

or board shall issue a final written decision without further hearing, and that decision is final, with copies transmitted to the employee, the employee's department head and the Human Resources Director.

## **Inclement Weather / Emergency Closings**

As a general rule, the County will remain fully operational during emergencies and inclement weather. If regular hours of operation are unaltered, no announcement will be made. It is the responsibility of an employee to be at work at the designated starting time. An unauthorized absence will be charged to the employee as leave without pay and may also result in disciplinary action.

The County Administrator may alter County operations if s/he finds that (1) extremely hazardous conditions exist and (2) closing operations, in whole or in part, are in the best interest of the County. The County will use its best efforts under the circumstances to post notice on the County website on any such closing date regarding how the hours of County operations are to be altered.

In the event that the County Administrator closes any County operations pursuant to this policy, employees will be paid only to the extent that: ( 1) pay is required for County compliance with the Federal Fair Labor Standards Act; or (2) the employee has accrued annual paid leave sufficient to cover the absence and opts to take it. As to the second option, employees without sufficient accrued paid annual leave to cover the absence will be granted unpaid leave.

## **Payment of Wages**

Employees will be paid bi-weekly, through direct deposit unless the County makes other arrangements with a particular employee. When a payday falls on a scheduled, bank-observed holiday, employees shall be paid on the workday preceding the holiday.

The County shall make deductions from employee paychecks as required by law. Upon the written authorization of the employee, the County may make deductions for insurance, other benefits, etc.

To ensure maximum efficiency and coordination of services, it is the policy of the County

to provide clear working hours for all departments. Those working hours are set forth in the Shift Categories listed in the Time and Attendance policy of this Handbook. Overtime may be scheduled as required by business necessity.

## **Advance of Wages**

Cash debts owed by the employee to the County, fringe benefits, uniforms, tools, equipment, vehicles, instruction manuals, keys, beepers, computers, and other items belonging to the County and advanced or issued to an employee and not repaid or returned by the employee at the time of termination are considered “advances of wages,” the value of which may be deducted up to the full amount of the employee’s final paycheck(s). By accepting or continuing employment, the employee authorizes these deductions.

Special Note: If an employee believes that an improper deduction to wages or salary has been made, the employee must report this information immediately to the Human Resources and Finance directors. Reports of improper deductions will be promptly investigated and, if it is determined that an improper deduction has occurred, the employee will be promptly reimbursed.

## **Performance Appraisals**

The purpose of a performance appraisal is to formally assess and appraise an employee’s performance over a designated period and to provide an opportunity for the supervisor and the employee to discuss all aspects of the individual’s performance with respect to fulfilling the requirements, duties and responsibilities of the position held by the employee. Formal employee performance appraisals are to be conducted at established intervals during an individual’s employment. For new employees, performance appraisals may be scheduled at the end of six (6) months and for promoted and transferred employees, at the end of three (3) months. After an employee has achieved regular status, the County shall strive to evaluate the employee’s job performance once a year. Informal appraisals may be conducted periodically as each supervisor deems necessary.

If a performance appraisal is given, it will be in writing. After the employee’s supervisor has presented and discussed the written performance appraisal with the employee, the employee