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INTRODUCTION

This handbook has been prepared to inform you about the Circuit Clerk's policies and benefits available to you. Please read your handbook and familiarize yourself with the information it contains. Then refer to it whenever you have questions. If you have questions that are not answered by the handbook, direct them to your Circuit Clerk.

As a Circuit Clerk employee, the general public is your ultimate "boss". Your contacts with individual citizens will often be the only basis on which they judge the Circuit Clerk's office. It is important that you make the best possible impression at all times. Every job within the Circuit Clerk's office is an essential part of the overall operation of your county government. When you begin work for the Circuit Clerk everyone is relying on you to give honest, efficient and courteous service.

Nothing contained in this handbook is to be construed as a contract nor does it constitute a contract guaranteeing employment for any specific duration. The Circuit Clerk reserves the right to amend, modify, or cancel this handbook as well as any or all of the various policies, rules, procedures, and programs outlined within it. This handbook is merely a guide of the Circuit Clerk's policies and does not constitute or express nor imply a guarantee of employment or benefits. It is expressly understood that employee-at-will, and the Circuit Clerk or employee

may terminate at any time, for any reason, with or without cause or notice. Please understand that the Circuit Clerk has the only authority to enter into any agreement with individuals for employment for any specified period of time, or to make any promises or commitments. Further, any employment agreement entered into by the Circuit Clerk shall not be enforceable unless it is in writing.

EMPLOYMENT

General

- 1) Employees of the Circuit Clerk shall adhere to the guidelines established herein. Deviation from these guidelines can only be approved by the Circuit Clerk prior to any action taken by the employee. It is the Circuit Clerk's policy that all employees who do not have a written employment contract for a specific term of employment are employed at will and are subject to termination at any time, for any reason with or without cause or notice.
Nonadherence to these policies and procedures may result in disciplinary action.

Equal Employment Policy

- 1) It is the policy of the Circuit Clerk to provide equal opportunity in employment to all employees and applicants for employment. There will be no discrimination against any employee because of race, creed, color, religion, national origin, sex, age, veteran status or disability.

- 2) The commitment to equal opportunity applies to all persons involved in the operations of the Circuit Clerk. This policy prohibits unlawful discrimination or harassment by any Circuit Clerk employee, including co-workers.

Nature of Employment

- 1) Policies set forth in this handbook are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment between the Circuit Clerk and any of its employees. The provisions of this handbook have been developed at the discretion of the Circuit Clerk and the policy of Employment-**at-will** may be amended or canceled at the Circuit Clerk's sole discretion at any time.
- 2) Employment with the Circuit Clerk is voluntarily entered into, and the employee is free to resign at will and at any time, with or without notice or cause. Similarly, the Circuit Clerk may terminate the employment relationship at will at any time, with or without notice and cause. There are no other agreements concerning employment with at-will employees unless a written agreement is signed by the employee and the Circuit Clerk.
- 3) These provisions supersede all existing policies and practices and may not be amended or added without the expressed written approval of the Circuit Clerk.

Orientation

- 1) Orientation and training programs are conducted to familiarize new employees with the workings of the Circuit Clerk. As part of orientation, the Circuit Clerk shall explain the employee's position, salary, benefits and personnel policies. The employee is given a copy of the Employee Handbook and is given the opportunity to ask any questions that he/she may have.

Initial Appointment Period

- 1) The purpose of the initial appointment period is to give the individual an opportunity to demonstrate a capacity to perform the duties of the position and to determine if the individual is suited for employment. All employees of the Circuit Clerk will be considered on an initial appointment status until completion of the first three (3) months of service.
- 2) There will be a formal evaluation of the employee's performance during the initial appointment period and the Circuit Clerk may extend the time of the initial appointment period

Training Programs

The Circuit Clerk has the discretion to require each employee to attend and successfully complete training programs related to the employee's job. Each employee must attend all training programs at times required by the Circuit Clerk. Each employee for whom training is required by the Circuit Clerk must successfully complete the required training within the time limits prescribed or be subject to termination.

Your Job

- 1) It is the Circuit Clerk's responsibility to see that your duties are clearly explained and that you understand the requirements of your job. If at any time you are in doubt concerning your duties, you are expected to contact the Circuit Clerk.
- 2) You have a unique overall job responsibility that may require you to perform various work assignments, depending on the needs of the Circuit Clerk. Occasionally, you may feel that these assignments will not fall within your job description; however, when these times occur, you will be expected to perform such duties as are assigned by the Circuit Clerk.

