

**PENNINGTON COUNTY
BOARD OF COMMISSIONER'S MEETING
JUSTICE CENTER – COUNTY BOARD ROOM
FRIDAY, DECEMBER 27, 2024, 10:00 A.M.**

AGENDA

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Amendments to the Agenda**
- 4. Recognition of Citizens** – Individual's present may address the Board about items not on the regular agenda; no action on these items is required at this time.
- 5. Approval of the Board minutes; bills**
- 6. Regular Agenda**
 - 10:05 Julie Sjostrand – Human Services Director
 - 10:10 Marit Martell, Crystelle Philipp – Hoffman, Philipp & Martell, PLLC
- 2023 Audit review
 - 10:25 Mike Flaagan – County Engineer
 - 10:30 Seth Vettleson – County Sheriff
- 7. County Auditor-Treasurer Items**
- 8. County Coordinator Items**
- 9. County Attorney Items**
- 10. Committee Reports / Commissioner Updates**

11. Adjournment

**OFFICIAL PROCEEDINGS
PENNINGTON COUNTY BOARD OF COMMISSIONERS
JUSTICE CENTER BOARD ROOM
DECEMBER 12, 2024 – 5:00 P.M.**

Pursuant to M.S. 375.07, the Pennington County Board of Commissioners met in the Pennington County Justice Center Board Room in Thief River Falls, MN, on Tuesday, December 12, 2024, at 5:00 p.m. Members Present: Seth Nelson, Roy Sourdif, David Sorenson, Neil Peterson, and Bruce Lawrence. Members absent: None.

The meeting was called to order by Chairman Nelson and the Pledge of Allegiance was recited.

The Chairman asked if there were any amendments to the agenda. The County Coordinator noted that Engineer Mike Flaagan can be removed from the agenda. Motioned by Commissioner Sourdif, seconded by Commissioner Sorenson, to approve the agenda with the change presented. Motion carried.

Recognition of Citizens: None.

Motioned by Commissioner Peterson, seconded by Commissioner Sourdif, to approve the County Board minutes of November 26, 2024, as written. Motion carried.

Motioned by Commissioner Lawrence, seconded by Commissioner Sourdif, to approve the Auditor and Manual warrants for November 2024 totaling \$6,895,245.67 and the following Commissioner warrants. Motion carried.

County Revenue	\$180,986.46
Road & Bridge	\$ 57,780.20
Solid Waste Facility	\$ 9,413.86
Ditch Funds	\$ 33,533.82

Per diems and meal reimbursements in the amount of \$2,839.36 were also approved.

County Sheriff Seth Vettleon:

The Sheriff discussed proposed changes to the Facility Fee Schedule, noting increases to Huber fees and meals, public fingerprinting, and inmate boarding (non-contracted). Motioned by Commissioner Lawrence, seconded by Commissioner Sorenson, to adopt and approve the new Facility Fee Schedule as presented, effective January 1, 2025. Motion carried.

Auditor-Treasurer Items:

Motioned by Commissioner Peterson, seconded by Commissioner Sourdif, to approve issuance of the following licenses for 2025. Motion carried.

Farmers Union Oil

Cigarette & Tobacco

Northdale Oil Inc.
Kruse In

Cigarette & Tobacco
Cigarette & Tobacco

Motioned by Commissioner Peterson, seconded by Commissioner Sorenson, to approve the following licenses for 2025. Following discussion, the motion was carried.

TRF Golf Club	On-Sale Liquor & Sunday Sales
Legacy Catering LLC	On-Sale Liquor & Sunday Sales
Carpenter's Corner	On-Sale Liquor Sales
Falls Stay and Play	3.2 On-Sale Liquor
Kruse In	3.2 Off-Sale Liquor
Northdale Oil, Inc.	3.2 Off-Sale Liquor

Ms. Herzberg informed the Board that a Property Tax Appeal has been filed by MN Energy for property tax assessed in 2024 and payable in 2025.

County Coordinator Items:

Mr. Erickson noted that advertising closed on December 6, 2024, for persons interested in serving on the Red Lake Watershed Board of Managers. One person, Grant Nelson, submitted a letter of interest. Motioned by Commissioner Peterson, seconded by Commissioner Lawrence, to approve the appointment of Grant Nelson to the Red Lake Watershed Board of Managers for a three-year term effective January 1, 2025. Motion carried.

The County Coordinator noted that a Public Hearing on a proposed county ordinance to regulate cannabis businesses was held today at 4:00 p.m. in the Board Room. Following discussion, there was a motion by Commissioner Lawrence, seconded by Commissioner Sorenson, to approve the Pennington County Ordinance to Regulate Cannabis Businesses with one change to the language of Section 3.1, whereas 'daycare facility' is changed to 'licensed day care'. Motion carried.

County Attorney Items:

Mr. Haase presented a quote for a new records server for the County Attorney's office. Motioned by Commissioner Lawrence, seconded by Commissioner Sorenson, to approve the quote by Garden Valley Technologies in the amount of \$14,673.98 for a new records server for the County Attorney's office, to include SonicWall, backup, and installation. Motion carried.

Mr. Haase discussed a contract renewal with Thomas Reuters for Westlaw access, which is used by the attorney's office for legal research. Motioned by Commissioner Lawrence, seconded by Commissioner Sourdif, to approve a two-year contract renewal with Thomas Reuters for Westlaw access in the amount of \$13,476 for 2025 with a 5% increase for 2026, to include a \$6,000 prepaid from the 2024 budget. Motion carried.

Committee Reports / Commissioner Updates:

Commissioner Sourdif commented that cyber security was a big topic of discussion at the AMC Annual Conference held earlier this week in Bloomington.

Commissioner Peterson noted that solid waste was also a major topic at the AMC Conference with counties and entities such as MN Rural Counties and Northern Counties pushing for legislative action. He noted that MRC secured a legislator to speak on how the tied legislature is going to work and what could result.

Interim County Attorney Nathan Haase left the Board meeting at 5:27 p.m. with Interim Assistant County Attorney Delray Sparby taking his place.

At 5:28 p.m. the Board Chairman recessed the County Board Meeting.

At 6:00 p.m. the County Board Chairman called the 2025 Truth-In-Taxation Budget Hearing to order. Interim Assistant County Attorney Delray Sparby stated the purpose of the Hearing and noted that it is not regarding property valuations and action cannot be taken regarding property valuations.

Present at the Hearing: Commissioners Sourdif, Lawrence, Nelson, Sorenson, and Peterson, Carl Bruzek – County Assessor, Jennifer Herzberg – County Auditor/Treasurer, Delray Sparby – Interim Assistant County Attorney, Kevin Erickson – County Coordinator, Levi Jacobson – IT Technician, April Scheinoha – TRF Times.

Ms. Herzberg was called upon to review the summary budget and levy comparison provided. She noted that the budget has changed slightly since the levy was approved in September. She reviewed budgeted revenues and expenses for 2025, citing any significant changes by department and noted a slight decrease to County Program Aid for 2025. The proposed levy increase is 4.65% for 2025. She also briefly discussed a resolution that she will bring to the next Board meeting regarding final allocation of ARPA funding.

Hearing no further comments or discussion, the Hearing was closed at 6:09 p.m. and the Board meeting was called back to order.

The following resolution was motioned by Commissioner Peterson, seconded by Commissioner Sorenson, and upon vote was unanimously carried.

RESOLUTION

WHEREAS, the Pennington County Board of Commissioners has reviewed the department budgets for 2025 at several County Board meetings and at this time finds no further changes.

NOW, THEREFORE, BE IT RESOLVED, that the following budgets for 2025 are approved.

FUND	REVENUE	EXPENDITURES	+/- RESERVE
General Revenue	\$ 12,343,836	\$ 13,171,906	\$ -828,070
Road & Bridge	\$ 7,174,827	\$ 7,174,287	\$ 0
Welfare	\$ 5,606,750	\$ 5,606,750	\$ 0
Debt Service	\$ 1,144,982	\$ 1,069,906	\$ 75,076
Solid Waste Facility	\$ 101,000	\$ 125,600	\$ -24,600
Ditch Maintenance	\$ 225,000	\$ 225,000	\$ 0
Tax Forfeiture	\$ 10,000	\$ 10,000	\$ 0

The following resolution was introduced by Commissioner Peterson, seconded by Commissioner Lawrence, and upon vote was unanimously carried.

RESOLUTION

WHEREAS, the Pennington County Board of Commissioners has reviewed the proposed levy for 2025 and the proposed Real Estate Tax Statements have been sent as required.

NOW, THEREFORE, BE IT RESOLVED, that the final property tax levies for 2025 are approved as follows:

FUND	LEVY BEFORE CPA*	CPA	LEVY AFTER CPA
General Revenue	\$8,538,277	\$711,170	\$ 7,827,107
Road & Bridge	\$1,892,602	\$157,669	\$ 1,734,933
Welfare	\$2,438,260	\$203,008	\$ 2,235,252
Bonded Debt Fund	\$1,139,782	\$ 0	\$ 1,139,782
Total Levy			\$12,937,074

*CPA = County Program Aid

Motioned by Commissioner Sourdif, seconded by Commissioner Sorenson, to adjourn the Board meeting to December 27th, 2024, at 10:00 a.m. Motion carried.

