

EMPLOYEE ACKNOWLEDGEMENT

I have received an updated copy of the Washington County Employee Information Handbook **electronically** (if I have a county-assigned email address) or in **print** (if I do not have a county-assigned email address, and I have requested a printed copy). This copy of the handbook will supersede any and all prior versions of the County handbook. I understand that this handbook has been provided to me for informational purposes only, and that the County may change or withdraw any policies, procedures, or benefit programs at any time. The following changes have been made to this updated copy, effective February 11, 2021:

Updated Table of Contents to accurately reflect page numbers.

PAGE 9 - Section 3.1 (Added under "Regular part-time Employee") - "A regular part-time employee may be eligible for pro-rated benefits after a waiting period of six (6) months. At that time, a proration amount is able to be calculated, and will be figured July 1 each year thereafter."

PAGE 11 - Section 3.2 (Changed under "Overtime") – "All paid time (**except Compensatory time**) shall count toward hours worked for purposes of computing overtime, unless otherwise indicated in this handbook."

PAGE 11 - Section 3.2 (Changed under "Call Back Time") – "Any employee that is called in to work hours that *are not* contiguous with their normal work schedule, as determined by their department head, will receive a minimum of two (2) hours pay. This call back time will be paid at their regular hourly rate... An employee that is called in to work hours that *are* contiguous with the normal work schedule shall be paid at their regularly hourly rate."

PAGE 11 (Same section) – deleted reference to getting called back on a holiday. Minimum of 2 hours pay still applies at the holiday rate of time and one-half (1 ½). Holiday pay is covered under Section 4.1.

PAGE 12 – Section 4.1 (Added under "Pay For Holidays Not Worked") – "Employees should refer to specific departmental policy on this issue, if applicable."

PAGE 12 (Same section) - "Holidays are based on a standard eight (8) hour work day."

PAGE 12 (Same section) – Added "Regular part-time employees who do not work on a holiday listed above are eligible for prorated holiday pay after six (6) months of employment. Holiday pay is based on the ratio of the employee's normal hours of work and the regular full-time schedule."

PAGE 12 (Same section) – Added "If an employee does not work on a holiday, then they are paid the appropriate holiday hours (up to eight (8) hours) and those hours shall count as time worked for purposes of computing overtime."

PAGE 12 & 13 - Section 4.1 (Added under "Pay For Holidays Worked") – "Holiday hours worked are paid at two and one-half (2 ½) times the employee's hourly wage for the first eight (8) hours

worked. The remaining hours worked are paid at one and one-half (1 ½) times the employee's hourly wage.

To determine overtime for weeks when an employee works on a holiday, only regularly scheduled shift hours should be included as hours worked in the computation of overtime, not both holiday pay and the scheduled shift hours.

For example: if an employee receives eight (8) hours of holiday pay, and works two (2) hours on the holiday, the employee will use the higher value to compute overtime – eight (8) hours (not both holiday pay and the two (2) hours worked). If an employee receives eight (8) hours of holiday pay and works twenty-four (24) hours on the holiday, the employee will use the higher value to compute overtime – twenty-four (24) hours (not both holiday pay and the twenty-four (24) hours worked).”

PAGE 13 – Section 4.2 (Removed under “Personal Day”) – “A personal day is not considered hours worked for purposes of computing overtime.”

PAGE 26 & 27 - Reformatted Section 5.1

PAGE 35 – Added new Section 6.13 - Employee ID Policy – Passed by the Washington County Board of Supervisors on March 10, 2020.

I, _____, am signing for my **electronic or printed** (if requested) copy of the Washington County Employee Information Handbook, and acknowledge the changes that have been made effective February 11, 2021. I also acknowledge that I may reference this information at any time via the Washington County website. If I have further questions about the changes made to the Employee Information Handbook, I will discuss these items with my Department Head, Supervisor, or contact Amber Day in the Auditor's office.

Employee Signature

Date

PLEASE RETURN THIS ACKNOWLEDGEMENT FORM TO THE AUDITOR'S OFFICE BY FEBRUARY 19, 2021

(unless governed by another Board and awaiting approval).

IT WILL BECOME A PART OF YOUR COUNTY PERSONNEL FILE.