

SCOTTS BLUFF COUNTY FUELING FACILITY POLICY

1700.003

All County personnel using the County Fueling Facility on Rundell Road are required to adhere to the following policies.

1. Use only the County issued fuel card that is assigned to the vehicle being fueled.
2. Always use the County Fueling Facility to refuel County vehicles with the following exceptions:
 - a) When traveling out of town for training, conferences, corrections department transport, etc., when refueling is necessary to return to your workplace.
 - b) When the County Fueling Facility is non-operational due to mechanical, electrical, or other issues.
 - c) Fueling, locally, at another site while fueling facility is operational is not acceptable. Employee will be responsible for charges.
3. Refueling any non-County vehicles at the County Fueling Facility is strictly prohibited.
4. Refueling intervals are to be determined by each department to ensure all vehicles have adequate fuel to perform their duties with minimal delays or interruptions to refuel.
5. The requirement for printed receipts is to be determined by each department.
6. When a fuel card and/or door key fob is lost or destroyed, employees are required to report to supervisor or Facilities Management Director as soon as possible so the lost card and/or key fob can be deactivated, and a new card/fob can be issued.
7. All fuel spills should be reported to the Facilities Management Department immediately and the employee should use the spill kit in the storage container to mitigate the spill to the best of their ability.
8. Any problems, malfunctions, or issues encountered by an employee are to be reported to the Facilities Management Department immediately.
9. Employees fueling County vehicles after hours are expected to make sure the storage container door and fence gate at the dispenser are locked before leaving the facility.

SCOTTS BLUFF COUNTY ENERGY EFFICIENCY POLICY

1925.000

Scope:

This policy applies to all buildings owned and operated by Scotts Bluff County.

Policy Statement:

Guiding Principles

Scotts Bluff County is committed to reducing energy use, increasing utility operational efficiencies, and reducing energy costs to the greatest degree possible. Energy management and conservation initiatives have been put in place to achieve greater efficiency. Scotts Bluff County will:

- Reduce energy costs, eliminate waste, and conserve energy resources by using energy-efficient and cost-effective technology.

- Incorporate energy efficiency into the decision-making process during the design and acquisition of facilities and equipment.
- Increase energy efficiency through capital investment and improved operations.
- Establish partnerships with government and outside organizations to provide technical assistance and to share costs on energy-conserving initiatives to the extent possible.

Temperature Settings

County buildings are equipped with a variety of environmental controls. Heating, Ventilation, and Air Condition (HVAC) operations will mirror the hours of primary building occupancy. Space temperatures maintained during designated unoccupied hours may not be suitable for normal activities. For the purpose of this policy “primary building occupancy” shall be defined as Monday – Friday, 7:30 am through 5:30 pm.

Temperature settings in all spaces during occupied periods will be:

- Heated to a target temperature of 70°F during the winter. Whenever it is economically and technically feasible, night setback features of the building automation system will be utilized to allow temperatures to drop back to 55°F during unoccupied periods.
- Cooled to a target temperature of 74°F in centrally air-conditioned spaces during the summer. Whenever it is economically and technically feasible, night setback features of the building automation system will be utilized to allow temperatures to rise to 85°F during unoccupied periods.

Building thermostats shall be set by Facilities Maintenance and Operations (FMO) to provide the greatest operating efficiency. Temperatures may fluctuate within the building around these set points and every effort will be made to stay within 2°F of this range. Supplemental electric heaters shall only be used in case of long-term system malfunctions and as authorized and provided by the Facilities Manager. No other use of electric heaters is allowed and unauthorized heaters will be removed.

Occupants who control their own thermostats are expected to adhere to these settings.

Occupant Opportunities

Technology and policies can only go so far in reducing energy consumption. In the end, those of us who work in County buildings have numerous opportunities to save on energy expenditures and achieve a healthier workplace.

The following steps could greatly assist the effort to control costs and environmental impact.

- Report observations of excessive energy use and concerns to Facilities Management (308) 436-4037.
- Turn off lights in any room when lights are no longer needed.
- Turn off computers, monitors, printers and photocopiers when you leave your office for the evening. Information Technology policy should be followed.
- Turn off coffee pots and similar appliances when they are not in use. Radios and TVs should be turned off when out of the office.
- Wear clothing appropriate to the season and weather – lightweight clothing in summer and warmer clothes in winter. Wear layers so you can adapt to varying conditions in your workspace and still be comfortable.

- In winter, drapes or blinds should be open when windows are in direct sunlight or to utilize daylight over artificial light, and closed otherwise. During summer, close drapes or blinds to prevent direct sunlight from entering the room. Try not to use windows for temperature control.
- Notify your building maintenance reporter if your work area is overheated in the winter or overcooled in summer.
- Do not habitually open a window to get rid of excess heat in the winter.

Reason for Policy

Expenditures for utilities compete directly with resources available for the county operations, including staff compensation. Every dollar we save in energy expenses will flow directly into more necessary business expenditures. Accordingly, Scotts Bluff County has adopted this policy as part of an effort to maximize the resources available for its core missions.