ATTEST:

Kevin Erickson, County Coordinator
Pennington County

Seth Nelson, Chairman
Board of Commissioners

Pennington County Financial System



Print List in Order By: 1
1 - Fund (Page Break by Fund)
2 - Department (Totals by Dept)
3 - Vendor Number
4 - Vendor Name

Explode Dist. Formulas?: Y

Paid on Behalf Of Name
on Audit List?: N

Type of Audit List: D
D - Detailed Audit List
S - Condensed Audit List

Save Report Options?: N

DRAFT

Pennington County Financial System



Danielle
12/27/24 9:07AM

Audit List for Board **COMMISSIONER'S VOUCHERS ENTRIES**

Page 2

1 County Revenue

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
193	1307 ABM TECHNOLOGY GROUP 01-201-000-0000-6210		1,250.00	MICROSOFT OFFICE 365-DEC	AR1860746	E-MAIL SERVICES	N
	1307 ABM TECHNOLOGY GROUP		1,250.00	1 Transactions			
194	1011 ACE HARDWARE 01-251-000-0000-6300		23.97	HARDWARE - JAIL	174106	REPAIRS & MAINTENANCE	N
195	01-259-000-0000-6801		14.87	PROGRAMMING-WEIGHT MACHINE	174787	MISCELLANEOUS EXPENSE - CANTI	N
196	01-259-000-0000-6801		15.77	PROGRAMMING-WEIGHT MACHINE	174809	MISCELLANEOUS EXPENSE - CANTI	N
	1011 ACE HARDWARE		54.61	3 Transactions			
187	1347 Amazon Capital Services 01-272-000-0000-6401		274.75	BOOKS	1669-CPKP-JC49	SUPPLIES - CRIME VICTIM	N
190	01-070-000-0000-6401		79.08	MINI SPLIT FILTER	16FN-DHRV-KRT1	SUPPLIES	N
189	01-801-000-0000-6401		46.54	BATTERIES	17H1-DHXF-3L6X	SUPPLIES-UNALLOCATED	N
188	01-061-000-0000-6401		43.38	FLASH DRIVES	1GF6-KVT9-63T9	SUPPLIES-ELECTION	N
202	01-220-000-0000-6631		374.67	PRINTER-INVESTIGATIVE	1HFQ-Y4NF-D9NJ	FURNITURE & EQUIPMENT	N
203	01-251-000-0000-6403		38.30	DISINFECTING WIPES, WIPES	1KCF-NV6T-GKGK	JANITORIAL SUPPLIES - JAIL	N
204	01-259-000-0000-6801		58.07	TV REMOTES-PROGRAMMING	1KCF-NV6T-GKGK	MISCELLANEOUS EXPENSE - CANTI	N
191	01-111-000-0000-6631		790.16	PLATFORM TRUCK CART	1LVJ-13XY-NXRP	FURNITURE & EQUIPMENT - COURT	N
	1347 Amazon Capital Services		1,704.95	8 Transactions			
54	1308 ASSOCIATION OF MINNESOTA COUNTIES 01-003-000-0000-6241		400.00	2024 AMC ANNUAL CONFERENCE-NP	79240	DUES - BOARD	N
55	01-041-000-0000-6241		400.00	2024 AMC ANNUAL CONFERENCE-KE	79241	DUES - AUDITOR	N
56	01-003-000-0000-6241		400.00	2024 AMC ANNUAL CONFERENCE-BL	79242	DUES - BOARD	N
57	01-041-000-0000-6241		400.00	2024 AMC ANNUAL CONFERENCE-JH	79243	DUES - AUDITOR	N
58	01-003-000-0000-6241		400.00	2024 AMC ANNUAL CONFERENCE-SN	79244	DUES - BOARD	N
59	01-003-000-0000-6241		400.00	2024 AMC ANNUAL CONFERENCE-DS	79245	DUES - BOARD	N
60	01-003-000-0000-6241		400.00	2024 AMC ANNUAL CONFERENCE-RS	79246	DUES - BOARD	N
	1308 ASSOCIATION OF MINNESOTA COUNTIES		2,800.00	7 Transactions			
201	1364 AUTO VALUE 01-214-000-0000-6405		102.04	RECEIVER HITCH #08	9692511	GENERAL SUPPLIES - SNOWMOBILI	N
197	01-255-000-0000-6300		97.97	BRAKE ASSY - PARTS	9692649	REPAIRS & MAINTENANCE	N
198	01-255-000-0000-6300		155.98	HUB DRUM KIT - TRAILER REPAIR	9692692	REPAIRS & MAINTENANCE	N
199	01-201-000-0000-6304		43.81	EASY INFLATE - LOCKOUT KIT #16	9692740	REPAIR & MAINTENANCE - SQUADS	N
200	01-201-000-0000-6304		25.63	HEADLIGHT #07	9693054	REPAIR & MAINTENANCE - SQUADS	N
	1364 AUTO VALUE		425.43	5 Transactions			
20365	AXON ENTERPRISE, INC.						

Pennington County Financial System



Danielle
12/27/24 9:07AM

Audit List for Board **COMMISSIONER'S VOUCHERS ENTRIES**

1 County Revenue

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
320	01-251-000-0000-6245		736.00	20 - TRAINING CARTRIDGES	NUS296963	CONTINUING EDUCATION	N
321	01-251-000-0000-6405		163.20	2 TASER BATTERIES	NUS296963	GENERAL SUPPLIES - JAIL	N
20365	AXON ENTERPRISE, INC.		899.20	2 Transactions			
2310	BAYCOM						
319	01-201-000-0000-6631		9,558.00	2 PANASONIC TOUGHBOOKS FZ-40	QUOTE# SC202412:	FURNITURE & EQUIPMENT	N
2310	BAYCOM		9,558.00	1 Transactions			
2360	BENSON/ASHLEY						
162	01-106-000-0000-6330		308.20	MILEAGE - 460 MILES		TRAVEL & EXPENSE	N
2360	BENSON/ASHLEY		308.20	1 Transactions			
2322	BRUZEK/CARL						
172	01-106-000-0000-6330		296.30	MILEAGE - 442.2 MILES		TRAVEL & EXPENSE	N
2322	BRUZEK/CARL		296.30	1 Transactions			
3397	CASANOVA/DAVID						
80	01-251-000-0000-6420		354.01	UNIFORM ALLOWANCE REIMBURSEMEN		JAILER UNIFORMS	N
3397	CASANOVA/DAVID		354.01	1 Transactions			
3407	CLIMATE CONTROL, INC.						
171	01-218-000-0000-6300		2,919.00	BOILERS, RTU'S, HOT WATER PUMP	17666	REPAIRS & MAINTENANCE	N
3407	CLIMATE CONTROL, INC.		2,919.00	1 Transactions			
13405	COCA-COLA BOTTLING COMPANY HIGH CC						
173	01-801-000-0000-6838		172.07	COKE PRODUCTS	4977480	POP MACHINE EXPENSE	N
13405	COCA-COLA BOTTLING COMPANY HIGH CC		172.07	1 Transactions			
3311	COLE PAPERS, INC.						
11	01-111-000-0000-6403		128.25	WHITE CAN LINERS - GC	10518889	JANITORIAL SUPPLIES - COURTHOL	N
14	01-111-000-0000-6403		79.54	BLACK CAN LINERS - GC	10518889	JANITORIAL SUPPLIES - COURTHOL	N
15	01-111-000-0000-6403		7.00	PROCESSING FEE	10518889	JANITORIAL SUPPLIES - COURTHOL	N
12	01-218-000-0000-6403		85.50	WHITE CAN LINERS - JC	10518889	JANITORIAL SUPPLIES	N
13	01-218-000-0000-6403		79.54	BLACK CAN LINERS - JC	10518889	JANITORIAL SUPPLIES	N
26	01-111-000-0000-6403		269.40	ICE MELT - GC	10520324	JANITORIAL SUPPLIES - COURTHOL	N
25	01-218-000-0000-6403		269.40	ICE MELT - JC	10520324	JANITORIAL SUPPLIES	N
27	01-218-000-0000-6403		7.00	PROCESSING FEE	10520324	JANITORIAL SUPPLIES	N
3311	COLE PAPERS, INC.		925.63	8 Transactions			
4310	D & T VENTURES						

Pennington County Financial System



Danielle
12/27/24 9:07AM

Audit List for Board **COMMISSIONER'S VOUCHERS ENTRIES**

Page 4

1 County Revenue

Vendor No.	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099	
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name		
			Amount				
1	01-070-000-0000-6301		472.50	PROPERTY TAX WEBSITE SUPPORT	303370	MAINTENANCE AGREEMENT	N
	4310 D & T VENTURES		472.50	1 Transactions			
10	01-251-000-0000-6403		5,667.65	TISSUE/CAN LINERS	30547	JANITORIAL SUPPLIES - JAIL	N
	4355 DACOTAH PAPER		5,667.65	1 Transactions			
332	01-804-000-0000-6262		125.00	COMMUNICATIONS-ARPA AWARD	100115	OTHER SERVICES	N
	5049 EHLERS AND ASSOCIATES		125.00	1 Transactions			
165	01-041-000-0000-6330		25.00	MEAL REIMBURSEMENT - AMC	12/11/24	TRAVEL & EXPENSE	N
166	01-041-000-0000-6330		3.75	MEAL TIP - AMC CONFERENCE	12/11/24	TRAVEL & EXPENSE	N
163	01-041-000-0000-6330		35.00	MEAL REIMBURSEMENT- AMC CONFER	12/9/24	TRAVEL & EXPENSE	N
164	01-041-000-0000-6330		5.25	MEAL TIP - AMC CONFERENCE	12/9/24	TRAVEL & EXPENSE	N
	5312 ERICKSON/KEVIN		69.00	4 Transactions			
155	01-251-000-0000-6255		50.00	24-34545	2434545	MEDICAL - LOCAL	N
154	01-251-000-0000-6255		50.00	24-38550	2438550	MEDICAL - LOCAL	N
	6303 F-M AMBULANCE INC		100.00	2 Transactions			
81	01-201-000-0000-6801		70.00	TOW TO IMPOUND-CHRYSLER VAN	24-6221/24095	MISCELLANEOUS EXPENSE	Y
	6313 FALLS TOWING		70.00	1 Transactions			
7	01-070-000-0000-6301		486.90	2025 SEQUEL	V0000282509	MAINTENANCE AGREEMENT	N
	8327 FORTRA, LLC		486.90	1 Transactions			
205	01-220-000-0000-6420		58.19	JACKET -SS	29798727	UNIFORMS	N
	7317 GALLS, LLC		58.19	1 Transactions			
2	01-041-000-0000-6401		116.99	BROTHER TNE80C CYAN TONER	INV-23599	SUPPLIES - AUDITOR	N
3	01-041-000-0000-6401		97.99	BROTHER TNE80BK BLACK TONER	INV-23599	SUPPLIES - AUDITOR	N
4	01-041-000-0000-6401		116.99	BROTHER TNE80M MAGENTA TONER	INV-23599	SUPPLIES - AUDITOR	N
5	01-041-000-0000-6401		116.99	BROTHER TNE80Y YELLOW TONER	INV-23599	SUPPLIES - AUDITOR	N
	7031 GARDEN VALLEY TELEPHONE						

