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## SECTION 2

### INTRODUCTION, SCOPE, POLICY RESPONSIBILITY, & TERMINOLOGY

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#### INTRODUCTION

This policy manual is intended to provide Hubbard County (County) administrative and supervisory personnel, as well as county employees, a guide and resource to Board of Commissioner (Board) approved policies and procedures regarding employment and personnel issues. The policies and procedures in this manual are intended to ensure County employees are afforded fair and consistent treatment, and equal opportunity in accordance with applicable law.

The Hubbard County Board of Commissioners expects employees to conform to the policies and procedures defined within this manual and to accept full accountability while striving for personal productivity, integrity, and professionalism.

THIS MANUAL AND ITS SPECIFIC COUNTENTS, STATEMENTS, AND POSITIONS ARE NOT INTENDED TO CREATE A CONTRACT BETWEEN THE COUNTY OR ANY OF ITS EMPLOYEES. IT IS UNDERSTOOD THAT EMPLOYMENT WITH THE COUNTY IS AT-WILL, AND EMPLOYEES MAY TERMINATE THEIR EMPLOYMENT WITH THE COUNTY AT ANY TIME FOR ANY REASON. THE COUNTY RESERVES THE SAME RIGHT (AT WILL EMPLOYMENT) REGARDING DISCONTINUATION OF EMPLOYMENT. THE TERMS OF THIS MANUAL ARE IMPLEMENTED AND APPLIED AT THE SOLE DISCRETION OF THE COUNTY OR ITS REPRESENTATIVE AND MAY BE MODIFIED OR WITHDRAWN AT ANYTIME. THIS MANUAL SUPERSEDES ANY PRIOR POLICIES, PAST PRACTICES, OR ORAL REPRESENTATIONS MADE BY THE COUNTY OR ITS DESIGNEES.

#### SCOPE

Subject to the requirements of state and federal law, and any provision of a collective bargaining unit, the policies within this manual apply to all employees.

#### EXPECTED BEHAVIOR

Our main purpose is to provide services, to the public and to each other, with a tone of behavior that manifests respect and would be perceived as commendable. Each and every employee is expected to show a kind and courteous demeanor towards the general public and also towards fellow employees. Violent, offensive or rude behavior shall not be tolerated nor condoned.

#### POLICY RESPONSIBILITY

**Board of County Commissioners** - responsible for the approval and revisions of personnel policies; final arbitrator in questions of interpretation and application of NON Contract polices.

**Personnel Committee** - responsible for offering recommendations to the Board of County Commissioners on personnel policy related issues.

**Coordinator:** - responsible for the administration of all personnel and benefit policies in the County. (Human Resource Manager is a subset of the Coordinator)

**Department Managers/Supervisors** - responsible for the application of personnel policies within departments and for employees under their immediate supervision; may develop operational departmental procedures.

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#### TERMINOLOGY

**BENEFIT ELIGIBLE: Part-time Non-exempt employees** who are regularly scheduled and remain in pay status a minimum of 20 hours per week or more are eligible for paid time off (PTO) (Section 12). Those employees who are working in a recurring twelve month per year position and remain in pay status a minimum of 32 hours per week, are eligible for the health insurance benefit (Section 16). Exempt part-time are the same. Seasonal and Temporary employees (Section 3) are eligible for only holiday pay with on-call employees (Section 3) receiving no benefits.

**CLASS or CLASSIFICATION:** All positions sufficiently similar in duties, authority, and responsibility to permit grouping under a common title with equity of common standards of selection.

**COLLECTIVE BARGAINING AGREEMENT (UNION CONTRACT):** A contract negotiated between the County and a union representing a defined group of employees outlining wages, benefits, and terms and conditions of employment.

**CONTINUOUS SERVICE:** Shall consist of no break in employment by resignation or termination.

**UNION EMPLOYEE:** An employee within a defined bargaining unit and governed by a collective bargaining agreement (union contract).

**DEPARTMENT MANAGER:** Those elected or appointed officials who are responsible for management of a department.

**EXEMPT POSITIONS:** Those positions that by the Code of Federal Register (CFR) 29 are exempt from overtime and minimum wage law or requirements. See Addendum V.

**FULL-TIME EMPLOYEE:** An employee who is regularly scheduled, on an annual basis, to work 40 hours per week and remains in pay status.

**FULL YEAR OF EMPLOYMENT:** Non-Exempt - The completion of a minimum of at least 2080 regular, non-overtime hours in pay status over a twelve month period and Exempt - The completion of a minimum of at least 52 weeks in pay status over a twelve month period.

**GRANT EMPLOYEE:** An employee who works for the county under a grant will be considered a county employee and is eligible for applicable county benefits as allowed by policy or grant.

**HIRE DATE:** Hire date shall be defined as the date an employee's employment with Hubbard County begins and consists of continuous service with the county not to include on-call positions.

**INDEPENDENT CONTRACTOR:** An individual, firm, or business who provides services for the county under a purchase of service agreement or other contract, and is not eligible for any county benefits.

**KINDRED:**

**First Degree of Kindred:** Spouse, child, parent, parent-in-law, step-parent, step-children and foster children.

**Second Degree of Kindred:** Sister and sister-in-law, brother and brother-in-law, grandparent, spouse's grandparents and grandchild.

**Third Degree of Kindred:** Aunt, uncle, niece, nephew, great-grandparent, and great grandchild (including spouse's third degree of kindred).

See Addendum I

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**NON UNION EMPLOYEE:** An employee who is not represented by a third party or governed by a collective bargaining agreement (union contract).

**NON EXEMPT POSITIONS:** Those positions that by CFR 29 are not exempt from overtime and minimum wage law requirements. See Addendum V.

**ON-CALL EMPLOYEE:** An employee who is hired to work for the county on an intermittent basis, is not regularly scheduled nor accrues any benefits and whose position is expected not to exceed 30 days of employment in one given department periodically. (Section 3)

**PART-TIME EMPLOYEE:** An employee who remains in pay status and is regularly scheduled to work, on an annual basis, less than 40 hours per week.

**POSITION:** A group of duties and responsibilities requiring the full-time or part-time employment of one person.

**PROBATIONARY PERIOD:** A specified period of time during which an employee is required to demonstrate suitability for the position for which they were hired, with suitability of employee for continued employment to be determined by the department manager. (Section 4)

**PROMOTION:** The movement of an employee to a higher rated job position with the consent of the employee and employer and the completion of a job description for that posted position.

**RECLASSIFICATION:** The re-rating of an existing job with more or less duties where the essential job functions have remained in tact. (Section 6)

**REGULAR POSITION:** A position which is continuous in nature and is more than six (6) months in duration.

**SEASONAL POSITION:** A position which is seasonal in nature based on the duties of the position and does not exceed a continuous six (6) months in a calendar year, and includes paid holidays. (Section 3)

**TEMPORARY POSITION:** A position which is either limited by the duration of the work, limited by duration of funding, is an intern or a student and includes paid holidays. (Section 3)

**TOTAL YEARS COUNTY EMPLOYMENT SERVED:** Shall consist of total years of employment with the county, with or without a break in service.

**TRANSFER:** A change of an employee from one position to another position in the same class or a comparable class in the same pay range.

**VETERAN:** Applicants and employees who are entitled to a veteran's preference as outlined in M.S.A. §197.45 - 197-481. Provisions of this law shall supersede any provisions of the policies outlined this policy manual.

**VOLUNTEER:** An individual who volunteers to perform services for the county and does not receive compensation of any kind and such services performed are not the same type of services an individual is employed to perform.