Additional Contacts: Facilities Service Desk – 308-436-4037 or utilize MaintainX

PROBATIONARY EMPLOYEE:

3010.000

D. Qualifying for Status in a Position

No employee shall be given status in a promotional position until he/she shall have satisfactorily completed a qualifying period of **three (3) to six (6) to twelve (12) months** duration. During such qualifying period, the employee may be removed from such position by the Official when, in the judgment of the Official, he/she has not demonstrated his/her fitness for the position. When an employee fails to successfully complete the qualifying for status period, he/she may revert to a position in the same department and pay rate of his former class. Placement action shall be affected in the event it is not practical to return the person's **his/her to his/her** former position and the employee shall be offered any available position for which **the person** he/she is qualified in the same department. (Adopted 6/9/97) (Revised 2/20/01)

HARASSMENT

1600.000

HARASSMENT IN EMPLOYMENT

- I. **Policy Statement.** It is the policy of Scotts Bluff County that all employees are entitled to a workplace free of harassment and that all employees will treat each other with courtesy, dignity and respect. Harassment in the workplace is a form of discrimination and is prohibited by state and federal law. This policy addresses harassment based upon race, color, national origin, religion, age, disability, genetic information, pregnancy and gender, as well as harassment resulting from an individual's opposition to discrimination or participation in complaint proceedings. All harassment complaints will be taken seriously and will be investigated appropriately. Corrective action will be taken as warranted by the facts.
- II. **Scope.** This policy applies to all County employees, **including Elected and Appointed Officials and those in a voluntary capacity serving Scotts Bluff County, hereinafter referred to as 'County Employee'.**

III. Harassment Defined. Harassment is conduct towards another person or identifiable group of persons including, but not limited to, unwelcome comments or other conduct that unreasonably interferes with an individual's work or creates an intimidating, hostile, or offensive working environment.

- A. Sexual Harassment. Unwelcome sexual advances, requests for sexual favors, and other verbal, physical or visual conduct of a sexual nature constitute sexual harassment when:
1. Submission to such conduct is either an explicit or implicit term or condition of employment; or
 2. Submission to or rejection of such conduct is used as a basis for employment decisions affecting the person involved; or
 3. Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment. Hostile environment sexual harassment is defined as unwelcome sexual conduct that is sufficiently severe or pervasive that it alters the conditions of employment and creates an environment that a reasonable person would find intimidating, hostile, offensive, or humiliating. This definition goes beyond casual, infrequent, or isolated instances.
 4. Such conduct does not have to be addressed toward the complaining party, in third party situations; the victim does not have to be the person harassed but could be anyone affected by the offensive conduct of others.

Examples of sexual harassment or behavior that constitutes a hostile working environment include, but are not limited to the following: verbal harassment, abuse or teasing of a sexual nature, including the use of sexually offensive language, characterizations or humor; subtle pressure or requests for sexual activity; unnecessary touching of an individual, e.g., patting, pinching, hugging, repeated brushing up against another employee's body; leering or ogling at an individual; requesting or demanding sexual favors accompanied by implied or overt threats concerning an individual's employment status; or requesting or demanding sexual favors accompanied by implied or overt promise of preferential treatment with regard to an individual's employment status.

- B. Harassment Based on National Origin, Race, Color, Religion, Disability, Sexual Orientation, Gender, or Age. This type of harassment consists of conduct that creates or perpetuates a hostile working environment based on national origin, race, color, religion, disability, gender, or age. A hostile working environment is defined as vicious, offensive, frequent and reprehensible instances of harassment constituting a concerted pattern of harassment; this definition goes beyond casual, infrequent or isolated instances. Examples of conduct, which may create a hostile working environment, may include such actions as verbal harassment or abuse, posting or distributing derogatory bulletins, pictures, or cartoons, or offensive language, characterizations or humor.

IV. Harassment Prohibited. Any conduct which constitutes harassment in the workplace or which contributes to the existence of a hostile working environment as defined herein is hereby expressly prohibited. Any County employee who engages in such conduct shall be subject to disciplinary action including, but not limited to, suspension, demotion, or termination of employment.

- V. Reporting.** Individuals who believe they have experienced or witnessed harassment should report it to his/her supervisor or department head or another department head immediately. Individuals who do not feel comfortable reporting harassment to their supervisors or department heads should report the harassment to the County Human Resources Director. Complaints may be either written or verbal. All allegations of harassment reported to supervisors or department heads shall be reported to the County Human Resources Director immediately. The Human Resources Director and the County Attorney provided neither they nor anyone in their office is the object of the complaint or charge, will immediately investigate any complaint or charge. However, if they or someone in their department is the object of the complaint or charge, the other office will do the investigation.

If the complaint is found to be invalid, all involved parties will be so notified. If the complaint is found to have merit, corrective action will be implemented. Such action shall include, but is not limited to, eliminating any prohibited conduct or conditions, and imposing appropriate disciplinary sanctions up to and including suspension, demotion, or termination of employment.

- VI. Duty to Report.** Supervisors and administrators who knowingly condone, fail to report, or fail to take action to remedy incidents of harassment or retaliation may themselves be subject to discipline.
- VII. Confidentiality.** Confidentiality is required so individuals feel free to come forward and so that reputations may be protected. Confidentiality is important to the fair investigation of a harassment complaint and all parties to the complaint are encouraged to maintain confidentiality at all times. However, complete confidentiality cannot be guaranteed in all instances. In order to conduct an effective investigation and, when necessary, to impose appropriate sanctions, it may be necessary to reveal information regarding the complaint to the alleged harasser and potential witnesses. Appropriate supervisors will be informed about the progress of the complaint and/or investigation strictly on a need to know basis.
- VIII. Retaliation Prohibited.** This policy is intended to encourage individuals to report incidents of harassment. Retaliation against an individual for reporting or complaining of harassment or enforcing this policy is strictly prohibited. For purposes of this policy, retaliation means adverse actions against individuals because they have, in good faith, reported instances of harassment or alleged harassment, or participated in or have been witnesses in any procedure to redress a complaint of harassment. (Adopted 6/9/97)
(Revised 7/2/01)