. No County employee, serving as a witness, shall be subject to any restraint, interference, discrimination, or reprisal for any of his/her testimony in such hearing. The hearing shall not be open to the public unless the employee and the County both agree in writing to a public hearing. The decision of the Board of County Commissioners shall be final, and no further appeal of the grievance shall be provided to employees. The Board of County Commissioners shall forward one copy of the course of action they intend to follow to the employee concerned and to the Department Head within five (5) business days of the hearing's conclusion and such decision shall be supported by the evidence and a copy of the findings will also be filed in the employee's personnel file.

5. **CONDUCT OF INVESTIGATION.** In connection with the review of a grievance, or for any other purpose necessary to determine the adherence to any provision of these rules, the Executive Assistant may conduct such investigation involving the production of records or reports by a department at the request of the Board of County Commissioners.

Title: Bonding, Credit, and Background Requirements

Pages: 1

Revised: 01/15/2026

Bonding, Credit, and Background Requirements

Certain positions within Bourbon County may require bonding, background investigations, or credit checks as a condition of employment, when warranted by the duties of the position.

Such requirements may apply to positions involving financial responsibility, access to sensitive information, law enforcement authority, or other duties as determined appropriate by the County or applicable law.

Employment in positions requiring bonding or background clearance is contingent upon meeting those requirements and maintaining eligibility.

Title: **Introductory Period**
Pages: **1**
Revised: **01/15/2026**

Introductory Period

Your first 90 days of employment at Bourbon County are considered an Introductory Period. The Introductory Period is designed to help you become acquainted with your coworkers, your supervisor, and the responsibilities of your position. In addition, it provides time for you to become familiar with Bourbon County's services. Your supervisor will work closely with you to help you understand the needs and processes of your job.

This Introductory Period is a "getting acquainted" time for both you, as an employee, and Bourbon County, as an employer. During this Introductory Period, Bourbon County will evaluate your suitability for employment, and you can evaluate Bourbon County as well. Please understand that completion of the Introductory Period does not guarantee continued employment, as employment is always at-will. You are free to terminate your employment at any time, with or without reason, and Bourbon County may choose to terminate your employment at any time, with or without reason.

A former employee who has been rehired after a separation from Bourbon County is considered an introductory employee during their first 90 days following rehire.

Title: Anniversary Date
Pages: 1
Revised: 01/15/2026

Anniversary Date

An employee's anniversary date is the effective date of their employment or most recent re-employment with Bourbon County and is used to determine eligibility for benefits. Leave accrual is based solely on an employee's current employment classification (full-time, part-time, exempt, or non-exempt) and begins on the effective date of that classification; any break in County employment including part to full time, resignation, termination, retirement, layoff, shall result in the employee being treated as a new employee for leave accrual purposes unless otherwise required by law or approved by formal action of the County Commission.

Title: Immigration Law Compliance
Pages: 1
Revised: 01/15/2026

Immigration Law Compliance

All offers of employment are contingent on verification of your right to work in the United States. On your first day of work, you will be asked to provide original documents verifying your right to work and as required by federal law, to sign Federal Form I-9, Employment Eligibility Verification Form. If you at any time cannot verify your right to work in the United States, Bourbon County may be obligated to terminate your employment.

Title: New Employee Orientation
Pages: 1
Revised: 01/15/2026

New Employee Orientation

On your first working day, you will be asked to complete employment paperwork. Depending on your department's workload, your supervisor will introduce you to your co-workers. Please feel free to ask your colleagues any questions not answered during your orientation.

Title: Work Schedule
Pages: 2
Revised: 01/15/2026

Work Schedule

Operational Hours

The weekly work schedule is set by the department head. Your hours will also be determined and assigned per department head.

Your hours of work will be determined and assigned by your supervisor. Most employees are assigned to work a forty (40) hour workweek. Law enforcement employees may be assigned a work period of up to eighty-six (86) hours in a fourteen (14) day work period in accordance with applicable law. Should you have any questions concerning your work schedule, please ask your supervisor.

Attendance

Bourbon County expects you to be ready to work at the beginning of your assigned daily work hours.

Absence or Lateness

From time to time, it may be necessary for you to be absent from work. Bourbon County is aware that emergencies, illnesses, or pressing personal matters that cannot be scheduled outside your work hours may arise.

If you are unable to report to work, or if you arrive late, please contact your supervisor immediately. If you know in advance that you will need to be absent, please request this time off directly from your supervisor.

When you call in to inform Bourbon County of an unexpected absence or late arrival, simply ask for your supervisor. If you are arriving late at work, please let your supervisor know when you expect to arrive for work. If you are unable to call in yourself because of an illness, emergency or for some other reason, be sure to have someone call for you.

Absence from work for two (2) consecutive days without notifying your supervisor or the personnel administrator will be considered a voluntary resignation.

If you are absent because of an illness for two (2) or more successive days, your supervisor may request that you submit written documentation from your doctor stating you are able to resume normal work duties before you will be allowed to return to work.

A consistent pattern of questionable absences can be considered excessive and may be cause for concern. In addition, excessive lateness or leaving early without letting your supervisor know will be considered a "lateness pattern" and may carry the same weight as an absence. Other factors, like the degree and reason for the lateness, will be taken into consideration.

Your supervisor will make a note of any absence or lateness, and their reasons, in your personnel file. Be aware that excessive absences, lateness or leaving early may lead to disciplinary action, including possible dismissal.

Inclement Weather Policy

In the event of inclement weather, Bourbon County may close the courthouse or other county offices for safety reasons. If the courthouse is closed, essential and non-essential employees will be compensated at their normal rate.

Title: Employment Classifications
Pages: 2
Revised: 01/15/2026

Employment Classifications

At the time you are hired, you are classified as full-time or part-time. In addition, you are classified as either non-exempt or exempt (salary). All other policies described in this Employee Human Resource Manual and communicated by Bourbon County apply to all employees, except for certain wage, and time off limitations applying only to "non-exempt" employees. If you are unsure of which job classification your position fits, please ask your supervisor.

Full-Time Employees

An employee who has successfully completed their introductory period (Refer to the Cafeteria Policy) and who works at least 30 hours per week is considered a full-time employee for insurance purposes.

Part-Time Employees

An employee who works less than 29 hours per week, or less than 1508 hours per year, is considered a part-time employee. For law enforcement positions, an employee who works less than 1000 hours per year shall be considered part-time.

If you are a part-time employee, please understand that you are not eligible for benefits described in this Employee Human Resource Manual to the extent required by provision of state and federal laws.

Regular Employees

Employees hired to work on a regular basis for an indefinite period of time are classified as "regular" employees. Such employees may be either full-time or part-time.

Temporary Employees

From time to time, Bourbon County may hire employees for specific periods of time or for the completion of a specific project. An employee hired under these conditions will be considered a temporary employee. The job assignment, work schedule and duration of the position will be determined on an individual basis.

Normally, a temporary position will not exceed six (6) months in duration, unless specifically extended by a written agreement. Summer employees, interns, and seasonal employees are considered temporary employees.

A temporary employee does not become a regular employee by virtue of being employed longer than the specified period agreed upon.

Temporary employees are not eligible for benefits described in this Employee Human Resource Manual, except as granted on occasion, or to the extent required by provision of state and federal laws. Those temporary employees classified as "non-exempt" (see the section titled "Non-Exempt and Exempt Employees") who work more than forty (40) hours during any workweek will receive overtime pay.

Non-Exempt and Exempt Employees

At the time you are hired, you will be classified as either "exempt" or "non-exempt." This is necessary because, by law, employees in certain types of jobs are entitled to overtime pay for hours worked in excess of forty (40) hours per workweek, eighty-six hours (86) biweekly for law enforcement. These employees are referred to as "non-exempt" in this Employee Human Resource Manual. This means that they are not exempt from (and therefore should receive) overtime pay.

Note: See Wage and Salary Policies in the section of this Employee Human Resource Manual titled "Compensation" for a full description of overtime payment policies.

Exempt employees are elected officials, professional staff, technical staff, directors, and others whose duties and responsibilities allow them to be "exempt" from overtime pay provisions as provided by the Federal Fair Labor Standards Act (FLSA) and any applicable state laws. If you are an exempt employee, you will be advised that you are in this classification at the time you are hired, transferred, or promoted.

Title: Job Posting and Advertising

Pages: 1

Revised: 01/15/2026

Job Posting and Advertising

Each elected official retains discretion regarding how job openings within their office are advertised, consistent with applicable law.

Department Heads under the authority of the Bourbon County Commission will ensure that job openings are posted on the County website and the official County Facebook page.

Nothing in this policy alters the authority of elected officials as provided by Kansas law.