Pennington County Financial System



Danielle
12/27/24 9:07AM

Audit List for Board **COMMISSIONER'S VOUCHERS ENTRIES**

Page 5

1 County Revenue

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
139	01-091-000-0000-6631		15,062.98	SERVER & SETUP	INV-23760	FURNITURE & EQUIPMENT - ATTOR	N
	7031 GARDEN VALLEY TELEPHONE		15,511.94	5 Transactions			
	7305 GEOLAND MANAGEMENT, LLC						
87	01-106-000-0000-6240		1,250.00	AGRIDATA SUBSCRIPTION	99960	SUBSCRIPTIONS	N
	7305 GEOLAND MANAGEMENT, LLC		1,250.00	1 Transactions			
	999999997 GERARDY/MARY						
51	01-253-000-0000-6847		27.49	12/10/24 GROUP GRADUATION		SUPERVISION FEE EXPENSE	N
52	01-253-000-0000-6847		81.01	GROUP SUPPLIES/GIFT CERT/PRIZE		SUPERVISION FEE EXPENSE	N
	999999997 GERARDY/MARY		108.50	2 Transactions			
	7420 Government Forms and Supplies						
9	01-101-000-0000-6401		124.53	MN DOCUMENT SECURITY PAPER	0351477	SUPPLIES - RECORDER	N
	7420 Government Forms and Supplies		124.53	1 Transactions			
	999999997 GRINDELAND/JACKIE						
82	01-251-000-0000-6420		156.01	UNIFORM ALLOWANCE REIMBURSEMEN		JAILER UNIFORMS	N
	999999997 GRINDELAND/JACKIE		156.01	1 Transactions			
	7454 GUARDIAN FLEET SUPPY						
206	01-201-000-0000-6631		174.73	#08 TAHOE-GUNLOCKS INSTALL	301369	FURNITURE & EQUIPMENT	N
	7454 GUARDIAN FLEET SUPPY		174.73	1 Transactions			
	7452 Guardian RFID						
156	01-251-000-0000-6801		703.50	WRISTBANDS	11219	MISCELLANEOUS EXPENSE - JAIL	N
	7452 Guardian RFID		703.50	1 Transactions			
	999999997 GUNDERSON/JORDIN						
207	01-252-000-0000-6330		12.70	MEAL REIMBURSEMENT-DMT TRAININ		TRAVEL & EXPENSE	N
208	01-252-000-0000-6330		34.42	MEAL REIMBURSEMENT-DMT TRAININ		TRAVEL & EXPENSE	N
209	01-252-000-0000-6330		5.90	MEAL REIMBURSEMENT-DMT TRAININ		TRAVEL & EXPENSE	N
	999999997 GUNDERSON/JORDIN		53.02	3 Transactions			
	8328 HANSON/KRISTIN						
18	01-091-000-0000-6330		278.00	AIREFARE TO MSP		TRAVEL & EXPENSE	N
19	01-091-000-0000-6330		15.00	BAGGAGE TO MSP		TRAVEL & EXPENSE	N
20	01-091-000-0000-6330		15.00	BAGGAGE FROM MSP		TRAVEL & EXPENSE	N
21	01-091-000-0000-6330		497.76	LODGING FOR TRAINING		TRAVEL & EXPENSE	N
22	01-091-000-0000-6330		17.12	MEAL REIMBURSEMENT 12/5		TRAVEL & EXPENSE	N

Pennington County Financial System



Danielle
12/27/24 9:07AM

Audit List for Board **COMMISSIONER'S VOUCHERS ENTRIES**

1 County Revenue

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
23	01-091-000-0000-6330		17.98	MEAL REIMBURSEMENT 12/6		TRAVEL & EXPENSE	N
24	01-091-000-0000-6330		27.92	TRANSPORTATION AIRPORT-HOTEL		TRAVEL & EXPENSE	N
	8328 HANSON/KRISTIN		868.78	7 Transactions			
	8331 HARDWARE HANK						
210	01-201-000-0000-6405		45.95	REAR SIGHT #02	22262400	GENERAL SUPPLIES	N
	8331 HARDWARE HANK		45.95	1 Transactions			
	999999997 HARSTAD/TARA						
211	01-251-000-0000-6420		260.00	UNIFORM ALLOWANCE REIMBURSEMEN		JAILER UNIFORMS	N
212	01-251-000-0000-6420		44.00	UNIFORM ALLOWANCE REIMBURSEMEN		JAILER UNIFORMS	N
	999999997 HARSTAD/TARA		304.00	2 Transactions			
	8303 HEIN-KOLO, PSYD LP/NANCY						
138	01-011-000-0000-6261		2,500.00	EVALUATION - 57-CR-22-796		COURT APPOINTED ATTORNEYS	6
	8303 HEIN-KOLO, PSYD LP/NANCY		2,500.00	1 Transactions			
	8413 HERZBERG/JENNIFER						
183	01-041-000-0000-6330		40.25	MEAL - AMC - ST PAUL	12/09/24	TRAVEL & EXPENSE	N
182	01-041-000-0000-6330		28.75	MEAL - AMC - ST PAUL	12/11/24	TRAVEL & EXPENSE	N
	8413 HERZBERG/JENNIFER		69.00	2 Transactions			
	999999997 HINSON/RORY						
317	01-251-000-0000-6420		252.00	UNIFORM ALLOWANCE REIMBURSEMEN		JAILER UNIFORMS	N
	999999997 HINSON/RORY		252.00	1 Transactions			
	8412 HOFFMAN, PHILIPP, & MARTELL, PLLC						
333	01-041-000-0000-6262		7,525.00	AUDIT BILLING #2		OTHER SERVICES-AUDITOR	N
334	01-041-000-0000-6262		7,225.00	AUDIT BILLING #3 FINAL		OTHER SERVICES-AUDITOR	N
	8412 HOFFMAN, PHILIPP, & MARTELL, PLLC		14,750.00	2 Transactions			
	8500 HUDSON ELECTRIC, LLC						
65	01-111-000-0000-6300		274.65	LIGHTING - NURSING	3727	REPAIRS & MAINTENANCE	N
	8500 HUDSON ELECTRIC, LLC		274.65	1 Transactions			
	11357 KLEIN/TAMMY						
170	01-251-000-0000-6420		310.00	UNIFORM ALLOWANCE REIMBURSEMEN		JAILER UNIFORMS	N
	11357 KLEIN/TAMMY		310.00	1 Transactions			
	12323 LAWRENCE/BRUCE						

Pennington County Financial System



Danielle
12/27/24 9:07AM

Audit List for Board **COMMISSIONER'S VOUCHERS ENTRIES**

Page 7

1 County Revenue

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
79	01-003-000-0000-6330		399.32	DEC MILEAGE 596 MILES		TRAVEL & EXPENSE	N
77	01-003-000-0000-6330		17.26	MEAL REIMBURSEMENT	12/10/24	TRAVEL & EXPENSE	N
75	01-003-000-0000-6330		24.00	MEAL REIMBURSEMENT	12/7/24	TRAVEL & EXPENSE	N
78	01-003-000-0000-6330		303.98	LODGING - AMC	12/8-12/10	TRAVEL & EXPENSE	N
76	01-003-000-0000-6330		40.25	MEAL REIMBURSEMENT	12/9/24	TRAVEL & EXPENSE	N
12323	LAWRENCE/BRUCE		784.81	5 Transactions			
12037	LEE PLUMBING & HEATING						
128	01-218-000-0000-6300		327.00	SERVICE - BOILER ISSUES	30807672	REPAIRS & MAINTENANCE	N
12037	LEE PLUMBING & HEATING		327.00	1 Transactions			
12324	LOVLY/DAVID						
168	01-201-000-0000-6450		69.46	UNIFORM ALLOWANCE REIMBURSEMEN		PART-TIME DEPUTY'S UNIFORMS	N
169	01-201-000-0000-6450		31.99	UNIFORM ALLOWANCE REIMBURSEMEN		PART-TIME DEPUTY'S UNIFORMS	N
12324	LOVLY/DAVID		101.45	2 Transactions			
999999997	LUCERO/MANUEL						
318	01-251-000-0000-6420		130.57	UNIFORM ALLOWANCE REIMBURSEMEN		JAILER UNIFORMS	N
999999997	LUCERO/MANUEL		130.57	1 Transactions			
13301	MAAO						
8	01-106-000-0000-6241		200.00	2025 REGION 8 DUES		DUES - ASSESSOR	N
13301	MAAO		200.00	1 Transactions			
13498	MARCO TECHNOLOGIES LLC						
72	01-132-000-0000-6301		35.00	EQ1356645 MAINTENANCE	INV13302722	MAINTENANCE AGREEMENT	N
174	01-801-000-0000-6301		189.80	EQ1019556 MAINTENANCE	INV13322601	MAINTENANCE AGREEMENT	N
13498	MARCO TECHNOLOGIES LLC		224.80	2 Transactions			
13528	MARCO, INC						
127	01-220-000-0000-6401		271.38	MINOLTA COPIER-DEC	544311533	SUPPLIES	N
13528	MARCO, INC		271.38	1 Transactions			
13433	MILLER/KYLE						
130	01-201-000-0000-6420		26.82	UNIFORM ALLOWANCE REIMBURSEMEN		UNIFORMS	N
13433	MILLER/KYLE		26.82	1 Transactions			
13341	MINNESOTA CLE						
140	01-016-000-0000-6242		89.00	MN REAL ESTATE PURCHASE & SALE	INV1342807	SUBSCRIPTIONS - LAW LIBRARY	N
6	01-016-000-0000-6242		59.00	PROBATE & TRUST LAW DESKBOOK	INV1348018	SUBSCRIPTIONS - LAW LIBRARY	N