Hours of Work

- 1) Your hours of work will be fixed according to the needs of the Circuit Clerk and may be changed as the workload requires.

Attendance

- 1) In order to operate the Circuit Clerk's office efficiently, it is necessary to have a reliable work force. It is important to you, your fellow employees, and the Circuit Clerk that you come to work on time and regularly. You are also expected to remain on the job during your appointed work hours. If you wish to leave your job for any reason, you must first talk to your Circuit Clerk.
- 2) The Circuit Clerk recognizes that you may have to be absent from work occasionally. Therefore, disciplinary action will not be taken against you for a single absence if you give proper notice to your

Circuit Clerk and you have a satisfactory reason for being absent. If you know you will have to be absent from work, you must get prior approval from your Circuit Clerk and take personal leave, sick leave or leave without pay. Your Circuit Clerk recognizes that you have to be absent from work occasionally, but excessive absences will result in disciplinary action, up to and including termination.

- 3) When it is necessary for an employee to be absent or tardy, the employee is to personally notify the Circuit Clerk a minimum of one (1) hour prior to the start of a scheduled workday. The employee is to call in every day prior to the time the employee is scheduled to work unless the employee has given a date to return to work. An employee who is absent two (2) consecutive scheduled workdays without notifying the Circuit Clerk shall be considered to have voluntarily quit unless failure to do so is for an acceptable reason and approved by the Circuit Clerk. If an employee request reinstatement to work following an illness or injury and shall present a written release from the employee's doctor stating the date that employee may return to work.

Tardiness

- 1) If you are unavoidably delayed in getting to work, you should call your Circuit Clerk and tell them when to expect your arrival. All employees are expected to be punctual; however, there are times when circumstances will not permit a person to be on time. While allowances are made for occasional tardiness beyond the control of

the individual, an employee who is habitually late may be disciplined up to termination.

Diligence During Work Hours

Employees shall apply themselves to their assigned duties during the full schedule for which they are being compensated, except for reasonable time provided to take care of personal needs. Employees should inform the Circuit Clerk of any conditions or circumstances in the work environment that hinders the employee from performing their assigned tasks.

Relationship With The Public

Employees shall be impartial and courteous to the public at all times.

Smoke-Free Environment

- 1) The Circuit Clerk as well as the County promotes a "smoke-free" working environment for all employees. The use of tobacco is prohibited in all facilities and vehicles, except in designated areas.

Drug-Free Environment

- 1) It is the policy of the Circuit Clerk that this office shall be "drugfree."

Funeral Leave

- 1) Full time employees may be granted leave of absence at regular pay to attend the funeral of immediate family members. Funeral leave pay will only be granted at the funeral and for time lost from regular scheduled work.

Layoff

- 1) The Circuit Clerk may lay off an employee due to a shortage of funds or work, the abolition of the position, or for other reasons which are outside the employee's control. All unused medical time or personal leave will be forwarded to the Public Employee's Retirement System to be counted as creditable service up to the allowable limit.

Resignations

- 1) In the event that it becomes necessary for you to leave your employment with the Circuit Clerk, a minimum of two (2) weeks' notice should be given to the Circuit Clerk so that proper arrangements can be made to work schedules. All issued equipment must be turned into the Circuit Clerk or before the issuance of your last payroll check. All unused personal or medical leave shall be forwarded to the Public Employees Retirement System to be counted as creditable service up to the allowable limit.

Vacation

- 1) Each employee must complete a vacation leave request form and submit it to the Circuit Clerk for approval and scheduling.

Vacations are scheduled at the discretion of the Circuit Clerk and are based on staffing needs. No more than two employees may be absent from the office on vacation at any given time and never within 40 days prior to an election. Vacations must be scheduled

and approved in advance of being taken. All vacation must be taken within the year in which it is earned.