Title: Personal Records and Administration
Pages: 1
Revised: 01/15/2026

Personal Records and Administration

The task of handling personnel records and related personnel administration functions at Bourbon County has been assigned to the Commission Executive Assistant. This does not override any statute, the County Clerk, as required by Kansas law, shall maintain County records. Questions regarding insurance, wages, and interpretation of policies may be directed to the Commission Executive Assistant.

Your Personnel File

Keeping your personnel record up to date can be important to you with regard to pay, deductions, benefits, and other matters. If you have a change in any of the items listed below, please be sure to notify your supervisor as soon as possible.

1. Legal name
2. Home address
3. Home telephone number
4. Person to call in case of emergency
5. Number of dependents
6. Marital status
7. Change of beneficiary
8. Driving record or status of driver's license if you operate any Bourbon County vehicles
9. Military or draft status
10. Exemptions on your W-4 tax form
11. Training Certificates
12. Professional License

Upon experiencing a family status change, please notify the supervisor within 31 days for benefit modifications, if necessary.

Title: Records Retention

Pages: 1

Revised: 01/15/2026

Records Retention

All departments of Bourbon County shall retain and dispose of records in accordance with the retention schedules and requirements established by the Kansas Historical Society.

Department Heads are responsible for ensuring that records within their respective departments are maintained, stored, and destroyed in compliance with applicable state law and approved retention schedules.

No County record shall be destroyed except in accordance with authorized retention schedules.

Title: Compensation Policies
Pages: 4
Revised: 01/15/2026

Compensation Policies

The goal of Bourbon County's compensation program is to attract potential employees, meet the needs of current employees and encourage well-performing employees to stay with our organization. Our compensation program is built to balance both employee and Bourbon County needs. Any new hires and/or pay raises for any and all employees, including elected officials, will be provided only through an Order of Resolution by the County Commission.

Compensation Philosophy

It is Bourbon County's desire to pay all regular employees' wages and salaries that are competitive with other employers in the marketplace in a way that will be motivational, fair, and equitable. Compensation may vary with individual and county performance and in compliance with all applicable statutory requirements.

Bourbon County applies the same principles of fairness to all employees, regardless of organizational level, race, color, citizenship status, national origin, ancestry, gender, sexual orientation, age, religion, creed, physical or mental disability, marital status, veteran status, political affiliation, or any other factor protected by law.

Basis for Determining Pay

Several factors may influence your rate of pay. Some of the items Bourbon County considers are the nature and scope of your job, what other employers pay their employees for comparable jobs (external equity), what Bourbon County pays their employees in comparable positions (internal equity), and individual as well as Bourbon County performance.

Pay Period and Hours

Our payroll work week begins on Sunday at 12:01 a.m. and ends on Saturday.

Accruals

All employees' vacation and sick time accruals will be accumulated in the following way:

- Vacation accruals for new hires in the 7th-12th months, the employee will accumulate 8 hours monthly.
- Vacation accruals for continuous employees throughout the year, the employee will accumulate 1/12th of the total annual accrual monthly.
- Sick Accruals for all employees throughout the year, the employee will accumulate 1/12 of the annual total monthly.

Pay Cycle

Bi-Weekly Pay Cycle

The bi-weekly pay schedule is made up of twenty-six (26) pay periods per year. Fringe benefits and deductions will be scheduled (2) paychecks a month.

Changes will be made in advance whenever Bourbon County holidays or closings interfere with the normal pay schedule.

Paycheck Distribution

Paychecks will be distributed electronically or via pay card on the pay dates specified.

Computing Pay

Bourbon County will compute your time on the basis of a forty (40) hour work week or as set by the department head. Law enforcement employees will be computed on the basis of eighty-six (86) hours in a fourteen (14) day work period in accordance with applicable law.

Mandatory Deductions From Paycheck

Bourbon County is required by law to make certain deductions from your paycheck each time one is prepared. Among these are your federal, state, and local income taxes and your contribution to Social Security as required by law. These deductions will be itemized on your check stub. The amount of the deductions will depend on your earnings and on the information you provide on your W-4 form regarding the number of exemptions you claim. If you wish to modify this number, please request a new W-4 form from your supervisor immediately. Only you may modify your W-4 form. Verbal or written instructions are not sufficient to modify withholding allowances. We advise you to check your pay stub to ensure that it reflects the proper number of withholdings.

The W-2 form you receive annually reflects how much of your earnings were deducted for these purposes.

Any other mandatory deductions to be made from your paycheck, such as court-ordered garnishments, will be outlined whenever Bourbon County is ordered to make such deductions.

Note: Please see "Wage Garnishments" later in this section for further information.

Payroll

Employees will receive pay via direct deposit to a bank account or a pay card. Employees must choose their preferred method and keep their account or card information up-to-date. Pay will be issued according to the standard payroll schedule.

Direct Payroll Deposit

Direct payroll deposit is the automatic deposit of your pay into the financial institution accounts of your choice. Contact your supervisor for details and the necessary authorization forms.

Pay Card

Employees who do not elect direct deposit may receive wages through a County-approved payroll debit card ("pay card") in accordance with applicable law. Wages will be deposited each payday, and employees will receive the cardholder agreement and fee schedule upon issuance; employees are responsible for safeguarding the card and reporting loss or theft immediately. Employees must be able to access their full net wages at least once per pay period without cost and may elect direct deposit at any time by submitting the required authorization to Payroll.

Payroll Advance

Bourbon County will not grant you an advance on your next payroll.

Error in Pay

Every effort is made to avoid errors in your paycheck. If you believe an error has been made, tell your supervisor immediately. They will take the necessary steps to research the problem and to assure that any necessary correction is made promptly.

Overtime Pay

If you are a non-exempt employee, you will be eligible to receive overtime pay of one and one-half (1 1/2) times your regular hourly wage for approved hours worked over forty (40) hours in one (1) week. Law enforcement and corrections employees may be eligible for overtime after working more than eighty-six (86) hours in a fourteen (14) day work period in accordance with applicable law.

Please note if you are a non-exempt employee on an approved flexible work arrangement, overtime hours will be computed only on those hours worked in excess of a forty (40) hour workweek, or for law enforcement and corrections employees, in excess of eighty-six (86) hours in a fourteen (14) day work period.

All overtime must be approved in advance by your supervisor.

Compensatory Time Off

Bourbon County does not offer compensatory time off, ("comp time"), to any Bourbon County employee in lieu of overtime pay for overtime hours worked.

Time Records

By law, we are obligated to keep accurate records of the time worked by employees. This is done by time records generated through our payroll system.

You are responsible for accurately recording your time. No one may record hours worked on another's timecard or time record. Tampering with another's time record is cause for disciplinary action, up to and including possible termination, of both employees. In the event of an error in recording your time, please report the matter to your supervisor immediately.

Missed Time Punches

To ensure accurate payroll, employees must report any missed or incorrect time punches to their supervisor for correction as soon as the discrepancy is discovered.

Wage Garnishments

When court-ordered deductions are to be taken from your paycheck, you will be notified.

Bourbon County acts in accordance with the federal Consumer Credit Protection Act and applicable state law, which place restrictions on the total amount that may be garnished from your paycheck.

Employees subject to wage garnishment will be charged an administrative fee of \$2.00 per pay period for each garnishment processed.

Title: Performance and Compensation Reviews
Pages: 2
Revised: 01/15/2026

Performance and Compensation Reviews

Performance Reviews

Because we want you to grow and succeed in your job, Bourbon County will conduct a formal review for each employee. New employees may be reviewed near the end of their Introductory Period. A review may also be conducted in the event of a promotion or change in duties and responsibilities. Salary adjustments are not automatic and not necessarily attached to performance reviews.

During a formal performance review your supervisor may cover the following areas:

- The quality and quantity of your work.
- Strengths and areas for improvement.
- Attitude and willingness to work.
- Initiative and teamwork.
- Attendance.
- Customer service orientation.
- Problem solving skills.
- Ongoing professional growth and development.

Additional areas may also be reviewed as they relate to your specific job.

Your review provides an excellent opportunity for collaborative, two-way communication between you and your supervisor. This is a suitable time to discuss your interests and future goals. Your supervisor is interested in helping you to progress and grow in order to achieve personal as well as work-related goals - perhaps he/she can recommend further training or additional opportunities for you. The performance review gives your supervisor an opportunity to suggest ways for you to advance and make your job at Bourbon County more fulfilling.

Your supervisor can answer any questions you may have about the performance review process.

Compensation Reviews (Assuming the budget allows)

Bourbon County's compensation reviews may be given with performance reviews. Any applicable compensation increase will appear in the pay period ending after the date granted. Having your compensation reviewed does not necessarily mean that you will be given an increase due to individual and/or county performance.

