

## **Scotts Bluff County Distracted Driving Policy # 1700.004**

**Please read the Distracted Driving Policy, sign and return to HR.**

In order to increase employee safety and eliminate unnecessary risks behind the wheel, Scotts Bluff County has enacted a Distracted Driving Policy, effective [Date]. We are committed to ending the epidemic of distracted driving, and have created the following rules, which apply to any employee operating a county vehicle or using a county-issued cell phone while operating a personal vehicle:

- County employees may not use a hand-held cell phone while operating a vehicle – whether the vehicle is in motion or stopped at a traffic light. This includes, but is not limited to, answering or making phone calls, engaging in phone conversations, and reading or responding to emails, instant messages, and text messages.
- If county employees need to use their phones, they must pull over safely to the side of the road or another safe location.
- Additionally, county employees are required to:
  - Turn cell phones off or put them on silent or vibrate before starting the County motorized vehicle/equipment.
  - Consider modifying voice mail greetings to indicate that you are unavailable to answer calls or return messages while driving.
  - Inform clients, associates and business partners of this policy as an explanation of why calls may not be returned immediately.
- If caught in violation, progressive discipline will be applied dependent on the severity of the situation as determined by the department head. Injury accidents and/or property damage will be reviewed by County Attorney, Department Head, Safety Director and Management Accountant.

**\*\*Sheriff Department Personnel will refer to department Standard Operating Procedure F-0070, Cellular Telephone Policy Agency and Personal.\*\***

I acknowledge that I have received a written copy of the Distracted Driving Policy, that I fully understand the terms of this policy, that I agree to abide by these terms, and that I am willing to accept the consequences of failing to follow the policy.

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Employee Signature

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Date

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Employee Name (printed)

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## TIMEKEEPING

3400.000

Compensable work time is defined as any time spent by an employee performing duties or assignments directly relating to employment with Scotts Bluff County as defined by the Fair Labor Standard Act (FLSA).

Unless otherwise exempted, each employee is required to record all hours of compensable work. The basic record of compensable hours worked required for each employee is:

- I. Time In
- II. Time Out
- III. Specifically log regular, overtime, vacation, sick, holiday and other hours daily.

This record of compensable hours must be recorded daily by each employee during the pay period using the Time Clock Plus (TCP) application. Three methods of accessing the TCP application are available for Scotts Bluff County employees:

- Web access on employee's desktop
- Mobile phone access utilizing the TCP application (Supervisor approval required, along with GPS access)
- Time Clock, physical locations are Detention Center, Roads Department and Transit Bus

(Revised 12/5/22)

## SPECIFIC POLICIES GOVERNING THE USE OF PAYROLL TIME SHEETS AND PAYROLL CLAIMS

- I. Each employee is responsible for his/her own time recording **within the TCP software or similar time-keeping software**. Accuracy and verification **is are** required by the employee and supervisor within the TCP application. (Revised 12/5/22)
- II. The employee and the Elected/Appointed Official or Department Supervisor must **review and** sign the **Payroll Sheet Time Report provided by the timeclock software** each pay period. **This is the data that will be exported to the Payroll Software application.** ~~prior to being submitted for the payroll claim.~~ (Revised 12/5/22)
- III. Elected/Appointed Official must sign the Payroll Claim, ~~to verify~~ **confirming the accuracy of** hours worked prior to being submitted to the Clerk's Office Payroll Coordinator. (Revised 12/5/22)
- IV. Signed time sheets must be kept for five (5) years by the Elected/Appointed Official supervising employee. (Adopted 6/9/97) (Revised 12/5/22)

## TIME CLOCK PROCEDURES (TCP) – NON-EXEMPT

3450.000

Non-exempt (classified/hourly) employees are required to have a record of hours worked in order for Scotts Bluff County to be in compliance with the Fair Labor Standard Act (FLSA). Non-exempt employees include all employees who are eligible for overtime or compensatory time pursuant to the FLSA.

The management of the Time Clock Plus (TCP) software will reside within the Human Resources Office. Any requests for modification must be made to the Human Resources Office. Scotts Bluff County Detention Center Time Clock Software is managed by SBCDC.

The following procedures will apply when using time clocks:

1. Employees are required to clock in at their assigned time and designated work station, and must clock out when they go off duty.
2. Habitually clocking in late and clocking out early could result in disciplinary action by the supervisor. A pattern of clocking in late could be considered an issue of tardiness that can result in disciplinary action.