Holidays

- 1) The Circuit Clerk recognizes the following paid holidays for all employees whose regular work schedule includes the day of the holiday, plus your personal Birthday holiday:

New Year's Day	January 1st
Robert E Lee/Martin Luther King	Third Monday in January
President's Day	Third Monday in February
Good Friday	Friday before Easter Sunday
Memorial Day	Last Monday in May
Independence Day	July 4th
Labor Day	First Monday in September
Veteran's Day	November 11th
Thanksgiving Day	Last Thursday in November
Christmas Day	December 25th

- 2) In addition to these holidays, the Circuit Clerk may recognize any other holiday proclaimed as such by the Governor of Mississippi and placed upon the minutes of upon the Minutes of the Board of Supervisors.

Personal Leave/Medical Leave & Civic Leave

- 1) Refer to the attachment from the "Madison County Mississippi Employee Handbook," dated October 1, 2015.

Pay Raises

- 1) The Circuit Clerk makes every attempt to give fair pay raises to full time employees assuming the budget allows such.

Pay Day

- 1) All employees will be paid on a monthly schedule

Overtime

- 1) All employees of the Circuit Clerk's office are urged to make every effort to schedule work during regular hours and to avoid working overtime. All overtime must be approved by the Circuit Clerk in advance. When overtime work cannot be avoided, every attempt will be made to fairly distribute the work among employees.
- 2) When, in the opinion of the Circuit Clerk, it is essential that a Circuit Clerk employee work after normal working hours or during an official state holiday, the employee will be compensated.
- 3) Holiday leave will be counted as working hours in determining if the employee has exceeded 40 hours per week and is entitled to overtime compensation for the hours in excess of 40 hours in that week.

Courtesy and Decorum

- 1) You are the representative of the Circuit Clerk in all of your dealings with the public. You should conduct yourself at all times, at work or in public, in a manner to convey a favorable impression to the public.

If a controversy or disagreement should arise with a member of the public, you should advise the Circuit Clerk immediately.

Political Activity

- 1) The Circuit Clerk believes all employees have a civic duty to cast their votes for their candidates and important issues as they choose. You have the right to support your candidate; however, no activity can be conducted for them during working hours.

Phone Calls (Land Line & Cell)

- 1) No long distance calls are permitted for personal reasons on County phones. The use of the County phones for personal reasons should be kept to a minimum. Personal calls are permitted so long as they do not interfere with the normal routine of business and last no more than (3) minutes each.
- 2) Cell phones are not permitted during normal working hours. Please give the office number to everyone that might need to call in case of emergency, schools, doctors, etc. Cell phone calls and text message interfere with your job responsibilities as well as your co-workers.

Personal Appearance of Employees & Dress Code Policy

- 1) It is the policy of the Madison County Circuit Clerk that each employee's dress, grooming, and personal hygiene should reflect a respectful, efficient, and professionally operated office. Employees are representatives of the Circuit Clerk and therefore, their dress, grooming, and personal hygiene affect the public's impression of the

office. This policy is intended to define appropriate "business attire" during normal business hours. The Circuit Clerk has the right to revise the policy at her discretion.

- 2) Business attire shall be worn during normal business hours. Casual business attire may be allowed on special occasions, at the Circuit Clerk's discretion. On these special occasions employees are still expected to present a neat appearance and are not permitted to wear ripped or inappropriate clothing.
- 3) The Circuit Clerk is responsible for monitoring and enforcing the dress code. If questionable attire is worn in the office, the Circuit Clerk will hold a personal, private discussion with the employee to advise and counsel the employee regarding the inappropriateness of the attire. At that time, the employee will be asked to go home and change into appropriate attire. The employee will not be compensated for any work time missed, due to the failure to comply with this policy. Repeated dress code violations will result in disciplinary action up to and including termination

Internet

- 1) Employees of the Circuit Clerk expected to use the internet for job related activities which include research and educational task only. Access to the internet is a privilege and all employees must adhere to this policy.

- 2) Using the internet for personal reasons may lead to internet sites that have viruses. This could potentially cause extensive damage to the Circuit Clerk's information system.
- 3) Employees should understand there is no expectation of privacy on the Circuit Clerk's computers and that files, usage, and internet history are all subject to audit or monitoring. Violations of these policies could result in disciplinary action up to and including termination.

Safety

- 1) It is the policy of the Circuit Clerk to provide employees with the safest work environment possible. Employees are to report unsafe conditions to the Circuit Clerk as soon as possible. Each employee has the responsibility to use reasonable care to ensure the security of all property entrusted to their use.