During the review, significant performance events that occurred throughout the year will be discussed. The overall performance rating will influence the compensation adjustment.

In addition to individual job performance reviews, Bourbon County periodically conducts a review of job descriptions to ensure that we are fully aware of any changes in the duties and responsibilities of each position, and that such changes are recognized and adequately compensated.

Title: Insurance Coverage
Pages: 2
Revised: 01/15/2026

Insurance Coverage

Insurance

Bourbon County is dedicated to the health and well-being of both you and your family. A comprehensive, quality insurance program is available to you and your family. You become eligible for coverage 60 days following your date of hire.

Medical Care Coverage may be provided, as defined and limited in the literature provided by our insurance company:

Upon enrolling, you will obtain summary plan description, and cost describing your benefits in detail. Costs can or will change from year to year.

Applicable employee contributions will be automatically deducted from your paycheck.

According to the federal Consolidated Omnibus Budget Reconciliation Act (COBRA) of 1985, in the event of your termination of employment with Bourbon County or loss of eligibility to remain covered under our group health insurance program, you and your eligible dependents may have the right to continued coverage under our health insurance program for a limited period of time at your own expense. Consult your supervisor, or the HR Consultant for details.

Today's many health insurance plans and options can be confusing and complicated. That is why Bourbon County has taken the time to carefully review the coverages and plans available. We have selected the plans we feel provide the best coverage for our employees. Refer to the literature provided by our insurance companies for details on your health coverage.

If an employee, due to a health-related incident, is forced into a short-term disability, the county will pay its portion of the premium for a 60-day period. If the employee's disability period exceeds the 90-day period, they will be responsible for 100% of the premium amount.

Cafeteria Plan

Bourbon County maintains a Section 125 Cafeteria Plan in accordance with federal law. The official Cafeteria Plan document is incorporated herein by reference.

Life Insurance

In addition to the death benefits provided under OASDI and KPERS, the County makes available to each employee eligible for KPERS the option of group life insurance, administered by KPERS, on a payroll deduction basis.

Title: Retirement Plan
Pages: 1
Revised: 01/15/2026

Retirement Plan

Retirement Plan (KPERs)

Bourbon County has a Retirement Plan to provide eligible employees (those who have completed sufficient service) with a monthly pension benefit upon retirement. All regular, full-time employees and part-time employees who work at least one thousand (1,000) hours per year are eligible to participate in the Retirement Plan. Participation in the Plan begins on the first day of the payroll following your one-year anniversary.

The details regarding Bourbon County and employee contributions, vesting, administration, and investments are provided in the Summary Plan Description, which was given to you at enrollment.

Deferred Compensation

All regular, full-time employees may participate in the deferred compensation plan offered by the County with N.A.C.O. (National Association of Counties) administered by PEBSCO (Public Employees Benefit Services Corporation). This plan under the Internal Revenue Code Section 457 is a tax-deferred supplemental retirement program that allows public employees to contribute a portion of their salary before federal and state taxes to a retirement account. The amount to be contributed is determined by the employee.

Title: Government Required Coverage
Pages: 2
Revised: 01/15/2026

Government Required Coverage

Workers' Compensation

All employees are entitled to Workers' Compensation benefits. This coverage is automatic and immediate and protects you from an on-the-job injury. An on-the-job injury is defined as an accidental injury suffered in the course of your work, or an illness which is related to performing your assigned job duties. This job-injury insurance is paid for by Bourbon County. If you cannot work due to a job-related injury or illness, Workers' Compensation insurance pays your medical bills and provides a portion of your income until you can return to work.

All injuries or illnesses arising out of the scope of your employment must be reported to your supervisor immediately. Prompt reporting is the key to prompt benefits. Benefits are automatic, but nothing can happen until your employer knows about the injury. Ensure your right to benefits by reporting every injury, no matter how slight.

Unemployment Compensation

Depending upon the circumstances, employees may be eligible for Unemployment Compensation upon termination of employment with Bourbon County. The Division of Unemployment Insurance of the State Department of Labor determines eligibility for Unemployment Compensation. Bourbon County pays the entire cost of this insurance program.

Unemployment compensation is designed to provide you with a temporary income when you are out of work through no fault of your own. For your claim to be valid, you must have a minimum amount of earnings determined by the State, and you must be willing and able to work. You should apply for benefits through the local State Unemployment Office as soon as you become unemployed.

Social Security

The United States Government operates a system of mandated insurance known as Social Security. As a wage earner, you are required by law to contribute a set amount of your weekly wages to the trust fund from which benefits are paid. As your employer, Bourbon County is required to deduct this amount from each paycheck you receive.

Your Social Security number is used to record your earnings. Employees are encouraged to protect their Social Security record by ensuring their name and Social Security number on their pay stub and W-2 Form are correct. You may also want to make sure your earnings statement is accurate each year by requesting a Personal Earnings and Benefit Estimate Statement from the U.S. Social Security Administration by calling 1-800-772-1213 or you may even access them on-line at www.ssa.gov.

Title: Paid Leaves
Pages: 9
Revised: 01/15/2026

Paid Leaves

Both paid and unpaid time off may be granted to eligible employees, according to the following leave policies. Please consult your supervisor for further information.

Time off is paid using your base hourly rate, excluding shift premiums and overtime compensation, if any.

For purposes of this policy, the term “day” when referring to sick leave or vacation leave is defined as eight (8) hours of paid time off, regardless of an employee’s regularly scheduled daily work hours.

Leave Accrual Based on Employment Status

Leave accrual is based solely on an employee's employment classification (full-time, part-time, exempt, or non-exempt) and begins on the effective date of that classification. Any break in County employment, including resignation, termination, retirement, or layoff from any department, shall result in the employee being treated as a new employee for leave accrual purposes upon reemployment. Prior service time shall not be used to reinstate, credit, accelerate, or recalculate leave accrual unless expressly required by law or approved by formal action of the County Commission.

Exempt (Salaried) Employees

Exempt employees do not accrue vacation or sick leave in the County's timekeeping system. While exempt employees are expected to report absences to their supervisor, reported absences do not create a tracked or banked leave balance.

Holidays

Recognized Holidays

Regular full-time employees are eligible for holiday pay.

The following holidays are recognized by Bourbon County as paid holidays:

New Year's Day
Martin Luther King Day
President's Day
Good Friday
Memorial Day
Juneteenth
Independence Day
Labor Day
Columbus Day
Veteran's Day
Thanksgiving Day & Day After
Christmas Eve & Day

Holiday Policies

You may take time off to observe your religious holidays. If available, a full day of unused vacation leave may be used for this purpose, otherwise you will not be paid for this time off. Please schedule the time off in advance with your supervisor.

All national holidays are scheduled on the day designated by common practice.

In order to qualify for holiday pay, you must work the scheduled workday immediately before and after the holiday. Only excused absences will be considered exceptions to this policy.

If a holiday occurs during your scheduled vacation, you are eligible for the holiday pay.

You are not eligible to receive holiday pay when you are on an unpaid leave of absence.

Vacation Leave Policy

Eligibility

Regular full-time employees are eligible to accrue vacation leave beginning after six (6) months of continuous employment. Seasonal, temporary, and part-time employees are not eligible for vacation leave.

Vacation Accrual and Crediting

Vacation leave will be credited monthly in equal amounts of 1/12th of the total amount allocated for that person. Leave accumulates from year to year with a max carryover of 200hours.

Vacation leave accrues as follows:

- New hire: In the 7th-12th months, the employee will accumulate 8 hours monthly.
- Continuous Employee : The employee will accumulate 1/12th of the total annual accrual monthly.
- The maximum accrual is
 - twelve (12) 8hr days for employees with 7months to (2) years of service. (8hrs. a month) to be credited to the employee on the first payroll of each month
 - fifteen (15) 8hr days for employees with two (2) to ten (10) years of service as of January 1. (10 hrs. a month) to be credited to the employee on the first payroll of each month
 - twenty (20) 8hr days for over ten (10) years of service as of January 1. (13.33 hrs. a month) to be credited to the employee on the first payroll of each month

Use of Vacation Leave

Vacation leave must be scheduled and approved in advance by the employee's supervisor. Not more than two (2) weeks of scheduled vacation may be taken at one time unless otherwise approved by the Department Head/ Elected Official.

Employees are encouraged to take their vacation time in the year it was accrued. If an employee is not able to take vacation in this manner, they may be permitted to carry over up to a maximum of 200 hours.

Payment of Vacation Leave

Only employees who terminate in good standing will be eligible to receive a payout of their accrued vacation time of up to a maximum of 200 hours.

Sick Leave Policy

Eligibility

Regular full-time employees are entitled to paid sick leave for absences due to illness, injury, accident, or other physical incapacity occurring either on or off the job. Sick leave may not be used during any period of unauthorized leave. Sick leave begins to accrue during the first month of employment but may not be used until after completion of the seventh (7th) month of employment.