3. Employees must begin working at their scheduled time once they are clocked in. In the event the employee is not able to clock in (i.e., time clock not working, unable to log into your desktop, etc.) the employee must notify the supervisor immediately by email, phone, verbally, etc., and begin their daily task.
4. Employees may clock in at an earlier time if approved by the supervisor.
5. Employees are required to clock out any time they leave work for any reason other than assigned work duties. This does not include designated break times, or restroom breaks or Scotts Bluff County supported events.
6. Employees must clock in and out for lunch break every day, unless otherwise directed by their supervisor in writing.
7. Employees must clock in and out at their designated work stations or time clock, as directed by their supervisor.
8. Mobile device may not be used to clock in or out unless it is approved in writing by the supervisor as a result of extenuating circumstance (i.e., working offsite).
9. Time recorded in the time clock system by hourly employees will be the work time paid.
10. Time recorded by full-time non-exempt employees must equal 48, 40, or 37.5 hours per week, depending on your work schedule. If an employee's work week does not equal the scheduled hours, vacation leave, sick leave or compensatory time, can be used to make up the time.
11. Prior approval from the employee's supervisor must be obtained before working overtime.
12. The work week is Monday 12:00 a.m. through Sunday 11:59 p.m.
13. Employees are required to approve their own time, except in extenuating circumstances. Notes must be entered by the supervisor documenting the circumstances when a supervisor approves an employee's time and attendance record.
14. HR Director may approve time and attendance records for the employee and/or supervisor in extenuating circumstance (i.e., when it is critical to processing payroll, and in instance of catastrophic leave or terminated employee). HR Director will enter a note documenting the circumstances.
15. Employees and supervisors are required to abide by Scotts Bluff County's policies, specifically; users must use their employee number. Access to any Scotts Bluff County system using another user's login credentials is fraudulent and may result in disciplinary action, up to and including termination.
16. Missed clock-ins and outs must documented by employee.
17. Vacation requests should be entered into TCP 30 days in advance; individual departments may allow less time based on department schedule.
18. Sick time requests should be entered into TCP in advance if possible or upon return to work.
19. Weekly hours must be approved by the following Monday.
20. Employees are required to review their timesheet for accuracy and sign off prior to payroll being submitted.

(Adopted 4/04/22)

### **TIME CLOCK PROCEDURES FOR EXEMPT EMPLOYEES**

For exempt employees, TCP will be primarily used for the purpose of tracking vacation and sick leave.

Vacation requests should be entered into TCP 30 days in advance; individual departments may allow less time based on department schedule.

Sick Time requests should be entered into Time Clock in advance if possible or upon return to work.

Clock in/clock out requirements of exempt employees will be department specific. (Adopted 4/04/2022)

### **TIME CLOCK DISCIPLINARY ACTIONS**

Any falsification, tampering or unauthorized viewing of time clock records is grounds for disciplinary actions, up to and including termination.

It is each employee's responsibility to learn the TCP system and use it appropriately. Disciplinary action can occur for the following events:

1. Clocking in and out for another employee.
  - a. This is considered gross misconduct and can result in both the employee and the person clocking them in or out to be terminated.
2. Continually failing to clock in or out. It is prohibited to abuse or take advantage of the time clock entries.
  - a. This will fall under progressive disciplinary action.
3. Incorrectly reporting time worked.
  - a. This will fall under progressive disciplinary action. Examples are taking extended lunch breaks or clocking in and not being at your workstation.
4. Tardiness and clocking out early can result in disciplinary action.
5. Repeated instances of clocking in early or out late such that overtime is accumulated may result in disciplinary action.
6. Not approving your time weekly.
7. Any attempt to tamper with TCP hardware or software.  
(Adopted 4/04/22)

### **TIME CLOCK PLUS PROCEDURES AND DISCIPLINARY ACTIONS ACKNOWLEDGEMENT**

I have read and received a copy of the TCP Procedures and Disciplinary Actions. I hereby agree to abide by the policy guidelines.

I understand that if I have questions at any time regarding the TCP Procedures, I will consult with my immediate supervisor or Human Resources.