Pennington County Financial System



Danielle
12/27/24 9:07AM

Audit List for Board **COMMISSIONER'S VOUCHERS ENTRIES**

1 County Revenue

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
13341	MINNESOTA CLE		148.00		2 Transactions		
13355	MN COUNTIES COMPUTER COOP						
327	01-070-000-0000-6263		1,373.07	2024 - 4TH QTR PAYMATE		COMPUTER SERVICES - DP	N
328	01-070-000-0000-6263		394.75	2024 - 4TH QTR CAP ASSETS SUPP		COMPUTER SERVICES - DP	N
324	01-070-000-0000-6263		800.00	ONLINE TRAINING7/10/24-7/09/25	2407129	COMPUTER SERVICES - DP	N
323	01-804-000-0000-6262		23,383.00	TYLER TECH IMPLEMENT-JULY 24	2408014	OTHER SERVICES	N
325	01-070-000-0000-6263		11,068.80	2024-4TH QTR TAX SUPPORT	2410040	COMPUTER SERVICES - DP	N
326	01-070-000-0000-6263		5,357.00	2024-4TH QTR CAMA MAINT&SUPPOR	2410040	COMPUTER SERVICES - DP	N
331	01-804-000-0000-6262		240.74	2024 TAX USER GROUP-TYLER	2412064	OTHER SERVICES	N
13355	MN COUNTIES COMPUTER COOP		42,617.36		7 Transactions		
13035	MN COUNTY ATTORNEYS ASSN						
88	01-091-000-0000-6241		3,305.00	2025 DUES	M256	DUES	N
13035	MN COUNTY ATTORNEYS ASSN		3,305.00		1 Transactions		
13391	MN DEPT OF LABOR & INDUSTRY						
131	01-218-000-0000-6300		200.00	ANNUAL ELEVATOR OPERATING	ALR0170474X	REPAIRS & MAINTENANCE	N
13391	MN DEPT OF LABOR & INDUSTRY		200.00		1 Transactions		
13446	MODERN IMAGING SOLUTIONS, INC						
167	01-251-000-0000-6405		604.75	5 CASES NITRILE GLOVES	002320882	GENERAL SUPPLIES - JAIL	N
13446	MODERN IMAGING SOLUTIONS, INC		604.75		1 Transactions		
14478	NELSON/SETH						
133	01-003-000-0000-6330		33.50	MILEAGE - DEC - 50 MILES		TRAVEL & EXPENSE	N
14478	NELSON/SETH		33.50		1 Transactions		
14428	NORTHSTAR						
53	01-101-000-0000-6401		192.82	VITAL RECORDS - SECURITY PAPER	51673219	SUPPLIES - RECORDER	N
14428	NORTHSTAR		192.82		1 Transactions		
15323	OFFICE DEPOT						
215	01-259-000-0000-6801		241.78	TONER-PROGRAMMING COPIES	401993099001	MISCELLANEOUS EXPENSE - CANTI	N
214	01-251-000-0000-6255		157.78	TONER-MEDICAL	401996744001	MEDICAL - LOCAL	N
61	01-801-000-0000-6401		10.33	BATTERIES	402236890001	SUPPLIES-UNALLOCATED	N
62	01-801-000-0000-6401		2.67	SCISSORS	402236890001	SUPPLIES-UNALLOCATED	N
63	01-801-000-0000-6401		0.13-	DISCOUNT	402236890001	SUPPLIES-UNALLOCATED	N
213	01-251-000-0000-6255		105.89	IMAGINING DRUM-MEDICAL COPIER	403638127001	MEDICAL - LOCAL	N

Pennington County Financial System



Danielle
12/27/24 9:07AM

Audit List for Board **COMMISSIONER'S VOUCHERS ENTRIES**

Page 9

1 County Revenue

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
15323	OFFICE DEPOT		518.32		6 Transactions		
28	13329 OFFICE OF MNIT SERVICES 01-070-000-0000-6263		1,338.65	FIBER USAGE - NOV	DV24110380	COMPUTER SERVICES - DP	N
	13329 OFFICE OF MNIT SERVICES		1,338.65		1 Transactions		
216	15329 OIL BOYZ EXPRESS LUBE INC 01-201-000-0000-6304		113.35	OIL CHANGE/SERVICE #16	13327	REPAIR & MAINTENANCE - SQUADS	N
	15329 OIL BOYZ EXPRESS LUBE INC		113.35		1 Transactions		
73	16027 PENNINGTON COUNTY TREASURER 01-601-000-0000-6209		70.46	POSTAGE	4391	POSTAGE	N
74	01-601-000-0000-6401		41.00	PAPER	4391	SUPPLIES - EXTENSION	N
	16027 PENNINGTON COUNTY TREASURER		111.46		2 Transactions		
67	16362 PETERSON/NEIL 01-003-000-0000-6330		478.38	DECEMBER MILEAGE - 714 MILES		TRAVEL & EXPENSE	N
322	01-003-000-0000-6330		455.97	LODGING - AMC - ST PAUL	12/8-12/11/24	TRAVEL & EXPENSE	N
69	01-003-000-0000-6330		30.00	MEAL REIMBURSEMENT - AMC	12/8/24	TRAVEL & EXPENSE	N
70	01-003-000-0000-6330		5.45	MEAL REIMBURSEMENT - AMC	12/8/24	TRAVEL & EXPENSE	N
68	01-003-000-0000-6330		35.00	MEAL REIMBURSEMENT - AMC	12/9/24	TRAVEL & EXPENSE	N
178	01-003-000-0000-6330		5.25	MEAL TIP - AMC MEAL REIMBURSEM	12/9/24	TRAVEL & EXPENSE	N
	16362 PETERSON/NEIL		1,010.05		6 Transactions		
192	16460 POMP'S TIRE SERVICE, INC 01-111-000-0000-6300		244.26	TRACTOR TIRE	1550031709	REPAIRS & MAINTENANCE	N
	16460 POMP'S TIRE SERVICE, INC		244.26		1 Transactions		
217	16448 PREMIUM WATERS, INC. 01-251-000-0000-6801		83.49	WATER (9) BOTTLE DEPOSIT	341237127	MISCELLANEOUS EXPENSE - JAIL	N
	16448 PREMIUM WATERS, INC.		83.49		1 Transactions		
16	17003 QUICK PRINT/ROBIN HOOD BUSINESS SER 01-270-000-0000-6401		76.95	BUSINESS CARDS	YG4238TPWZ	SUPPLIES - CRIME	N
	17003 QUICK PRINT/ROBIN HOOD BUSINESS SER		76.95		1 Transactions		
270	18440 READITECH IT SOLUTIONS 01-070-000-0000-6263		26.00	SYNOLOGY BACKUP STORAGE-OCT	352110	COMPUTER SERVICES - DP	N
225	01-003-000-0000-6210		50.94	HOSTED EXCHANGE-NOV	357128	E-MAIL SERVICES	N
226	01-041-000-0000-6210		25.47	HOSTED EXCHANGE-NOV	357128	E-MAIL SERVICES	N

Pennington County Financial System



Danielle
12/27/24 9:07AM

Audit List for Board **COMMISSIONER'S VOUCHERS ENTRIES**

1 County Revenue

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
235	01-061-000-0000-6262		8.49	HOSTED EXCHANGE-ELECTIONS-NOV	357128	OTHER SERVICES - ELECTIONS	N
237	01-061-000-0000-6262		8.49	HOSTED EXCHANGE - NOV	357128	OTHER SERVICES - ELECTIONS	N
238	01-070-000-0000-6210		8.49	HOSTED EXCHANGE-DATA PROCESS	357128	E-MAIL SERVICES	N
227	01-091-000-0000-6210		67.92	HOSTED EXCHANGE-NOV	357128	E-MAIL SERVICES	N
234	01-101-000-0000-6300		16.98	HOSTED EXCHANGE-NOV	357128	REPAIRS & MAINTENANCE	N
233	01-106-000-0000-6300		16.98	HOSTED EXCHANGE-NOV	357128	REPAIRS & MAINTENANCE	N
231	01-111-000-0000-6210		8.49	HOSTED EXCHANGE-NOV	357128	E-MAIL SERVICES	N
228	01-121-000-0000-6210		8.49	HOSTED EXCHANGE-NOV	357128	E-MAIL SERVICES	N
229	01-270-000-0000-6300		16.98	HOSTED EXCHANGE-NOV	357128	REPAIRS & MAINTENANCE	N
230	01-290-000-0000-6210		8.49	HOSTED EXCHANGE-NOV	357128	E-MAIL SERVICES	N
232	01-601-000-0000-6300		16.98	HOSTED EXCHANGE-NOV	357128	REPAIRS & MAINTENANCE	N
236	01-801-000-0000-6300		25.47	HOSTED EXCHANGE-CALENDARS-NOV	357128	REPAIRS & MAINTENANCE	N
271	01-003-000-0000-6210		50.94	HOSTED EXCHANGE - DEC	361038	E-MAIL SERVICES	N
288	01-003-000-0000-6210		20.82	ARCHIVING DEC	361038	E-MAIL SERVICES	N
315	01-003-000-0000-6210		52.50	HOSTED OFFICE APPS - DEC	361038	E-MAIL SERVICES	N
272	01-041-000-0000-6210		25.47	HOSTED EXCHANGE - DEC	361038	E-MAIL SERVICES	N
285	01-041-000-0000-6210		17.35	ARCHIVING DEC	361038	E-MAIL SERVICES	N
286	01-041-000-0000-6210		3.47	ARCHIVING DEC - AP	361038	E-MAIL SERVICES	N
300	01-041-000-0000-6210		4.00	POP EMAIL DEC	361038	E-MAIL SERVICES	N
311	01-041-000-0000-6210		43.75	HOSTED OFFICE APPS - DEC	361038	E-MAIL SERVICES	N
281	01-061-000-0000-6262		8.49	HOSTED EXCHANGE-ELECTIONS DEC	361038	OTHER SERVICES - ELECTIONS	N
283	01-061-000-0000-6262		8.49	HOSTED EXCHANGE - DEC	361038	OTHER SERVICES - ELECTIONS	N
299	01-061-000-0000-6262		3.47	ARCHIVING DEC - CALENDARS	361038	OTHER SERVICES - ELECTIONS	N
284	01-070-000-0000-6210		8.49	HOSTED EXCHANGE - DATA PROCESS	361038	E-MAIL SERVICES	N
287	01-070-000-0000-6210		17.35	ARCHIVING DEC - AP	361038	E-MAIL SERVICES	N
301	01-070-000-0000-6210		28.00	POP EMAIL DEC	361038	E-MAIL SERVICES	N
273	01-091-000-0000-6210		67.92	HOSTED EXCHANGE - DEC	361038	E-MAIL SERVICES	N
289	01-091-000-0000-6210		27.76	ARCHIVING DEC	361038	E-MAIL SERVICES	N
310	01-091-000-0000-6300		70.00	HOSTED OFFICE APPS - DEC	361038	REPAIRS & MAINTENANCE	N
280	01-101-000-0000-6300		16.98	HOSTED EXCHANGE - DEC	361038	REPAIRS & MAINTENANCE	N
290	01-101-000-0000-6300		10.41	ARCHIVING DEC	361038	REPAIRS & MAINTENANCE	N
302	01-101-000-0000-6300		2.00	POP EMAIL DEC	361038	REPAIRS & MAINTENANCE	N
312	01-101-000-0000-6300		8.75	HOSTED OFFICE APPS - DEC	361038	REPAIRS & MAINTENANCE	N
279	01-106-000-0000-6300		16.98	HOSTED EXCHANGE - DEC	361038	REPAIRS & MAINTENANCE	N
292	01-106-000-0000-6300		10.41	ARCHIVING DEC - CALENDARS	361038	REPAIRS & MAINTENANCE	N
303	01-106-000-0000-6300		2.00	POP EMAIL DEC	361038	REPAIRS & MAINTENANCE	N
314	01-106-000-0000-6300		26.25	HOSTED OFFICE APPS - DEC	361038	REPAIRS & MAINTENANCE	N
277	01-111-000-0000-6210		8.49	HOSTED EXCHANGE - DEC	361038	E-MAIL SERVICES	N
298	01-111-000-0000-6300		3.47	ARCHIVING DEC - CALENDARS	361038	REPAIRS & MAINTENANCE	N