Sick Accrual and Crediting

All employees' sick time accruals will be accumulated in the following way:

- Employees will accumulate 1/12th of the total annual accrual monthly.
- twelve (12) 8hr days for all employees. (8 hours a month) to be credited to the employee on the first payroll of each month

Usage

Sick leave may be used in increments of no less than one (1) hour. If an absence extends beyond three (3) consecutive workdays, the Department Head may require a signed statement from a health care provider verifying the employee's ability to perform assigned duties. Sick leave may also be approved by the Department Head for the illness of a spouse or child.

To receive paid sick leave, an employee must notify their immediate supervisor no later than two (2) hours after the beginning of the first workday for which sick leave is taken. All accrued sick and vacation leave must be used prior to requesting leave under the Family and Medical Leave Act (FMLA).

Abuse of Sick Leave

Misuse or abuse of sick leave is prohibited and may result in corrective action, up to and including termination. Examples of abuse include, but are not limited to:

- Using sick leave for purposes not authorized by this policy.
- A pattern of using sick leave as soon as it is accrued.
- A pattern of absences on Mondays or Fridays.
- A pattern of absences immediately preceding or following holidays or vacation leave.

Payment of Sick Leave Upon Separation

After ten (10) full years of continuous service, upon retirement or termination in good standing, the employee will be compensated for 25% of the accumulated sick days recorded by the Personnel Department.

Sick Leave Donation Bank

When sick leave has been exhausted, any employee who lacks sufficient earned sick leave to cover the period of absence because of temporary medical disability, including pregnancy, may be granted leave through a "Community Pool". This Community Pool will consist of donated hours of leave by other county employees, either to a specific qualified individual or to an unnamed employee who qualifies.

Terms and conditions:

1. For an employee to qualify for leave from the Community Pool, he/she must first use all accumulated sick and vacation leave.
2. The employee in need of the Community Pool leave must have a serious health condition approved by the Executive Board. (Executive Board consists of the County Commission, the County Clerk, County Treasurer, Register of Deeds, County Attorney, Sheriff, the Public Works Supervisor, and the County Appraiser)
 - a. Medical documentation may be required at the discretion of the Executive Board.
 - b. Review of approval will be made by the Executive Board periodically and additional documentation may be required for continued approval.
3. Requests for leave will come during regularly scheduled Commission meetings and will be presented in Executive Session. Approval by the Executive Board is by a simple majority of those present at the time of the decision.
4. Employees are limited as to the amount of leave time to donate, so as not to endanger themselves, should a serious health condition befall them.
 - a. A maximum of two weeks (ten days) vacation/sick leave is allowed to be donated annually by any employee.
 - b. Time that is given to a specific person must be used by that person before unspecified time is used.

- c. Once an employee has donated time to the Community Pool, it cannot be retrieved.
- 5. Any donated time will be without differential for variance in compensation.
- 6. Each employee who uses Community Pool leave is limited to 125 days of community leave per 12-month period. Days do not have to be consecutive. A day is defined as an 8-hour working day.

Donation of Vacation Time to Community Pool

I, _____, do hereby donate the following unused vacation time to the Bourbon County Community Pool:

Number of days	Donated to (Specific Employee name or Community Pool)

Acknowledgement

In donating this vacation time, I am aware that I cannot retrieve it.

Signature of Employee

Date

Signature of Department Head Approval

Date

This section to be completed by the Executive Assistant /HR Office:

Date Received

Civil Leave

Bourbon County will permit you to take the necessary time off without loss of pay when performing any of the following:

- Jury duty,
- Appearing in court as a witness by subpoena,
- Appearing in court as a party in a civil lawsuit related to the performance of the employee's official duties with the County,
- Serving as an expert witness because of professional knowledge related to the employee's County position,
- Serving as a witness before equal opportunity or civil rights commissions or bodies, or
- Performing emergency civilian duty in connection with national defense or emergency preparedness operations.

On any day or half-day that you are not required to serve, you will be expected to return to work. An employee granted civil leave will receive full pay and benefits for the time absent from work provided he/she was scheduled to work during the time missed.

It is your civic duty as a citizen to report for jury duty whenever called. If you are called for jury duty, you must notify your supervisor within forty-eight (48) hours of receipt of the jury summons.

Funeral Leave

Upon request, regular, full-time employees will be granted leave to make arrangements for and attend funeral services of a family member as follows:

- | | |
|-------------------|---|
| 5 Days of Leave: | Death of spouse or child. |
| 3 Days of Leave: | Death of father, mother, brother, sister, father-in-law, mother-in-law, grandchildren, or a dependent member of employee's household. |
| 1 Day of Leave: | Death of grandparent, brother-in-law, sister-in-law, son-in-law, daughter-in-law, uncle, aunt, nephew, niece or first cousin. |
| 1 Day of Leave: | Serve as a pallbearer or perform any other function at the funeral for anyone not listed above. |
| 2 Hours of Leave: | Death of a friend or co-worker. |

With your supervisor's approval, you may take up to one full day without pay to attend funerals of other relatives and friends. If you prefer, unused vacation or sick leave may be used for this purpose.

If an employee is a member of a Color Guard Unit for law enforcement or military funerals, time off shall be limited to a reasonable time for the funeral service.

If a holiday or part of your leave occurs on any of the days of absence, you may not receive holiday or leave pay in addition to paid funeral leave.

Kansas Domestic Violence Leave Act

Bourbon County complies with the Kansas Domestic Violence Leave Act, K.S.A. 44-1132. Employees may take leave from work for reasons related to domestic violence, sexual assault, human trafficking, or stalking.

Eligibility

All employees are eligible for leave under this policy in accordance with applicable law.

Amount of Leave

Employees may take up to eight (8) workdays of leave within a twelve (12) month period for qualifying purposes. Bourbon County will provide this leave as paid leave. This leave does not accrue, carry over, or pay out upon termination and is separate from vacation and sick leave.

Permitted Uses

Leave may be used to:

- Seek medical attention for physical or psychological injuries
- Obtain services from a domestic violence shelter or victim services organization
- Obtain psychological or other counseling
- Participate in safety planning or relocation
- Seek legal assistance or participate in legal proceedings related to the incident

Notice

Employees must provide reasonable advance notice when possible. When advance notice is not possible, notice must be provided as soon as practicable.

Certification

To qualify for paid leave Bourbon County requires documentation verifying the need for leave, including a police report, court order, documentation from a health care provider, or documentation from a victim advocate or counselor.

Confidentiality and Non-Retaliation

Information related to leave under this policy will be kept confidential to the extent permitted by law. Retaliation against an employee for requesting or using leave under this policy is prohibited.

Title: Employee Status / Status Changes
Pages: 2
Revised: 01/15/2026

Employee Status / Status Changes

Transfer from Exempt to Non-Exempt

When an employee transfers from an exempt (salaried) position to a non-exempt (hourly) position, leave accrual shall begin on the effective date of the non-exempt classification. Leave shall not be retroactively created, estimated, or credited for time served in an exempt position.

Transfer from Non-Exempt to Exempt

When an employee transfers from a non-exempt position to an exempt position, any accrued leave balances as of the effective date of transfer shall remain on record; however, additional leave shall not accrue while the employee is classified as exempt.

Change from Full-Time to Part-Time Status

When an employee changes from full-time to part-time status, any unused accrued vacation and sick leave shall be placed on record and held for payout only upon a qualifying separation from employment.

Unused leave shall not be reinstated if the employee later returns to full-time status.

If the employee separates from County employment in good standing, with proper notice, unused recorded leave shall be paid out in accordance with County policy in effect at the time of separation.

Return to Full-Time Status

When an employee returns to full-time employment following part-time service, leave accrual shall begin anew based on the employee's new full-time effective date. Prior service time shall not be used to reinstate or accelerate leave accrual.

Separation and Reemployment

Upon any separation from County employment, including layoffs, all leave balances shall be handled in accordance with County payout policy in effect at the time of separation.

If an individual is later reemployed by the County following a separation for any reason:

- The individual shall be treated as a new employee for leave accrual purposes.
- Previously paid out, forfeited, or memorialized leave balances shall not be reinstated.
- Prior service time shall not be credited toward leave accrual or eligibility.

Reporting Employee Status Changes

Directors, supervisors, and elected officials are responsible for reporting any changes in an employee's status including hire, termination, promotion, transfer, change in hours, or leave status to the Human Resources/Payroll Department within 48 hours of the change.

Timely reporting ensures accurate payroll, benefits administration, and compliance with County policies and applicable laws.

Purpose and Equity Statement

This policy is intended to ensure equitable treatment of employees and responsible stewardship of public funds.

