

184

QUAY COUNTY PERSONNEL HANDBOOK

FOREWARD

This handbook contains important information regarding your rights and responsibilities as an employee of Quay County.

Questions about specific information should be discussed with your supervisor. In addition, the County Commissioners welcome all inquiries and are ready to help you concerning any personnel matter.

We hope that your employment with Quay County is both rewarding and helpful. We welcome you as a part of the county team.

QUAY COUNTY COMMISSIONERS

Doyle Frasier, Chairman
Bruce Runyan, Member
Robert Thrasher, Member

Glenn Briscoe, County Manager

QUAY COUNTY, NEW MEXICO

Quay County is a political subdivision of the State of New Mexico and is subject to various rules, regulations and policies as issued by the State of New Mexico.

The County is governed by several officials. The County Clerk, Treasurer, Sheriff, Assessor and Probate Judge are all elected by the voters of Quay County to their respective offices. The elected officials appoint and hire the deputies for their offices.

Three County Commissioners are elected in single-member districts. The Commission is responsible for the general operation of the county, approving the budget, making contracts, establishing policies and regulations.

The Board of County Commissioners employs the County Manager to conduct the business of the county, to serve as personnel officer, fiscal director, budget officer, property custodian and to act generally as the administrative assistant to the board, aiding and assisting it in the exercise of its duties and responsibilities. The Board of County Commissioners employs the Road Foreman to supervise operations and personnel of the Road Department.

HIRINGS

Selection of individuals for vacated positions or for positions created by the county commission will be performed by the elected official or department head with the approval of the employee and compensation by the commission. All positions are authorized through the budgetary process on a fiscal year basis. Salary decisions as evidenced by the approved Quay County budget shall not be altered except by approval by the county commissioners.

PROBATIONARY PERIOD

The probationary period for all county employees is six (6) months.

An employee who failed to perform satisfactorily may be dismissed anytime during the first six (6) months without appeal.

Annual and sick leave will accumulate during this period. Employees who terminate during this six (6) month probationary period of service shall forfeit all leave pay.

EXCEPTION: Sheriff's Department deputies will serve a probationary period of twelve (12) months. Deputies who terminate during this twelve (12) month period of service shall forfeit all leave pay. Deputies will accumulate sick leave and annual leave during this period and it will become earned leave after the twelve (12) months have passed.

CHANGES OF EMPLOYMENT STATUS

In the exercise of budgetary control by the county commission, any change in the status of an employee must have prior approval by the county commission. Department heads or elected officials should submit a written "request for change in employment status" form through the office of the county manager for processing to the county commission.

EQUAL OPPORTUNITY

No person shall on the grounds of race, color, national origin, religion, age, handicapped status, or sex be excluded from participation in or be denied the benefits of, or be subject to discrimination under any program of activity of Quay County.

NEW EMPLOYEE REPLACEMENT

Unless funds are available, a new employee replacement cannot be hired until all monies due are paid to the former employee.

OUTSIDE EMPLOYMENT

Outside work is permitted as long as it does not interfere with an employee's performance on his county job or create the appearance of conflict with the interest of the county. If you intend to engage in work outside of your county job, it is advisable to consult with your supervisor beforehand.

186

SAFETY

Employees are expected to follow prudent safety procedures. Safety glasses will be worn when prudent such as, but not limited to, when operating impact or power grinding tools or sledge hammers. Road department personnel will provide at their own expense and wear in the course of their employment OSHA approved hard hats and safety boots.

INJURIES

All injuries incurred on the job no matter how slight should be reported immediately to the supervisor. Claims subject to Worker's Compensation law should be filed in the county clerk's office by the next working day after the injury.

PAYROLL

County employees are paid by warrant twice a month on the second working day following the pay periods which close the fifteenth and the last day of the month.

Mandatory deductions from payroll are:

1. Federal Income Tax
2. State Income Tax
3. F.I.C.A. (Social Security) Exception: Sheriff Deputies
4. P.E.R.A. (Public Employees Retirement Act)

Optional deductions from payroll are:

1. Blue Cross/Blue Shield Hospitalization Insurance.
(County pays 60% of the Individual Rate)
2. Safeco Life Insurance (County pays 60% of cost)
3. American Family Life Insurance (Cancer, Intensive Care & Disability-Employee pays 100%)
4. Colonial Life & Accident Insurance (Employee pays 100%)

LEAVE SCHEDULE

Leave of any type must be approved by the elected official or supervisor.