Pennington County Financial System



Danielle
12/27/24 9:07AM

Audit List for Board **COMMISSIONER'S VOUCHERS ENTRIES**

Page 11

1 County Revenue

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
274	01-121-000-0000-6210		8.49	HOSTED EXCHANGE - DEC	361038	E-MAIL SERVICES	N
293	01-121-000-0000-6210		3.47	ARCHIVING DEC - CALENDARS	361038	E-MAIL SERVICES	N
309	01-121-000-0000-6300		8.75	HOSTED OFFICE APPS - DEC	361038	Repairs & Maintenance	N
294	01-132-000-0000-6300		24.29	ARCHIVING DEC - CALENDARS	361038	REPAIRS & MAINTENANCE	N
304	01-132-000-0000-6300		8.00	POP EMAIL DEC	361038	REPAIRS & MAINTENANCE	N
308	01-132-000-0000-6300		43.75	HOSTED OFFICE APPS - DEC	361038	REPAIRS & MAINTENANCE	N
275	01-270-000-0000-6300		16.98	HOSTED EXCHANGE - DEC	361038	REPAIRS & MAINTENANCE	N
295	01-270-000-0000-6300		6.94	ARCHIVING DEC - CALENDARS	361038	REPAIRS & MAINTENANCE	N
305	01-270-000-0000-6300		8.75	HOSTED OFFICE APPS - DEC	361038	REPAIRS & MAINTENANCE	N
276	01-290-000-0000-6210		8.49	HOSTED EXCHANGE - DEC	361038	E-MAIL SERVICES	N
296	01-290-000-0000-6210		3.47	ARCHIVING DEC - CALENDARS	361038	E-MAIL SERVICES	N
313	01-290-000-0000-6210		8.75	HOSTED OFFICE APPS - DEC	361038	E-MAIL SERVICES	N
278	01-601-000-0000-6300		16.98	HOSTED EXCHANGE - DEC	361038	REPAIRS & MAINTENANCE	N
297	01-601-000-0000-6300		10.41	ARCHIVING DEC - CALENDARS	361038	REPAIRS & MAINTENANCE	N
306	01-601-000-0000-6300		2.00	POP EMAIL DEC	361038	REPAIRS & MAINTENANCE	N
307	01-601-000-0000-6300		35.00	HOSTED OFFICE APPS - DEC	361038	REPAIRS & MAINTENANCE	N
282	01-801-000-0000-6300		25.47	HOSTED EXCHANGE-CALENDARS DEC	361038	REPAIRS & MAINTENANCE	N
291	01-801-000-0000-6300		6.94	ARCHIVING DEC - CALENDARS	361038	REPAIRS & MAINTENANCE	N
242	01-003-000-0000-6210		20.82	ARCHIVING - NOV	361244	E-MAIL SERVICES	N
269	01-003-000-0000-6210		52.50	HOSTED OFFICE APPS - NOV	361244	E-MAIL SERVICES	N
239	01-041-000-0000-6210		17.35	ARCHIVING - NOV	361244	E-MAIL SERVICES	N
240	01-041-000-0000-6210		3.47	ARCHIVING - NOV AP	361244	E-MAIL SERVICES	N
254	01-041-000-0000-6210		4.00	POP EMAIL NOV	361244	E-MAIL SERVICES	N
265	01-041-000-0000-6210		43.75	HOSTED OFFICE APPS - NOV	361244	E-MAIL SERVICES	N
253	01-061-000-0000-6262		3.47	ARCHIVING - NOV	361244	OTHER SERVICES - ELECTIONS	N
241	01-070-000-0000-6210		17.35	ARCHIVING - NOV	361244	E-MAIL SERVICES	N
255	01-070-000-0000-6210		28.00	POP EMAIL NOV	361244	E-MAIL SERVICES	N
316	01-070-000-0000-6263		26.00	SYNOLOGY BACKUP STORAGE - DEC	361244	COMPUTER SERVICES - DP	N
243	01-091-000-0000-6210		27.76	ARCHIVING - NOV	361244	E-MAIL SERVICES	N
264	01-091-000-0000-6300		70.00	HOSTED OFFICE APPS - NOV	361244	REPAIRS & MAINTENANCE	N
244	01-101-000-0000-6300		10.41	ARCHIVING - NOV	361244	REPAIRS & MAINTENANCE	N
256	01-101-000-0000-6300		2.00	POP EMAIL NOV	361244	REPAIRS & MAINTENANCE	N
266	01-101-000-0000-6300		8.75	HOSTED OFFICE APPS - NOV	361244	REPAIRS & MAINTENANCE	N
246	01-106-000-0000-6300		10.41	ARCHIVING - NOV	361244	REPAIRS & MAINTENANCE	N
257	01-106-000-0000-6300		2.00	POP EMAIL NOV	361244	REPAIRS & MAINTENANCE	N
268	01-106-000-0000-6300		26.25	HOSTED OFFICE APPS - NOV	361244	REPAIRS & MAINTENANCE	N
252	01-111-000-0000-6300		3.47	ARCHIVING - NOV	361244	REPAIRS & MAINTENANCE	N
247	01-121-000-0000-6210		3.47	ARCHIVING - NOV	361244	E-MAIL SERVICES	N
263	01-121-000-0000-6300		8.75	HOSTED OFFICE APPS - NOV	361244	Repairs & Maintenance	N

Pennington County Financial System



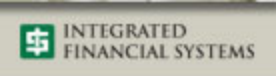
Danielle
12/27/24 9:07AM

Audit List for Board **COMMISSIONER'S VOUCHERS ENTRIES**

1 County Revenue

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
248	01-132-000-0000-6300		24.29	ARCHIVING - NOV	361244	REPAIRS & MAINTENANCE	N
258	01-132-000-0000-6300		8.00	POP EMAIL NOV	361244	REPAIRS & MAINTENANCE	N
262	01-132-000-0000-6300		43.75	HOSTED OFFICE APPS - NOV	361244	REPAIRS & MAINTENANCE	N
249	01-270-000-0000-6300		6.94	ARCHIVING - NOV	361244	REPAIRS & MAINTENANCE	N
259	01-270-000-0000-6300		8.75	HOSTED OFFICE APPS - NOV	361244	REPAIRS & MAINTENANCE	N
250	01-290-000-0000-6210		3.47	ARCHIVING - NOV	361244	E-MAIL SERVICES	N
267	01-290-000-0000-6210		8.75	HOSTED OFFICE APPS - NOV	361244	E-MAIL SERVICES	N
251	01-601-000-0000-6300		10.41	ARCHIVING - NOV	361244	REPAIRS & MAINTENANCE	N
260	01-601-000-0000-6300		2.00	POP EMAIL NOV	361244	REPAIRS & MAINTENANCE	N
261	01-601-000-0000-6300		35.00	HOSTED OFFICE APPS - NOV	361244	REPAIRS & MAINTENANCE	N
245	01-801-000-0000-6300		6.94	ARCHIVING - NOV CALENDARS	361244	REPAIRS & MAINTENANCE	N
18440	READITECH IT SOLUTIONS		1,673.88	92 Transactions			
19369	SANFORD PATIENT FINANCIAL SERVICES						
143	01-251-000-0000-6255		1,715.54	DR 5713	200918351	MEDICAL - LOCAL	6
141	01-251-000-0000-6255		7.43	DR 5713	200924802	MEDICAL - LOCAL	6
142	01-251-000-0000-6255		124.96	DR 5713	200994099	MEDICAL - LOCAL	6
144	01-251-000-0000-6255		53.60	DR 5185	202373335	MEDICAL - LOCAL	6
145	01-251-000-0000-6255		53.60	DR 6006	202374304	MEDICAL - LOCAL	6
146	01-251-000-0000-6255		80.40	DR 6004	202376296	MEDICAL - LOCAL	6
147	01-251-000-0000-6255		65.60	DR 6014	202409222	MEDICAL - LOCAL	6
148	01-251-000-0000-6255		126.80	DR 6035	202484989	MEDICAL - LOCAL	6
149	01-251-000-0000-6255		760.40	DR 6055	202540452	MEDICAL - LOCAL	6
19369	SANFORD PATIENT FINANCIAL SERVICES		2,988.33	9 Transactions			
999999997	SHERWIN-WILLIAMS CO						
218	01-251-000-0000-6300		134.47	PAINT - JAIL CELL	7822-0	REPAIRS & MAINTENANCE	N
999999997	SHERWIN-WILLIAMS CO		134.47	1 Transactions			
19547	SKILLET KITCHEN						
150	01-251-000-0000-6427		24,145.64	INMATE MEALS NOVEMBER	9317	JAIL MEALS	N
19547	SKILLET KITCHEN		24,145.64	1 Transactions			
19577	SOURDIF/ROY						
179	01-003-000-0000-6330		23.32	MEAL REIMBURSEMENT - AMC	12/11/24	TRAVEL & EXPENSE	N
181	01-003-000-0000-6330		303.98	LODGING - AMC	12/9-12/11/24	TRAVEL & EXPENSE	N
180	01-003-000-0000-6330		35.00	MEAL REIMBURSEMENT - AMC	12/9/24	TRAVEL & EXPENSE	N
19577	SOURDIF/ROY		362.30	3 Transactions			
19329	STATE OF MINNESOTA						