Frequent changes between full-time, part-time, and exempt classifications create administrative and financial hardship for the County and may result in inequitable outcomes for employees who remain continuously employed in full-time positions.

Accordingly, leave balances shall not be reinstated or recalculated following changes in employment status unless the employee has separated from employment and qualified for payout under County policy.

Exceptions

Exceptions to this policy may only be granted by formal action of the County Commission.

Title: Unpaid Leaves
Pages: 3
Revised: 01/15/2026

Unpaid Leaves

Occasionally, for medical, personal, or other reasons, you may need to be temporarily released from the duties of your job with Bourbon County. It is the policy of Bourbon County to allow its eligible employees to apply for and be considered for certain specific leaves of absence.

Time off for any reason during a working day will count first against your allotted sick days or personal days, as appropriate. Once you have used all of your accrued sick, the time may be counted against your accrued vacation time. Thereafter, unless specifically excepted, any time off will be without pay.

Failure to return to work as scheduled from an approved leave of absence or to inform your supervisor of an acceptable reason for not returning as scheduled will be considered a voluntary resignation of employment.

All requests for leaves of absence shall be submitted in writing to your supervisor. Each request should provide sufficient detail such as the reason for the leave, the expected duration of the leave, and the relationship of family members, if applicable.

There are several types of unpaid leaves for which you may be eligible.

Disability/Pregnancy Leave of Absence

Bourbon County may grant an unpaid leave of absence for illness, disability, or pregnancy. To request a disability leave of absence from your supervisor, you should submit, or have someone submit for you, a statement of ill health or disability from your doctor. (Pregnancy is treated, for the purposes of this policy, the same as an illness or disability.) An approved disability leave may be granted for up to ninety (90) days. In the case of pregnancy, please inform your supervisor as soon as possible of the date you and your doctor anticipate that you will begin your leave. Your job status will be protected in that we will make every effort to hold your position open or return you to a similar position if one is available, for which you may be qualified.

At the time the disability leave begins, any accrued personal leave or sick leave will be used. Vacation time previously accrued (but not used) at that time will also be paid. These benefits do not continue to accrue during a leave. This policy applies to all employees. Your group insurance booklet should be reviewed to determine your insurance coverage during a leave of absence.

Employees who must remain away from work for more than the period of time allowed above will be considered terminated from employment. They are welcome to re-apply subject to Bourbon County's usual hiring policies.

Employees who develop an illness or physical condition which requires medical treatment or restrictions and precautions will be required to submit a physician's statement. This statement must give approval that continued full-time employment in the present position will not jeopardize the employee's health or the safety of others, in the event the employee continues to work. A similar statement is required upon return from a disability leave.

Should your attendance or job performance suffer during the period preceding and/or following a disability leave, we will accommodate you to the extent provided by law.

Bourbon County provides up to six (6) weeks of leave for paternity or maternity purposes. Employees are required to use any accrued vacation and sick leave balances before unpaid leave begins.

Once accrued paid leave is exhausted, any additional time away from work will be considered unpaid leave. Employees are encouraged to provide as much notice as possible to their Department Head regarding anticipated leave dates so that appropriate staffing arrangements can be made.

Personal Leave of Absence

In special circumstances, Bourbon County may grant a leave for a personal reason. You should request an unpaid personal leave of absence from your supervisor. A personal leave of absence must not interfere with the operations of your department or Bourbon County. Your supervisor will submit your request to the appropriate member of management for final approval.

A personal leave of absence may be granted for up to thirty (30) days. Benefits will no longer continue to accrue. Consult your group insurance booklet to determine your insurance coverage during a leave of absence. Failure to return from a leave at the time agreed will result in termination of employment.

Military Leave of Absence

If you are a regular, full-time employee and are inducted into the U.S. Armed Forces, you will be eligible for re-employment after completing military service, provided:

1. You show your orders to your supervisor as soon as you receive them.

2. You satisfactorily complete your active-duty service.
3. You enter the military service directly from your employment with Bourbon County.
4. You apply for and are available for re-employment within ninety (90) days after discharge from active duty. If you are returning from up to six (6) months of active duty for training, you must apply within (30) days after discharge.

Upon restoration to County service, all unused vacation and sick leave credits accumulated prior to the military leave shall be restored unless the employee has been paid for unused vacation leave at the time of his/her induction or enlistment.

Military Reserves or National Guard Leave of Absence

Employees who serve in U.S. military organizations or the National Guard may take the necessary time off without pay to fulfill this obligation and will retain all of their legal rights for continued employment under existing laws. These employees may apply accrued vacation leave time to the leave if they wish; however, they are not obliged to do so.

You are expected to notify your supervisor as soon as you are aware of the dates you will be on duty so that arrangements can be made for replacement during this absence.

Title: Family and Medical Leave Policy (FMLA)
Pages: 1
Revised: 01/15/2026

Family and Medical Leave Policy (FMLA)

We are a covered employer under the Family Medical Leave Act (FMLA) and therefore grant qualifying leaves of absence to employees who work at a site with 50 or more employees within a 75-mile radius, have completed at least one full year of service with the County and have worked at least 1,250 hours in the twelve-month period preceding the leave. As an eligible employee, you may take up to 12 work weeks of unpaid leave during a rolling 12-month period measured backward from the date you use FMLA. If you and your spouse are both employed by the County, the combined FMLA leave taken between the two of you will count toward the total amount of leave available. For example, you and your spouse's combined FMLA-leave entitlement is a total of 12 weeks within the "12-month period" for any birth, placement of a child for adoption/foster care, care for a child after birth/placement, or to care for an employee's own seriously ill parent. This can be split between the two of you in any proportions. Such leave will be charged against that employee's available 12 weeks of FMLA leave.

Basic Family and Medical Leave may be taken for any one, or combination, of the following qualifying events:

- birth of a child (including prenatal care), and to care for the newborn child;
- placement of a child for adoption or foster care;
- to care for your spouse, child or parent with a serious health condition;
- to deal with your own serious health condition that renders you unable to perform the essential functions of your job; and/or
- military entitlements outlined below.

Serious Health Condition Definition

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

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three (3) consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Military Leave Entitlements Under FMLA

If you are eligible and have a spouse, son, daughter, or parent on active duty or call to active-duty status in the National Guard or Reserves in support of a contingency operation you may use your 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits you to take up to 26 weeks of leave to care for a covered service member during a single 12-month period if you otherwise meet the eligibility requirements. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

Substitution of Paid leave

Under the Family and Medical Leave Act, we will require you to substitute available paid leave time including vacation, compensatory time, and qualifying disability leave for part or all of the unpaid leave requested. In addition, if you accrued paid sick leave, you are required to use all accrued paid sick leave when taking FMLA leave due to your own serious health condition or a family member's serious health condition. In such a situation, you may choose the order in which you wish to take the compensatory time and sick and vacation leave. In the event you use comp time and/or paid sick and/or vacation leave, you should follow the notification procedure set forth in the applicable policy. Once such benefits are exhausted, the remainder of the leave will be unpaid.

Any substitution of paid leave will count toward your total allotment of FMLA.

Use of Leave

You are not required to use this leave entitlement in one block. You may take leave intermittently or on a reduced leave schedule when medically necessary; however, you must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt County operations. Leave due to qualifying exigencies may also be taken on an intermittent basis. When leave is taken intermittently or on a reduced work schedule, the County may temporarily transfer you to an alternative position with equivalent pay and benefits for which you are qualified and which better accommodate recurring periods of leave.

Employee Requests and Responsibilities

You may request FMLA leave through the HR contact.

You are required to provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, you must provide notice as soon as practicable and must comply with the County's normal procedures to notify the County of an absence.

In order to exercise benefits under FMLA, you must provide sufficient information for the County to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include confirmation that you are unable to perform your job functions; your family member is unable to perform daily activities; the need for hospitalization or continuing treatment by a health care provider; or circumstances supporting the need for military family leave. You must also inform Human Resources if the requested leave is for a reason for which FMLA leave was previously taken or certified. Calling in "sick," without providing the reasons for the needed leave, will not be considered sufficient notice for FMLA leave under this policy. Employees must respond to the County's questions to determine if absences are potentially FMLA-qualifying

After notice is given, the County will notify you whether you are eligible for FMLA and specify any additional information required as well as your rights and responsibilities. If you are not eligible, the County will notify you of the reason for ineligibility. If you are eligible and the leave qualifies for FMLA, the County will notify you that the leave has been designated as FMLA.

Medical Certification

The County requires appropriate documentation on the applicable certification form obtained through Human Resources for leaves at the following times:

- Initial request (to be returned within 15 days);
- Before returning to work (following a serious health condition to certify fitness for duty which may be on a form other than the County's certification form);
- If you are not returning to work following a leave during which the County has paid health care premiums; and/or
- Re-certification on a regular basis during leave.