Employee Signature: \_\_\_\_\_

Employee Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Supervisor Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

(Adopted 4/04/2022)

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## SUPERVISORS SECTION

### POLICY FOR EXPENDITURE OF PUBLIC FUNDS FOR ATTENDANCE AT CONFERENCES, TRAINING, AND WORK-RELATED MEETINGS

13,100.000

This policy governs the expenditure of public funds to reimburse or pay actual, necessary expenses incurred by Elected and Appointed Officials, employees and volunteers of Scotts Bluff County who attend educational workshops, conferences, training programs, official functions, hearings or meetings related to the official business of the County. (Revised 05/06/2019)

This policy will apply to both requests for estimated expenses and for reimbursement for authorized expenses. No expense will be paid or reimbursed with public funds unless a receipt or other satisfactory evidence of the expense is provided.

The following are authorized expenses which will be paid or reimbursed:

- I. Registration fees, ~~tuition costs~~, fees or charges for participation:
- II. Travel expenses;
  - A. Mileage at the rate authorized by State law based on the most direct route to the destination and the necessary mileage traveled while in attendance related to county business. There will be no payment or reimbursement for mileage traveled for personal reasons. Mileage will only be paid when a personal vehicle is used.
  - B. A county-owned vehicle shall be used whenever possible for transportation. Only actual expenses such as oil, gas, or similar expense will be paid when a county-owned vehicle is used.
  - C. Travel cost by commercial carrier when such travel is most efficient, taking into consideration expense, distance, and time factors. Any tickets purchased in advance by the County shall be used if possible. When air travel is used, coach fare only will be paid.
  - D. Miscellaneous expenses such as taxi, bus, parking fees, etc.
  - E. Rental car expenses are allowed. This mode of transportation shall be used only if less expensive alternative transportation is not available.
- III. Lodging-Expenses incurred for actual lodging costs appropriate to the purpose of the trip will be paid or reimbursed. Direct billing to the County shall be used when possible. It is expected the employee will provide the lodging facility information to make the expense tax-exempt. The County Clerk's office may be contacted for information on County tax numbers and references for direct billing requests. **Review the U.S. General Services Administration rates on website: [www.gsa.gov](http://www.gsa.gov) for government rates at the location visiting, and ask the motel to accomodate.** (Amended 4/19/99) (Revised 11/06/23)
- IV. Meals – all meals purchased during the inclusive period of an overnight trip will be paid or reimbursed. The per diem amount will be set by Board resolution and will include tips and gratuities. Receipts must be provided for meals where reimbursement is requested. If circumstances warrant, actual meal expenses above the per diem may be approved by the elected/appointed Official. There will not be any expenditure or reimbursement with public funds for the purchase of alcohol. Meals consumed away from home but not during overnight travel are considered to be a taxable fringe benefit by the IRS; therefore, meals consumed away from home but not during overnight travel will not be reimbursed. Local meals may be reimbursed only if the meal is officially scheduled as part of a business meeting, conference, or convention. (Revised 5/15/06)

Individuals requesting reimbursement for lodging, meal, and/or travel expenses for attending conferences, training, and work related meetings must submit all expenses on the Scotts Bluff County Expense Reimbursement Form in order to receive reimbursement for expenses incurred. (Adopted 1/5/98)

There will be no public funds expended for any expense of a spouse who may accompany an official or employee on the trip. All expenses attributed to the County official or employee where reimbursement is requested must be separated for those attributed to other persons. If lodging expense is increased because of the company of a spouse, the expense eligible for reimbursement shall not exceed the amount applicable to lodging for the official or employee if traveling alone.

The County will advance certain expenses prior to the trip if a report of estimated expenses is submitted to the elected/appointed official. Those expenses which will be advanced are mileage to and from the destination, if a personal vehicle is used, lodging if necessary, and the per diem rate for meals.

When an advance is made, the employee or official shall provide all receipts and evidence of authorized expenditures upon return from the trip. If the amount advanced is greater than the amounts actually expended as shown by the receipts or other evidence, the employee shall reimburse the County for the difference.

All officials and employees are required to show good judgment in the matter of expenses and have proper regard for economy in conducting the business of the County while away from Scotts Bluff County.

When reimbursement is requested, a detailed expense report shall be prepared and submitted with all receipts attached along with the necessary claim. (Adopted 4/19/99) (Revised 11/04/02)

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### **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)