Pennington County Financial System



Danielle
12/27/24 9:07AM

Audit List for Board **COMMISSIONER'S VOUCHERS ENTRIES**

1 County Revenue

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
339	01-253-000-0000-6262		17,894.00	2023 2ND 1/2 PAROLE&PROBABATIO	810897	OTHER SERVICES - PROBATION	N
	19329 STATE OF MINNESOTA		17,894.00	1 Transactions			
	19714 SVL SERVICE						
83	01-218-000-0000-6300		1,041.77	IGNITOR ASSY,FLAME DETECT/BOIL	PS-INV111128	REPAIRS & MAINTENANCE	N
84	01-218-000-0000-6300		126.10	IGNITOR GASKETS, CABLES-BOILER	PS-INV111158	REPAIRS & MAINTENANCE	N
	19714 SVL SERVICE		1,167.87	2 Transactions			
	20027 THE TIMES						
17	01-601-000-0000-6835		284.00	WORKSHOP ADVERTISING	2087	WORKSHOP EXPENSES/FAMILY SC	N
37	01-003-000-0000-6231		36.00-	DISCOUNT	281	PUBLISHING - BOARD	N
41	01-003-000-0000-6231		236.61	TIMES - PROCEEDINGS OF 10/22	281	PUBLISHING - BOARD	N
42	01-003-000-0000-6231		97.02	TIMES - PROCEEDINGS OF 10/24	281	PUBLISHING - BOARD	N
40	01-003-000-0000-6232		17.82	TIMES - RED LAKE WATER BOARD	281	ADVERTISING - BOARD	N
47	01-003-000-0000-6232		18.81	TIMES - CANNABIS HEARING	281	ADVERTISING - BOARD	N
50	01-003-000-0000-6232		47.00	WATCH - CANNABIS HEARING	281	ADVERTISING - BOARD	N
31	01-091-000-0000-6801		70.00	WATCH - ASST CO ATTY	281	MISCELLANEOUS EXPENSE	N
32	01-091-000-0000-6801		10.00	INTERNET JOB PG	281	MISCELLANEOUS EXPENSE	N
33	01-091-000-0000-6801		78.00	TIMES - ASST CO ATTY	281	MISCELLANEOUS EXPENSE	N
34	01-091-000-0000-6801		70.00	WATCH - ASST CO ATTY	281	MISCELLANEOUS EXPENSE	N
35	01-091-000-0000-6801		10.00	INTERNET JOB PG	281	MISCELLANEOUS EXPENSE	N
36	01-091-000-0000-6801		78.00	TIMES - ASST CO ATTY	281	MISCELLANEOUS EXPENSE	N
38	01-091-000-0000-6801		70.00	WATCH - ASST CO ATTY	281	MISCELLANEOUS EXPENSE	N
39	01-091-000-0000-6801		10.00	INTERNET JOB OG	281	MISCELLANEOUS EXPENSE	N
43	01-091-000-0000-6801		78.00	TIMES - ASST CO ATTY	281	MISCELLANEOUS EXPENSE	N
44	01-091-000-0000-6801		70.00	WATCH - ASST CO ATTY	281	MISCELLANEOUS EXPENSE	N
45	01-091-000-0000-6801		10.00	INTERNET JOB PG	281	MISCELLANEOUS EXPENSE	N
46	01-091-000-0000-6801		78.00	TIMES - ASST CO ATTY	281	MISCELLANEOUS EXPENSE	N
48	01-091-000-0000-6801		70.00	WATCH - ASST CO ATTY	281	MISCELLANEOUS EXPENSE	N
49	01-091-000-0000-6801		10.00	INTERNET JOB PAGE	281	MISCELLANEOUS EXPENSE	N
	20027 THE TIMES		1,377.26	21 Transactions			
	20403 THIBERT/ALEX						
129	01-201-000-0000-6420		44.99	UNIFORM ALLOWANCE REIMBURSEMEN		UNIFORMS	N
	20403 THIBERT/ALEX		44.99	1 Transactions			
	20512 THOMASON, SWANSON & ZAHN PLLC						
29	01-011-000-0000-6261		400.50	ATTORNEY FEES 57-PR-24-729	29487	COURT APPOINTED ATTORNEYS	Y
30	01-011-000-0000-6261		259.25	ATTORNEY FEES 57-PR-24-686	29487	COURT APPOINTED ATTORNEYS	Y

Pennington County Financial System



Danielle
12/27/24 9:07AM

Audit List for Board **COMMISSIONER'S VOUCHERS ENTRIES**

1 County Revenue

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
20512	THOMASON, SWANSON & ZAHN PLLC		659.75		2 Transactions		
20047	THRIFTY WHITE PHARMACY						
153	01-251-000-0000-6255		30.00	ZZZ		MEDICAL - LOCAL	N
152	01-251-000-0000-6255		4.28	40109	40109	MEDICAL - LOCAL	N
151	01-251-000-0000-6255		0.47	55586	55586	MEDICAL - LOCAL	N
20047	THRIFTY WHITE PHARMACY		34.75		3 Transactions		
21008	UNIVERSAL SCREENPRINT						
219	01-251-000-0000-6420		40.50	EMBROIDERY-3 JACKETS-NEW EMPLO	45371	JAILER UNIFORMS	N
220	01-220-000-0000-6420		54.00	EMBROIDERY-4 SHIRTS-AB UNIFORM	45449	UNIFORMS	N
21008	UNIVERSAL SCREENPRINT		94.50		2 Transactions		
22303	VAREBERG/AMBER						
64	01-106-000-0000-6330		134.00	ASSESSING MILEAGE - 200 MILES	12/16/24	TRAVEL & EXPENSE	N
22303	VAREBERG/AMBER		134.00		1 Transactions		
999999997	VERBOUT/ADRIEN						
132	01-251-000-0000-6420		205.06	UNIFORM ALLOWANCE REIMBURSEMEN		JAILER UNIFORMS	N
999999997	VERBOUT/ADRIEN		205.06		1 Transactions		
22336	VETTLESON/SETH						
85	01-252-000-0000-6330		21.97	MEAL REIMBURSEMENT-SHERIFF CON		TRAVEL & EXPENSE	N
86	01-252-000-0000-6330		16.90	MEAL REIMBURSEMENT-SHERIFF CON		TRAVEL & EXPENSE	N
22336	VETTLESON/SETH		38.87		2 Transactions		
23317	WILLIAMS/JO						
221	01-251-000-0000-6420		145.00	UNIFORM ALLOWANCE REIMBURSEMEN		JAILER UNIFORMS	N
222	01-251-000-0000-6420		32.99	UNIFORM ALLOWANCE REIMBURSEMEN		JAILER UNIFORMS	N
223	01-251-000-0000-6420		27.98	UNIFORM ALLOWANCE REIMBURSEMEN		JAILER UNIFORMS	N
224	01-251-000-0000-6420		27.26	UNIFORM ALLOWANCE REIMBURSEMEN		JAILER UNIFORMS	N
23317	WILLIAMS/JO		233.23		4 Transactions		
1 Fund Total:			170,026.94	County Revenue		77 Vendors	278 Transactions

Pennington County Financial System



Danielle
12/27/24 9:07AM

Audit List for Board **COMMISSIONER'S VOUCHERS ENTRIES**

3 Road & Bridge

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
126	1325 AIRGAS USA, LLC 03-350-000-0000-6556		110.34	WELDING SUPPLIES		SHOP SUPPLIES	N
	1325 AIRGAS USA, LLC		110.34	1 Transactions			
125	1308 ASSOCIATION OF MINNESOTA COUNTIES 03-320-000-0000-6245		425.00	ANNUAL AMC CONFERENCE	80750	CONTINUING EDUCATION	N
	1308 ASSOCIATION OF MINNESOTA COUNTIES		425.00	1 Transactions			
157	2352 BERT'S TRUCK EQUIPMENT OF MOORHEAI 03-350-000-0000-6564		253.00	PLUNGER VALVE		EQUIPMENT REPAIR PARTS	N
124	03-350-000-0000-6631		172,726.00	BOX & EQUIPMENT		FURNITURE & EQUIPMENT	N
	2352 BERT'S TRUCK EQUIPMENT OF MOORHEAI		172,979.00	2 Transactions			
123	2330 BOYER TRUCKS 03-350-000-0000-6566		96,415.76	TRUCK - 2024		ROAD RECONSTRUCTION	N
122	03-350-000-0000-6631		58,426.24	TRUCK - 2024		FURNITURE & EQUIPMENT	N
	2330 BOYER TRUCKS		154,842.00	2 Transactions			
121	3392 COMPASS MINERALS AMERICA 03-350-000-0000-6565		7,031.04	SALT		ROAD MATERIALS	N
	3392 COMPASS MINERALS AMERICA		7,031.04	1 Transactions			
176	3500 COULOMBE CONSULTING 03-330-000-0000-6261		825.00	INDEXING		CONSULTING & LEGAL SERVICES	Y
177	03-330-000-0000-6261		750.00	SURVEY CP57-24-10		CONSULTING & LEGAL SERVICES	Y
	3500 COULOMBE CONSULTING		1,575.00	2 Transactions			
118	7031 GARDEN VALLEY TELEPHONE 03-320-000-0000-6631		2,757.00	COMPUTERS		FURNITURE & EQUIPMENT	N
119	03-320-000-0000-6631		3,000.00	COMPUTER		FURNITURE & EQUIPMENT	N
120	03-350-000-0000-6636		3,941.97	COMPUTERS		BUILDING IMPROVEMENTS	N
	7031 GARDEN VALLEY TELEPHONE		9,698.97	3 Transactions			
117	7308 GRAND FORKS WELDING & MACHINE CO 03-350-000-0000-6556		88.47	WELDING SUPPLIES		SHOP SUPPLIES	N
	7308 GRAND FORKS WELDING & MACHINE CO		88.47	1 Transactions			
115	8380 HDR ENGINEERING, INC. 03-330-000-0000-6261		1,064.00	P/E SAP 57-629-008		CONSULTING & LEGAL SERVICES	N
116	03-330-000-0000-6261		3,647.38	P/E SAP 57-611-002		CONSULTING & LEGAL SERVICES	N