The County may seek clarification through its own provider and/or require you to undergo a second independent examination by a County designated provider at the County's expense.

Interim Benefits

Under FMLA, the County will maintain your coverage under the group health plan for the duration of your FMLA leave at the level and under the conditions such coverage would have been provided if you had continued to work.

You are responsible for payment of your portion of health insurance premiums during such leave. Seniority and benefits will not continue to accrue during such leaves; however, the use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of your leave. Unless the County notifies employees of other arrangements, whenever you are receiving pay from the County during FMLA leave, the County will deduct your portion of the group health plan premium from your paycheck in the same manner as if you were actively working. If FMLA leave is unpaid, you will be provided with advance notice of the costs and a schedule for remitting these payments. If the payment is more than 30 days late, upon 15 days written notice, the County's obligation to continue health care coverage ceases. However, the County may continue to pay your share of the missed premium(s) during the leave period. The County may then recover through subsequent payroll deductions your share of the missed payment when you return to work.

If you do not return from scheduled FMLA leave, except for circumstances beyond your control, the County may consider you to have voluntarily resigned and recover all health premiums it paid on your behalf during any unpaid FMLA leave. The County may require medical certification of any alleged continued serious health condition. For additional information concerning leave entitlements and obligations that might arise when FMLA leave is either not available or exhausted, please consult the County's other leave policies in this handbook or reach out to the HR contact.

Reinstatement

As an eligible employee, you are entitled to reinstatement to your former position or an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment upon return from leave. Exceptions to this provision may apply if business circumstances have changed (e.g., if your position is no longer available due to a job elimination). Exceptions may also apply for certain key employees (as defined in FMLA regulations).

Unless notified otherwise, if you are returning from leave because due to your own serious health condition, you will be required to provide a fitness-for-duty certification from your health care provider. The County may delay job restoration until you provide the required return to work/fitness for duty information from your doctor.

Employer responsibilities.

The County will inform employees requesting leave whether they are eligible under the FMLA. If they are, the notice will specify any additional information required, as well as the employees' rights and responsibilities. If employees are not eligible, the County will provide a reason for the ineligibility.

The County will inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employees' FMLA leave entitlement. If the County determines that the leave is not FMLA-protected, the County will notify the employees. Other provisions.

Under an exception to the FLSA in the FMLA regulations, hourly amounts may be deducted for unpaid leave from the salary of executive, administrative, and professional employees; outside sales representatives; certain highly skilled computer professionals; and certain highly compensated employees who are exempt from the minimum wage and overtime requirements of the FLSA, without affecting the employees' exempt status. This special exception to the "salary basis" requirements for the FLSA's exemptions extends only to eligible employees' use of FMLA leave.

Employees may not perform work for self-employment or for any other employer during an approved leave of absence, except when the leave is for military or public service or when the County has approved the employment under its Outside Employment policy and the employees' reason for FMLA leave does not preclude the outside employment.

Unlawful Acts by Employers

The FMLA makes it unlawful for any employer (1) to interfere with, restrain, or deny the exercise of any right provided under the FMLA or (2) to discharge or discriminate against any person for opposing any practice made unlawful by the FMLA or for involvement in any proceeding under or relating to the FMLA.

Enforcement

FMLA makes it unlawful for any employer to:

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

If you feel the County has violated these provisions, you may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against the County. FMLA does not affect any Federal or State law prohibiting discrimination or supersede any State or local law or

collective bargaining agreement which provides greater family or medical leave rights. The County will enforce this policy in accordance with any other applicable state and/or federal law. FMLA leave is provided for you to recuperate or care for a family member; other employment during FMLA leave is prohibited.

This Summary discusses some of the major components of the County's Family and Medical Leave Policy. Any questions regarding this Summary or the Family and Medical Leave Act should be directed to the HR contact.

Title: Insurance Premium Payment During Leaves of Absence
Pages: 1
Revised: 01/15/2026

Lactation Accommodation

The County provides lactation accommodation for employees who are nursing mothers, in accordance with federal, state, and local law. Such accommodation includes reasonable break time and a private location for nursing mothers to express milk at appropriate intervals during each workday for one year following the birth of a child. If you are breastfeeding a child and need to express milk during the working day, you should confer with your supervisor who will consult with necessary management to determine how best to achieve lactation accommodation for you while allowing you to accomplish the performance of your job. If possible, break time must run concurrently with rest breaks and lunch times to express milk under this policy. If the break time cannot run concurrently with rest and meal periods already provided, the break time will be unpaid, subject to applicable law.

Milk should be placed in an appropriately and clearly labeled secure container provided by you and may be stored in County refrigerators.

Title: Insurance Premium Payment During Leaves of Absence
Pages: 1
Revised: 01/15/2026

Insurance Premium Payment During Leaves of Absence

Bourbon County will continue to pay its share of insurance premiums for employee coverage and dependent coverage for a maximum of three (3) months while you are on a FMLA. While you are on any other type of unpaid leave of absence from Bourbon County, you will be responsible for paying the total premiums for your coverage and that of your dependents. Failure to do so may result in loss of coverage and possible refusal by the insurance carrier to allow your coverage to be reinstated. Please consult with your supervisor to set up a payment schedule.

Title: General Employee Safety
Pages: 1
Revised: 01/15/2026

General Employee Safety

Bourbon County is committed to the safety and health of all employees and recognizes the need to comply with regulations governing injury and accident prevention and employee safety. Maintaining a safe work environment, however, requires the continuous cooperation of all employees.

Bourbon County will maintain safety and health practices consistent with the needs of our industry. If you are ever in doubt about how to safely perform a job, it is your responsibility to ask your supervisor for assistance. Any suspected unsafe conditions and all injuries that occur on the job must be reported immediately. Compliance with these safety rules is considered a condition of employment. Therefore, it is a requirement that each supervisor make the safety of employees an integral part of their regular management functions. It is the responsibility of each employee to accept and follow established safety regulations and procedures.

Bourbon County strongly encourages you to communicate with your supervisor regarding safety issues.

Title: Reporting Safety Issues
Pages: 1
Revised: 01/15/2026

Reporting Safety Issues

All accidents, injuries, potential safety hazards, safety suggestions, health, and safety related issues must be reported immediately to your supervisor. If you or another employee is injured, you should contact outside emergency response agencies, if needed. If an injury does not require medical attention, a Supervisor and Employee Report of Accident Form must still be completed in case medical treatment is later needed and to ensure that any existing safety hazards are corrected. The Employee's Claim for Worker's Compensation Benefits Form must be completed in all cases in which an injury requiring medical attention has occurred.

The Kansas Department of Labor Workers' Compensation Act requires that we keep records of all illnesses and accidents which occur during the workday. The Kansas State Workers' Compensation Act also requires that you report any workplace illness or injury, no matter how slight. If you fail to report an injury, you may jeopardize your right to collect workers' compensation payments as well as health benefits. Bourbon County also provides for your right to know about any health hazards which might be present on the job. Should you have any questions or concerns, contact your supervisor for more information.

Title: Safety Rules
Pages: 2
Revised: 01/15/2026

Safety Rules

Safety is everybody's duty. Safety is to be given primary importance in every aspect of planning and performing all Bourbon County activities. We want to protect you against industrial injury and illness, as well as minimize the potential loss of production.

Below are some general safety rules to assist you in making safety a regular part of your work. Your supervisor may post other safety procedures in your department or work area.

Working Safely

Safety is everyone's responsibility. Remind your co-workers about safe work methods. Start work on any machine only after safety procedures and requirements have been explained. Immediately report any suspected hazards and all accidents to your supervisor.

Lifting

Ask for assistance when lifting heavy objects or moving heavy furniture. Bend your knees, get a firm grip on the object, hold it close to your body and space your feet for good balance. Lift using your stronger leg muscles, not your weaker back muscles.

Trash Disposal

Keep sharp objects and dangerous substances out of the trash can. Items that require special handling should be disposed of in approved containers.

Cleaning Up

To prevent slips and tripping, clean up spills and pick up debris immediately.

Falling Objects

Store objects and tools where they will not fall. Do not store heavy objects or glass on high shelves.

Work Areas

Keep cabinet doors and file/desk drawers closed when not in use. Remove or pad torn, sharp corners and edges. Open only one drawer at a time.

Fire Extinguishers

Know where fire extinguishers are and how to use them.

Report Injuries

Immediately report all injuries, no matter how slight, to your elected official.

Ask Questions

If you are ever in doubt regarding the safe way to perform a task, please do not proceed until you have consulted a supervisor. Employees will not be asked to perform any task which may be dangerous to their health, safety, or security. If you feel a task may be dangerous, inform your supervisor at once.

