

Worker's Compensation Maximum Amount of Recovery Time # 7603.400

The maximum amount of recovery time (including any combination of injury leave and modified duty work) should not exceed 12 consecutive calendar months from the date of injury. If an employee has not yet returned to full duty work within 12 months from the date of injury, the employee's treating physician will be contacted by Scotts Bluff County **or Workers Compensation representative** to determine if the employee can perform the essential functions of their job description. If the employee's treating physician states that the employee cannot perform the essential functions of the job description, the employee may be separated from employment, **or considered for another county position.**

Prior to the end of the 12-month period, if the employee provides medical documentation indicating a strong likelihood that the employee may return to full duty within a reasonable time period, the HR Office and Department head may extend the recovery time depending upon business needs and pursuant to the Americans with Disabilities Act (ADA) or Family and Medical leave Act (FMLA). Likewise, if the employee is able to perform the essential functions for their position with reasonable accommodations the department will make reasonable efforts to accommodate the employee when possible.

OVERTIME PAY:

3600.001

For the purpose of computing overtime, the workweek will commence at 12:01 a.m. Monday and end at 12 midnight on Sunday.

Under section 7(a) of the FLSA, only hours worked in excess of 40 in a work week are overtime hours which must be compensated at one and one-half times the regular rate of pay. Only holidays will be counted as work time for the purpose of computing overtime. (Adopted 10/7/96)

Employees that use vacation or sick leave earlier in the week, then work additional hours over their scheduled work hours during the remaining week, will have their vacation and sick leave adjusted with those additional hours.

Employees working more than forty (40) hours per week must be credited overtime during the same pay period, if possible, and no later than the subsequent pay period, OR they may be given:

COMPENSATORY TIME:

3600.002

Regulation of Animals in Scotts Bluff County Buildings # 9600.00

Scotts Bluff County owns, maintains, and operates a number of buildings accessible to both employees and members of the public; and

Scotts Bluff County is responsible for protecting the health and safety of all employees and members of the public visiting County buildings;

And controlling access to County buildings by employees and members of the public with animals, is in the best interest to protect employees and members of the public;

1. No person, including employees and members of the public, shall bring any animal into a public building owned or controlled by Scotts Bluff County, except as provided herein.
2. An employee or member of the public who requires the help of a service animal, as defined in 28 CFR 36.104 as "any dog that is individually trained to do work or perform tasks for the benefit of an individual with disability" will be permitted in Scotts Bluff County buildings, provided the animal's presence does not create a danger to others and does not impose an undue hardship on the County pursuant to the Americans with Disabilities Act.
3. The user of a service animal is responsible for the care and supervision of a service animal. Service animals must be harnessed, leashed or tethered, unless these devices interfere with the service animals work or the individual's disability prevents using these devices. If that is the case, the individual must maintain control of the animal through voice signal or other effective controls. The service animal must be clean and in good health. Owners or users of service animals must abide by current applicable city ordinances and laws pertaining to licensing and vaccination requirements for service animals. All owners and users of service animals are responsible to cleanup after and promptly dispose of animal's waste. An individual with a disability may be charged for any damage caused by his or her service animal. The County may ask an individual with a disability to remove a service animal from any of its facilities if: (1) the service animal is out of control and the handler does not take effective action to control it; or (2) the service animal is not housebroken.
4. An exception to the above provision shall be made for law enforcement animals.
5. Emotional support animals, companion animals, comfort animals, therapy animals and pets are not allowed in buildings owned or controlled by Scotts Bluff County.
6. If an employee or member of the public claims an animal is a service animal, a representative of the County may not ask questions about disability or demand to see any certification, identification, or other proof of the animal's training or status. A County representative may only ask: 1) Is the dog a service animal required because of a disability; and 2) What work or task has the dog been trained to perform?
7. A service animal may be excluded from County buildings if it poses a direct threat to health and safety. For example, if a dog is aggressively barking or snapping at other individuals. The animal may also be excluded if it is not housebroken or if it is out of control and the owner or user is unable or unwilling to effectively control the animal.
8. Any employee or member of the public may make a referral of an issue involving service animals in Scotts Bluff County buildings to the Scotts Bluff County Human Resource Office, **Sheriff Department or Building Services**.

As approved by the Board of Commissioners on March 4th, 2024.

No Smoking and Vaping Policy # 1210.000

Scotts Bluff County supports the Nebraska Clean Indoor Air Act effective June 1, 2009 by LB395 (statutes 71-5717 to 71-5734). In doing so, the County will enforce the Act by banning smoking and vaping from all County buildings. Any person who smokes and vapes in any public building is in violation of the Act and is guilty of a Class V misdemeanor with a fine of up to \$100 for the first offense and a Class IV misdemeanor with a maximum fine of \$500 for the second and subsequent offenses. Charges could be dismissed after completion of a smoking cessation program. Employees of Scotts Bluff County will be disciplined by corrective action write-ups and possible dismissal for continued offenses of the Act. The County further restricts smoking and vaping within a 25-foot perimeter of all entrances to all County buildings. (Adopted 6/9/97) (Revised 7/6/09) (Revised 7/6/21)



25 Foot Radius from Entrances
&
10 Foot Radius from Specified Locations

Scotts Bluff County Mapping Department
October 3, 2024





Scotts Bluff County Mapping Department
October 16, 2024

25 Foot Radius from Probation Office Entrances