Pennington County Financial System



Danielle
12/27/24 9:07AM

Audit List for Board **COMMISSIONER'S VOUCHERS ENTRIES**

3 Road & Bridge

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
8380	HDR ENGINEERING, INC.		4,711.38		2 Transactions		
114	8323 HERMRECK/GERALD 03-350-000-0000-6428		200.00	BOOTS CLOTHING REIMBURSEMENT		SAFETY EQUIPMENT	Y
	8323 HERMRECK/GERALD		200.00		1 Transactions		
337	8412 HOFFMAN, PHILIPP, & MARTELL, PLLC 03-320-000-0000-6261		1,120.00	AUDIT BILLING #2		CONSULTING & LEGAL SERVICES	N
338	03-320-000-0000-6261		1,020.00	AUDIT BILLING #33		CONSULTING & LEGAL SERVICES	N
	8412 HOFFMAN, PHILIPP, & MARTELL, PLLC		2,140.00		2 Transactions		
112	9331 INTER OFFICE - FARGO 03-350-000-0000-6636		11,379.26	DESKS FOR BREAKROOM		BUILDING IMPROVEMENTS	N
113	03-350-000-0000-6636		9,935.96	CABINETS		BUILDING IMPROVEMENTS	N
	9331 INTER OFFICE - FARGO		21,315.22		2 Transactions		
137	12452 LOKEN/LOREN 03-350-000-0000-6428		200.00	BOOTS - CLOTHING REIMBURSEMENT		SAFETY EQUIPMENT	N
	12452 LOKEN/LOREN		200.00		1 Transactions		
111	13498 MARCO TECHNOLOGIES LLC 03-320-000-0000-6301		48.92	COPY MACHINE DEC - HWY DEPT		MAINTENANCE AGREEMENT	N
	13498 MARCO TECHNOLOGIES LLC		48.92		1 Transactions		
110	13393 MINNESOTA NORTHERN RAILROAD INC 03-350-000-0000-6252		62.00	ELECTRICITY RR SIGNALS-NOV		ELECTRICITY	N
	13393 MINNESOTA NORTHERN RAILROAD INC		62.00		1 Transactions		
105	14316 NELSON EQUIPMENT OF TRF INC 03-350-000-0000-6564		210.96	SPINDLE		EQUIPMENT REPAIR PARTS	N
106	03-350-000-0000-6564		76.55	WHEEL SEAL HUB		EQUIPMENT REPAIR PARTS	N
107	03-350-000-0000-6564		8.25	WHEEL STUD & HUB		EQUIPMENT REPAIR PARTS	N
108	03-350-000-0000-6564		4.12	GASKET		EQUIPMENT REPAIR PARTS	N
109	03-350-000-0000-6564		30.13	HOSE COUPLER CLAMP		EQUIPMENT REPAIR PARTS	N
	14316 NELSON EQUIPMENT OF TRF INC		330.01		5 Transactions		
103	14440 NORTHDALE OIL INC. 03-350-000-0000-6560		1,142.34	GAS & DIESEL SHOP 500		GAS & DIESEL	N
104	03-350-000-0000-6560		874.77	GAS & DIESEL SHOP 500		GAS & DIESEL	N
175	03-350-000-0000-6560		1,455.64	GAS & DIESEL SHOP 500		GAS & DIESEL	N

Pennington County Financial System



Danielle
12/27/24 9:07AM

Audit List for Board **COMMISSIONER'S VOUCHERS ENTRIES**

Page 17

3 Road & Bridge

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
14440	NORTHDAL OIL INC.		3,472.75		3 Transactions		
102	15323 OFFICE DEPOT 03-320-000-0000-6401		14.89	FILE FOLDER TABS		SUPPLIES	N
	15323 OFFICE DEPOT		14.89		1 Transactions		
101	16027 PENNINGTON COUNTY TREASURER 03-320-000-0000-6263		936.03	HOSTED IT SERVICES - NOV	4389	COMPUTER SERVICES	N
	16027 PENNINGTON COUNTY TREASURER		936.03		1 Transactions		
100	16379 POLK COUNTY HIGHWAY DEPARTMENT 03-350-000-0000-6549		121.46	24" BAND		CULVERTS	N
	16379 POLK COUNTY HIGHWAY DEPARTMENT		121.46		1 Transactions		
99	16419 PRECISE MRM LLC 03-350-000-0000-6564		374.00	MONTHLY GPS - NOVEMBER		EQUIPMENT REPAIR PARTS	N
	16419 PRECISE MRM LLC		374.00		1 Transactions		
158	17306 QUALITY FARM SUPPLY, INC. 03-350-000-0000-6562		143.00	GREASE & BRAKE CLEANER		MOTOR OIL & LUBRICANTS	N
	17306 QUALITY FARM SUPPLY, INC.		143.00		1 Transactions		
98	17002 QUILL CORPORATION 03-320-000-0000-6401		465.94	MONITORS, MARKERS, TP		SUPPLIES	N
	17002 QUILL CORPORATION		465.94		1 Transactions		
92	18440 READITECH IT SOLUTIONS 03-320-000-0000-6263		40.00	BACKUP MANAGER - DEC		COMPUTER SERVICES	N
93	03-320-000-0000-6263		61.25	HOSTED OFFICE - DEC		COMPUTER SERVICES	N
94	03-320-000-0000-6263		12.00	HOSTED EXCHANGE - DEC		COMPUTER SERVICES	N
95	03-320-000-0000-6263		25.47	HOSTED EXCHANGE - DEC		COMPUTER SERVICES	N
96	03-320-000-0000-6263		31.23	EMAIL ARCHIVING - DEC		COMPUTER SERVICES	N
97	03-320-000-0000-6263		4.60	MICROSOFT TEAMS - DEC		COMPUTER SERVICES	N
	18440 READITECH IT SOLUTIONS		174.55		6 Transactions		
161	18357 RINKE NOONAN 03-330-000-0000-6261		200.00	RETAINER DRAINAGE ISSUES		CONSULTING & LEGAL SERVICES	Y
	18357 RINKE NOONAN		200.00		1 Transactions		
	18439 ROCKSBURY TRUCK REPAIR						

Pennington County Financial System



Danielle
12/27/24 9:07AM

Audit List for Board **COMMISSIONER'S VOUCHERS ENTRIES**

Page 18

3 Road & Bridge

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
91	03-350-000-0000-6564		800.00	TIRES		EQUIPMENT REPAIR PARTS	N
	18439 ROCKSBURY TRUCK REPAIR		800.00		1 Transactions		
90	03-350-000-0000-6556		18.11	HOSE CLIPS		SHOP SUPPLIES	N
	19400 SURPLUS CENTER		18.11		1 Transactions		
89	03-330-000-0000-6261		6,100.00	SURVEY CP57-24-10		CONSULTING & LEGAL SERVICES	Y
	20441 TIMBERLINE LOCATION LLC		6,100.00		1 Transactions		
159	03-350-000-0000-6428		139.99	BOOTS - CLOTHING REIMBURSEMENT		SAFETY EQUIPMENT	N
	20392 TORGERSON/KALEB		139.99		1 Transactions		
160	03-350-000-0000-6549		1,232.74	REFUND OVERCHARGED CULVERTS		CULVERTS	N
	20318 TREASURER MAYFIELD TOWNSHIP		1,232.74		1 Transactions		
134	03-350-000-0000-6564		479.98	LIGHTS		EQUIPMENT REPAIR PARTS	N
	20339 TRIIX CUSTOMS		479.98		1 Transactions		
135	03-350-000-0000-6428		140.00	CLOTHING REIMBURSEMENT		SAFETY EQUIPMENT	N
	23398 WIKERT/KYLE		140.00		1 Transactions		
3 Fund Total:			390,570.79	Road & Bridge		32 Vendors	51 Transactions

Pennington County Financial System



Danielle
12/27/24 9:07AM

Audit List for Board **COMMISSIONER'S VOUCHERS ENTRIES**

Page 19

32 Solid Waste Facility

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
66	8332 HARTMANN CONSTRUCTION 32-390-000-0000-6801		5,126.13	TIPPING ROOM REPAIRS		MISCELLANEOUS EXPENSE-SCORE	Y
	8332 HARTMANN CONSTRUCTION		5,126.13	1 Transactions			
335	8412 HOFFMAN, PHILIPP, & MARTELL, PLLC 32-391-000-0000-6262		800.00	AUDIT BILLING #3 FINAL		OTHER SERVICES	N
	8412 HOFFMAN, PHILIPP, & MARTELL, PLLC		800.00	1 Transactions			
71	19324 SAFETY-KLEEN SYSTEMS, INC. 32-390-000-0000-6262		150.00	USED OIL RECYCLING	95969324	OTHER SERVICES-SCORE ACCOUN	N
	19324 SAFETY-KLEEN SYSTEMS, INC.		150.00	1 Transactions			
32 Fund Total:			6,076.13	Solid Waste Facility	3 Vendors	3 Transactions	