We strongly encourage employee participation and your input on health and safety matters. Please obtain a Safety Suggestion Form from your supervisor for this purpose. Employees may report potential hazards and make suggestions about safety without fear of retaliation. We appreciate, encourage, and expect this type of involvement! The success of the safety program relies on the participation of all employees. Though it is Bourbon County's responsibility to provide for the safety, health, and security of its workers during working hours, it is the responsibility of each employee to abide by the rules, regulations and guidelines set forth.

Remember, failure to adhere to these rules will be considered serious infractions of safety rules and will result in disciplinary actions.

Title: Fire Prevention
Pages: 1
Revised: 01/15/2026

Fire Prevention

Know the location of the fire extinguisher(s) in your area and make sure they are kept clear at all times. Notify your supervisor if an extinguisher is used or if the seal is broken. Keep in mind that extinguishers that are rated ABC can be used for paper, wood, or electrical fires. Make sure all flammable liquids, such as alcohol, are stored in approved and appropriately labeled safety cans and are not exposed to any ignition source.

In Case of Fire

If you are aware of a fire, you should:

- Dial 911 or the local fire department.
- If possible, contact your supervisor immediately. Evacuate all employees from the area.
- If the fire is small and contained, locate the nearest fire extinguisher. This should only be attempted by employees who are knowledgeable in the correct use of fire extinguishers.
- If the fire is out of control, leave the area immediately. No attempt should be made to fight the fire.

When the fire department arrives, direct the crew to the fire. Do not re-enter the building until directed to do so by the fire department.

Title: Security
Pages: 1
Revised: 01/15/2026

Security

Maintaining the security of Bourbon County buildings is every employee's responsibility. Develop habits that ensure security as a matter of course. For example:

- Always keep cash properly secured. If you are aware that cash is improperly stored, immediately inform the person responsible.
- Know the location of all alarms and fire extinguishers and familiarize yourself with the proper procedure for using them, should the need arise.
- When you leave Bourbon County's premises make sure that all entrances are properly locked and secured.

Title: Termination
Pages: 1
Revised: 01/15/2026

Termination

Bourbon County operates under the principle of at-will employment. This means that neither you nor Bourbon County has entered into a contract regarding the duration of your employment. You are free to terminate your employment with Bourbon County at any time, with or without reason. Likewise, Bourbon County has the right to terminate your employment, or otherwise discipline, transfer, or demote you at any time, with or without reason, at the discretion of Bourbon County.

Bourbon County expects employees to provide at least two (2) weeks' notice in the event of resignation. To be considered in good standing, an exiting employee must provide the full two (2) weeks' notice, return all county property, and refrain from deleting any county electronic files.

Title: Layoff Policy
Pages: 1
Revised: 01/15/2026

Layoff Policy

Bourbon County may need to restructure its operations or reduce its workforce. If this becomes necessary, we will attempt to provide advance notice to employees so as to minimize the impact on those affected. If possible, employees subject to lay off will be informed regarding the nature of the layoff and the foreseeable duration of the layoff whether short-term or indefinite.

In determining which employees will be laid off, we will consider among other things, operational requirements; the skill, productivity, past performance, and attendance of those involved; and, whenever feasible, length of service.

When workload or finances increase to the extent that additional employees are needed, we will attempt to recall individuals according to these same selection criteria. We reserve the right to hire new employees during a layoff when required skills for the work at hand are not available without training among laid-off employees.

All benefits will terminate at the time of layoff. Insurance coverage, though not provided, will remain available under the provisions of COBRA. Information concerning employee rights under COBRA is available.

Title: Former Employees
Pages: 1
Revised: 01/15/2026

Former Employees

Depending on the circumstances, Bourbon County may consider a former employee for re-employment. Such applicants are subject to Bourbon County's usual pre-employment procedures. To be considered, an applicant must have been in good standing at the time of their previous termination of employment with Bourbon County.

Reinstatement of Benefits (Bridging)

If you leave employment with Bourbon County and are later rehired, your rehire date will be considered your new official hire date. Your probationary period and benefit accrual will begin again at that time.

Title: Post-Employment Inquiries
Pages: 1
Revised: 01/15/2026

Post-Employment Inquiries

Bourbon County does not respond to oral requests for references. In the event your employment with Bourbon County is terminated, either voluntarily or involuntarily, your supervisor may be able to provide a reference to potential employers only if you have completed and signed a release form.

As an employee of Bourbon County, do not under any circumstances respond to any requests for information regarding another employee unless it is part of your assigned job responsibilities. If it is not, please forward the information request to your supervisor.

Title: Communications
Pages: 1
Revised: 01/15/2026

Communications

Successful working conditions and relationships depend upon successful communication. Not only do you need to stay aware of changes in procedures, policies, and general information, but you also need to communicate your ideas, suggestions, personal goals, or problems as they affect your work.

In addition to the exchanges of information and expressions of ideas and attitudes which occur daily, make certain you are aware of and utilize all Bourbon County methods of communication, including this Employee Human Resource Manual, bulletin boards, discussions with your supervisor, memoranda, staff meetings, newsletters, training sessions, and county email and intranet.

You will receive other information booklets, such as your insurance booklets, from time to time. You may take these booklets home so that your family may know more about your job and your benefits.

In addition, you may receive letters from Bourbon County, though there is no regular schedule for distribution of this information. The function of each letter is to provide you and your family with interesting news and helpful information which will keep you up to date on the events here at Bourbon County.

Title: County Meetings
Pages: 1
Revised: 01/15/2026

County Meetings

On occasion, we may request that you attend a county-sponsored meeting. If this is scheduled during your regular working hours, your attendance is required. If you are a non-exempt employee, and attend a meeting held during your non-working hours, you will be paid for the time you spend traveling to and from the meeting, as well as for time spent at the meeting.

Title: Electronic Communication Policy
Pages: 2
Revised: 01/15/2026

Electronic Communication Policy

Bourbon County makes every effort to provide the best available technology to those performing services for Bourbon County. In this regard, Bourbon County has installed, at substantial expense, equipment such as computers, electronic mail, and voicemail. This policy is to advise those who use our organization's equipment on the subject of access to and disclosure of computer-stored information, voice mail messages and electronic mail messages created, sent, or received by Bourbon County's employees with the use of Bourbon County's equipment.

This policy also sets forth policies on the proper use of the computer, voice mail, and electronic mail systems provided by Bourbon County.

Bourbon County property, including computers, electronic mail, and voice mail, should only be used for conducting county operations.

Incidental and occasional personal use of county computers and our voice mail and electronic mail systems is permitted, but information and messages stored in these systems will be treated no differently from other operation-related information and messages, as described below.

The use of the electronic mail system may not be used to solicit for commercial ventures, religious or political causes, outside organizations, or other non-job-related solicitations. Furthermore, the electronic mail system is not to be used to create any offensive or disruptive messages. Among those which are considered offensive, are any messages which contain sexual implications, racial slurs, gender-specific comments, or any other comments that offensively address someone's age, sexual orientation, religious or political beliefs, national origin, or disability. In addition, the electronic mail system shall not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information, or similar materials without prior authorization.

Although Bourbon County provides certain codes to restrict access to computers, voice mail, and electronic mail to protect these systems against external parties or entities obtaining unauthorized access, employees should understand that these systems are intended for official operational use, and all computer information, voice mail and electronic mail messages are to be considered as county records.

Bourbon County also needs to be able to respond to proper requests resulting from legal proceedings that call for electronically stored evidence. Therefore, Bourbon County must, and

does, maintain the right and the ability to enter into any of these systems and to inspect and review any and all data recorded in those systems. Because Bourbon County reserves the right to obtain access to all voice mail and electronic mail messages left on or transmitted over these systems, employees should not assume that such messages are private and confidential or that Bourbon County or its designated representatives will not have a need to access and review this information. Individuals using Bourbon County's operational equipment should also have no expectation that any information stored on their computer - whether the information is contained on a computer hard drive, computer disks or in any other manner - will be private.

Bourbon County has the right to but does not regularly monitor voice mail or electronic mail messages. Bourbon County will, however, inspect the contents of computers, voice mail, or electronic mail in the course of an investigation triggered by indications of unacceptable behavior or as necessary to locate needed information that is not readily available by some other less intrusive means.

The contents of computers, voice mail, and electronic mail, properly obtained for some legitimate organizational purpose, may be disclosed by Bourbon County, if necessary, within or outside of Bourbon County.

Given Bourbon County's right to retrieve and read any electronic mail messages, such messages should be treated as confidential by other employees and accessed only by the intended recipient.