Leave and benefits apply to full time or salaried employees only.

Sick Leave per year

1 month of service = 1 day

Annual Leave per year - Anniversary Date

1 or 2 Years of Service = 10 Working Days Per Year
3 or 4 Years of Service = 15 Working Days Per Year
5 or more Years of Service = 20 Working Days Per Year

Maternity Leave

Maternity Leave will be awarded at the discretion of the elected official or supervisor. A pregnant employee may be granted leave without pay for six (6) weeks after delivery date of infant. The employee may use accrued sick leave, accrued annual leave, then be allowed leave without pay for a period of up to six (6) weeks after infant delivery date.

Emergency Leave

Emergency Leave may be granted to an employee at the discretion of the elected official or supervisor.

Military Leave

Full time employees who are members of the New Mexico National Guard or other organized armed forces reserve units, are entitled to military leave with pay for a period not to exceed fifteen (15) days in any one year. This leave is granted in addition to other paid leave.

Holidays

County employees are granted time off with pay for official holidays. Official holidays are those declared annually (usually in January of each year) by the Board of Quay County Commissioners. Employees required to work on official holidays shall be granted overtime pay or compensatory time off as designated under "Compensation for Overtime Work".

ACCRUAL & USE OF LEAVE

Employees are urged to use all accrued annual leave before the employee's employment anniversary date. Annual leave in addition to the regular one-year accrument from the last anniversary date may be accumulated up to a maximum of fifteen (15) days with the approval of the elected official or supervisor in charge.

SICK LEAVE

Sick leave is granted for personal illness or injury, eye or dental care, or medical exams.

Sick leave should not be abused. If abuse is determined, the official may charge the employee's time off to annual leave. Abuse of sick leave will reflect unfavorably on the employee's performance evaluation and could be cause for disciplinary action.

No accrued sick leave will be paid upon resignation or termination of an employee.

188

COMPENSATION FOR OVERTIME WORK

Quay County will follow the Fair Labor Standards Amendment of 1985. Supervisors should schedule work assignments to avoid overtime over-all in the work period. Overtime must have prior supervisor approval. Effective April 1, 1986, an employee incurring overtime will be allowed compensatory time off at a rate of one and one-half (1-1/2) hours for each hour of employment for which overtime compensation is required. Supervisors, upon employee request, should authorize compensatory time off within a reasonable period if the use of the compensatory time does not unduly disrupt operations.

In order to facilitate county operations the supervisor may require that accrued compensatory time be taken at a specific time with or without a request from the employee.

LAYOFFS

Should it become necessary to lay off an employee due to lack of work or funds, or the return of another employee from the military, part-time employees will be laid off first. Performance ratings and seniority will determine the order of layoffs of full time employees. The employer must give two (2) weeks written notice to the employee.

DISCIPLINARY ACTIONS

Suspensions, demotion or dismissal of a county employee can be effected for the following reasons:

1. Negligent or inefficient performance regarding duties, county property or equipment, or funds.
2. Repeated failure to report for work without proper notification of employer.
3. Physical unfitness for duty, including addiction to narcotics or excessive use of intoxicating beverages.
4. Refusal to accept a reasonable and proper assignment from an authorized supervisor.
5. Making a false statement or practicing deception or fraud in securing or continuing employment.
6. Abuse of sick leave privileges.
7. Violation of the provision of the Conflict of Interest Act.

Before a disciplinary action can be taken, a full discussion must take place between the employer and the employee. The employer must fully explain the reasons for the disciplinary action.

Prior to an employee demotion, reduction in pay, or dismissal, the supervisor of the employee in question will provide the County Manager with all allegations relating to the disciplinary action. The supervisor and County Manager are responsible for giving notice to the employee through a letter about all reasons for the proposed disciplinary action, setting a date for an informal hearing, stating who will conduct the hearing, stating that the employee may be represented by an attorney-at-law and stating that the employee may present a defense.

GRIEVANCE PROCEDURE

A grievance should be discussed or presented in writing to the immediate supervisor. If the problem cannot be resolved, the employee may present it in writing to the county commission. The commission may grant a hearing at their discretion, and the decision of the hearing, if any is final.

GENERAL DUTIES & REQUIREMENTS

Due to the size of Quay County and the small number of employees, employees may be called upon to perform varied work assignments. On-the-job training and cross training can be expected in many positions.