Cell phones, while they are the personal property of employees, are to be limited to emergency or near emergency purposes. Indiscriminate use of personal cell phones to make discretionary calls could be cause for disciplinary action.

Bourbon County's Commission will review any request for access to the contents of an individual's computer, voice mail, or electronic mail prior to access being made without the individual's consent.

Any employee who violates this policy or uses the electronic communication systems for improper purposes may be subject to discipline, up to and including termination.

All Bourbon County buildings, facilities, and IT security and resources must remain under the direct control of the Bourbon County Commission.

Title: Dress Code and Personal Appearance
Pages: 1
Revised: 01/15/2026

Dress Code and Personal Appearance

Bourbon County employees are expected to maintain a professional appearance that reflects positively on the County and the services we provide to the public. A neat, clean, and tasteful appearance contributes to the confidence of taxpayers and visitors in the work we perform.

General Standards

Employees should dress in a manner consistent with accepted professional and social standards. Clothing should be clean, in good repair, and appropriate for the duties being performed. Employees whose work involves contact with the public, including taxpayers and visitors, are expected to dress in business casual or professional attire, unless otherwise directed by their Department Head.

Prohibited Attire

The following are examples of clothing or appearance that are not acceptable in the workplace:

- Clothing with offensive or inappropriate graphics or language.
- Torn, excessively worn, or dirty clothing.
- Shorts, sweatpants, or athletic wear (except where specifically authorized for certain positions).
- Revealing or excessively tight-fitting clothing.
- Flip-flops or other footwear that poses a safety risk.

Safety Standards

Employees working in environments that require protective clothing, uniforms, or specific footwear must comply with all safety standards established for their department. Department Heads may establish additional guidelines appropriate to specific job functions.

Enforcement

If an employee's attire or grooming is deemed inappropriate or inconsistent with this policy, the supervisor may require the employee to leave the workplace and return properly attired. Repeated violations of the dress code may result in disciplinary action, up to and including termination.

Title: Drug-Free Workplace Policy
Pages: 1
Revised: 01/15/2026

Drug-Free Workplace Policy

Bourbon County is a community in which responsibilities and freedoms are governed by policies and codes of behavior, including penalties for violations of these standards as stated in your Employee Human Resource Manual. Bourbon County has a standard of conduct which prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by employees on Bourbon County's site and/or client sites or as a part of Bourbon County's activities. Bourbon County will impose disciplinary sanctions on employees ranging from educational efforts up to and including expulsion or termination of employment and referral for prosecution for violations of the standards of conduct. Each situation will be looked at on a case-by-case basis.

It is the goal of Bourbon County to maintain a drug-free workplace. To that end, and in the spirit of the Drug-Free Workplace Act of 1988, Bourbon County has adopted the following policies:

1. The unlawful manufacture, possession, distribution, or use of controlled substances is prohibited in the workplace.
2. Employees who violate this prohibition are subject to corrective or disciplinary action as deemed appropriate, up to and including termination.
3. As an on-going condition of employment, employees are required to abide by this prohibition and to notify, in writing and within five (5) days of the violation, their supervisor of any criminal drug statute conviction they receive.
4. If an employee receives such a conviction Bourbon County shall:
 - a. Take appropriate personnel action against the employee, up to and including termination.
 - b. Bourbon County reserves the right to search and inspect for the maintenance of a safe workplace.

Anytime there is an incident or accident involving an employee, that employee shall be required to submit to a drug test. If they test positive for being under the influence, they will be subject to disciplinary action, up to and including termination.

Title: Solicitations and Distributions
Pages: 1
Revised: 01/15/2026

Solicitations and Distributions

Solicitation for any cause during working time and in working areas is not permitted. You are not permitted to distribute non-county literature in work areas at any time during working time. Working time is defined as the time assigned for the performance of your job and does not apply to break periods and mealtimes. Employees are not permitted to sell chances, merchandise, or otherwise solicit or distribute literature without management approval.

People who are not employed by Bourbon County are prohibited from soliciting or distributing literature on county property or from being on Bourbon County property.

Title: Vehicles and Equipment
Pages: 1
Revised: 09/15/2026

Vehicles and Equipment

All Bourbon County owned vehicles and equipment are to be stored and parked at County facilities when they are not in use. Vehicles owned by Bourbon County are not to be used for personal use, or driven home at the end of a shift.

Title: Violence in the Workplace Policy
Pages: 2
Revised: 01/15/2026

Violence in the Workplace Policy

Bourbon County has adopted a policy prohibiting workplace violence. Consistent with this policy, acts, or threats of physical violence, including intimidation, harassment, and/or coercion, which involve or affect Bourbon County, or which occur on Bourbon County property will not be tolerated.

Acts or threats of violence include conduct, which is sufficiently severe, offensive, or intimidating to alter the employment conditions at Bourbon County, or to create a hostile, abusive, or intimidating work environment for one or several employees. Examples of workplace violence include, but are not limited to, the following:

1. All threats or acts of violence occurring on Bourbon County's premises, regardless of the relationship between Bourbon County and the parties involved.
2. All threats or acts of violence occurring off Bourbon County's premises involving someone who is acting in the capacity of a representative of Bourbon County.

Specific examples of conduct which may be considered threats or acts of violence include, but are not limited to, the following:

1. Hitting or shoving an individual.
2. Threatening an individual or their family, friends, associates, or property with harm.
3. Intentional destruction or threatening to destroy Bourbon County's property.
4. Making harassing or threatening phone calls.
5. Harassing surveillance or stalking (following or watching someone).
6. Unauthorized possession or inappropriate use of firearms or weapons.

Bourbon County prohibition against threats and acts of violence applies to all persons involved in Bourbon County's operation, including but not limited to personnel, contract, and temporary workers and anyone else on Bourbon County property. Violations of this policy by any individual

on Bourbon County property will lead to disciplinary action, up to and including termination and/or legal action as appropriate.

Every employee is encouraged to report incidents of threats or acts of physical violence of which he/she is aware. The report should be made to your supervisor.

Title: Personal Cell Phone Policy
Pages: 1
Revised: 01/15/2026

Personal Cell Phone Policy

Bourbon County prohibits employees from using personal phones. Of course, emergency matters are priorities, but short of an emergency, employees are advised that calls while on duty can constitute a distraction and should be avoided while operating heavy equipment or vehicles.

Law enforcement officers and EMS personnel are exempt while responding to an emergency incident.

Title: Social Media Policy
Pages: 2
Revised: 01/15/2026

Social Media Policy

Off-duty use of social media. Employees may maintain personal websites or web logs on their own time using their own facilities. Employees must ensure that social media activity does not interfere with their work. In general, the county considers social media activities to be personal endeavors, and employees may use them to express their thoughts or promote their ideas as long as they do not conflict with county policies or operations.

Respect. Demonstrate respect for the dignity of the county, its owners, its taxpayers, its vendors, and its employees. A social media site is a public place, and employees should avoid inappropriate comments. For example, do not use ethnic slurs, personal insults, or obscenity, or use language that may be considered inflammatory. Even if a message is posted anonymously, it may be possible to trace it back to the sender.

Post disclaimers. If an employee identifies himself or herself as a county employee or discusses matters related to the county on a social media site, the site must include a disclaimer on the front page stating that it does not express the views of the county and that the employee is expressing only his or her personal views. For example: "The views expressed on this website/Web log are mine alone and do not necessarily reflect the views of my employer." Place the disclaimer in a prominent position and repeat it for each post expressing an opinion related to the county or the county's operations. Employees must keep in mind that if they post information on a social media site that is in violation of county policy and/or federal, state, or local law, the disclaimer will not shield them from disciplinary action.

Confidentiality. Do not identify or reference county relationships, or vendors without express permission. Employees may write about their jobs in general but may not disclose any confidential or proprietary information. For examples of confidential information, please refer to the confidentiality policy. When in doubt, ask before publishing.

New ideas. Please remember that new ideas related to work or the county's operations belong to the county. Do not post them on a social media site without the county's permission.

Trademarks and copyrights. Do not use the county or others' trademarks on a social media site or reproduce the county or others' material without first obtaining permission.

Discipline. Violations of this policy may result in discipline up to and including immediate termination of employment.

Note: Nothing in this policy is meant to, nor should it be interpreted to, in any way limit your rights under any applicable federal, state, or local laws, including your rights under the National Labor Relations Act to engage in protected concerted activities with other employees to improve terms and conditions of employment, such as wages and benefits.

Title: Genetic Information Anti-Discrimination Act (GINA) Compliance
Pages: 1
Revised: 01/15/2026

Genetic Information Anti-Discrimination Act (GINA) Compliance

It is our policy to abide by GINA in principle and fact. We will not gather nor use genetic information on our prospective or current employees. We will not use genetic information in any way for selection or promotion or termination or other purposes.