DRAFT

Pennington County Financial System



Danielle
12/27/24 9:07AM

Audit List for Board **COMMISSIONER'S VOUCHERS ENTRIES**

Page 20

40 Ditch Funds

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
8333	H2OVER VIEWERS						
329	40-746-000-0000-6262		1,022.50	VIEWERS FEES	2018	OTHER SERVICES	N
330	40-770-000-0000-6262		2,633.96	VIEWERS FEES	2018	OTHER SERVICES	N
8333	H2OVER VIEWERS		3,656.46	2 Transactions			
8412	HOFFMAN, PHILIPP, & MARTELL, PLLC						
336	40-701-000-0000-6262		37.80	AUDIT BILLING #3 FINAL		OTHER SERVICES - JD #1	N
336	40-703-000-0000-6262		16.20	AUDIT BILLING #3 FINAL		OTHER SERVICES -JD #25-3	N
336	40-708-000-0000-6262		4.80	AUDIT BILLING #3 FINAL		OTHER SERVICES	N
336	40-713-000-0000-6262		16.80	AUDIT BILLING #3 FINAL		OTHER SERVICES - JD #13	N
336	40-715-000-0000-6262		19.20	AUDIT BILLING #3 FINAL		OTHER SERVICES - JD #15	N
336	40-718-000-0000-6262		18.00	AUDIT BILLING #3 FINAL		OTHER SERVICES - JD #18	N
336	40-730-000-0000-6262		37.20	AUDIT BILLING #3 FINAL		OTHER SERVICES - JD #30	N
336	40-731-000-0000-6262		36.00	AUDIT BILLING #3 FINAL		OTHER SERVICES	N
336	40-736-000-0000-6262		13.20	AUDIT BILLING #3 FINAL		OTHER SERVICES	N
336	40-741-000-0000-6262		22.20	AUDIT BILLING #3 FINAL		OTHER SERVICES	N
336	40-742-000-0000-6262		9.00	AUDIT BILLING #3 FINAL		OTHER SERVICES	N
336	40-743-000-0000-6262		15.00	AUDIT BILLING #3 FINAL		OTHER SERVICES	N
336	40-746-000-0000-6262		4.80	AUDIT BILLING #3 FINAL		OTHER SERVICES	N
336	40-747-000-0000-6262		4.80	AUDIT BILLING #3 FINAL		OTHER SERVICES	N
336	40-753-000-0000-6262		10.20	AUDIT BILLING #3 FINAL		OTHER SERVICES	N
336	40-755-000-0000-6262		12.00	AUDIT BILLING #3 FINAL		OTHER SERVICES	N
336	40-757-000-0000-6262		13.20	AUDIT BILLING #3 FINAL		OTHER SERVICES	N
336	40-759-000-0000-6262		6.00	AUDIT BILLING #3 FINAL		OTHER SERVICES	N
336	40-762-000-0000-6262		21.00	AUDIT BILLING #3 FINAL		OTHER SERVICES	N
336	40-770-000-0000-6262		31.20	AUDIT BILLING #3 FINAL		OTHER SERVICES	N
336	40-771-000-0000-6262		4.80	AUDIT BILLING #3 FINAL		OTHER SERVICES	N
336	40-775-000-0000-6262		33.00	AUDIT BILLING #3 FINAL		OTHER SERVICES	N
336	40-777-000-0000-6262		15.00	AUDIT BILLING #3 FINAL		OTHER SERVICES	N
336	40-784-000-0000-6262		73.20	AUDIT BILLING #3 FINAL		OTHER SERVICES	N
336	40-785-000-0000-6262		61.80	AUDIT BILLING #3 FINAL		OTHER SERVICES	N
336	40-793-000-0000-6262		25.80	AUDIT BILLING #3 FINAL		OTHER SERVICES	N
336	40-796-000-0000-6262		37.80	AUDIT BILLING #3 FINAL		OTHER SERVICES	N
8412	HOFFMAN, PHILIPP, & MARTELL, PLLC		600.00	27 Transactions			
19346	STICKLER/MIKE						
136	40-796-000-0000-6849		150.00	BEAVER BOUNTY		BEAVER CONTROL	N
19346	STICKLER/MIKE		150.00	1 Transactions			

Pennington County Financial System



Danielle
12/27/24 9:07AM

Audit List for Board **COMMISSIONER'S VOUCHERS ENTRIES**

Page 21

40 Ditch Funds

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
20340 TRIPLE D CONSTRUCTION & LEASING							
185	40-731-000-0000-6262		10,500.00	DITCHING JD #31	2942	OTHER SERVICES	N
184	40-701-000-0000-6262		18,000.00	WORK DONE ON JD #1	2943	OTHER SERVICES - JD #1	N
186	40-796-000-0000-6262		22,662.50	WORK DONE CD #96	2945	OTHER SERVICES	N
20340 TRIPLE D CONSTRUCTION & LEASING			51,162.50	3 Transactions			
40 Fund Total:			55,568.96	Ditch Funds	4 Vendors	33 Transactions	
Final Total:			622,242.82	116 Vendors	365 Transactions		

DRAFT

Pennington County Financial System



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	170,026.94	County Revenue
3	390,570.79	Road & Bridge
32	6,076.13	Solid Waste Facility
40	55,568.96	Ditch Funds
All Funds	622,242.82	Total

Approved by,

.....

.....

DRAFT

Pennington County Financial System



Print List in Order By: 1
1 - Fund (Page Break by Fund)
2 - Department (Totals by Dept)
3 - Vendor Number
4 - Vendor Name

Explode Dist. Formulas?: Y

Paid on Behalf Of Name
on Audit List?: N

Type of Audit List: D
D - Detailed Audit List
S - Condensed Audit List

Save Report Options?: N

DRAFT

Pennington County Financial System



Danielle
12/26/24 4:13PM

Audit List for Board **COMMISSIONER'S VOUCHERS ENTRIES**

1 County Revenue

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
12323	LAWRENCE/BRUCE						
14	01-003-000-0000-6103		125.00	AMC CONFERENCE	12/10/24	PER DIEMS - BOARD	N
15	01-003-000-0000-6103		100.00	CANNABIS MEETING/TNT	12/12/24	PER DIEMS - BOARD	N
16	01-003-000-0000-6103		100.00	OPIOD COMMITTEE/TECH COMMITTEE	12/16/24	PER DIEMS - BOARD	N
17	01-003-000-0000-6103		100.00	DITCH COMMITTEE/SOLID WASTE	12/17/24	PER DIEMS - BOARD	N
18	01-003-000-0000-6103		100.00	AIRPORT AUTHORITY/PERSONNEL	12/18/24	PER DIEMS - BOARD	N
19	01-003-000-0000-6103		75.00	DRUG TASK FORCE MEETING	12/19/24	PER DIEMS - BOARD	N
10	01-003-000-0000-6103		75.00	RAPID DEPLOY/NWRECB	12/2/24	PER DIEMS - BOARD	N
20	01-003-000-0000-6103		75.00	NWRECB MEETING	12/23/24	PER DIEMS - BOARD	N
11	01-003-000-0000-6103		75.00	AMC PUBLIC SAFETY POLICY COMM	12/5/24	PER DIEMS - BOARD	N
12	01-003-000-0000-6103		75.00	MRC COMMITTEE MEETING	12/8/24	PER DIEMS - BOARD	N
13	01-003-000-0000-6103		125.00	AMC CONFERENCE	12/9/24	PER DIEMS - BOARD	N
12323	LAWRENCE/BRUCE		1,025.00	11 Transactions			
14478	NELSON/SETH						
23	01-003-000-0000-6103		125.00	AMC CONFERENCE	12/10/24	PER DIEMS - BOARD	N
24	01-003-000-0000-6103		100.00	AMC CONFERENCE	12/11/24	PER DIEMS - BOARD	N
25	01-003-000-0000-6103		75.00	TECH COMMITTEE	12/16/24	PER DIEMS - BOARD	N
26	01-003-000-0000-6103		75.00	TAC COMMITTEE	12/17/24	PER DIEMS - BOARD	N
27	01-003-000-0000-6103		75.00	SOLID WASTE	12/18/24	PER DIEMS - BOARD	N
21	01-003-000-0000-6103		75.00	COMMUNITY STRONG	12/3/24	PER DIEMS - BOARD	N
22	01-003-000-0000-6103		125.00	AMC CONFERENCE	12/9/24	PER DIEMS - BOARD	N
14478	NELSON/SETH		650.00	7 Transactions			
16362	PETERSON/NEIL						
3	01-003-000-0000-6103		125.00	AMC - ST PAUL	12/10/24	PER DIEMS - BOARD	N
4	01-003-000-0000-6103		100.00	AMC - ST PAUL	12/11/24	PER DIEMS - BOARD	N
5	01-003-000-0000-6103		75.00	CANNABIS HEARING	12/12/24	PER DIEMS - BOARD	N
6	01-003-000-0000-6103		75.00	THIEF RIVER 1W1P	12/13/24	PER DIEMS - BOARD	N
7	01-003-000-0000-6103		100.00	NWJTC	12/16/24	PER DIEMS - BOARD	N
8	01-003-000-0000-6103		75.00	HIGHWAY	12/17/24	PER DIEMS - BOARD	N
9	01-003-000-0000-6103		100.00	AIRPORT/DEPT HEAD MEETING	12/18/24	PER DIEMS - BOARD	N
1	01-003-000-0000-6103		125.00	MRC - AMC - ST PAUL	12/8/24	PER DIEMS - BOARD	N
2	01-003-000-0000-6103		125.00	AMC - ST PAUL	12/9/24	PER DIEMS - BOARD	N
16362	PETERSON/NEIL		900.00	9 Transactions			
19577	SOURDIF/ROY						
30	01-003-000-0000-6103		125.00	AMC CONFERENCE	12/10/24	PER DIEMS - BOARD	N
31	01-003-000-0000-6103		100.00	AMC CONFERENCE	12/11/24	PER DIEMS - BOARD	N

Pennington County Financial System



Danielle
12/26/24 4:13PM

Audit List for Board **COMMISSIONER'S VOUCHERS ENTRIES**

Page 3

1 County Revenue

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
32	01-003-000-0000-6103		75.00	ATR	12/18/24	PER DIEMS - BOARD	N
28	01-003-000-0000-6103		75.00	MWRL - BUDGET	12/6/24	PER DIEMS - BOARD	N
29	01-003-000-0000-6103		125.00	AMC CONFERENCE	12/9/24	PER DIEMS - BOARD	N
19577	SOURDIF/ROY		500.00				
				5 Transactions			
1 Fund Total:			3,075.00	County Revenue	4 Vendors	32 Transactions	
Final Total:			3,075.00	4 Vendors	32 Transactions		

DRAFT

Pennington County Financial System



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	3,075.00	County Revenue
All Funds	3,075.00	Total

Approved by,
.....
.....

DRAFT

PENNINGTON COUNTY HUMAN SERVICES

HUMAN SERVICE COMMITTEE

CONSENT AGENDA

On a motion by Commissioner _____ and seconded by
Commissioner _____, The Following recommendations of the
Pennington County Human Service Committee for December 17, 2024 (detailed minutes on
record) are hereby adopted:

SECTION A

- I. To approve November 15, 2024, Human Service Committee Meeting minutes.
- II. To approve the agency's personnel action as presented.
- III. A. To approve the CY 2025 Behavioral Health (Temporary Confinement/Community Based Services/Residential) Purchase of Service Agreements Between Sanford Behavioral Health and Pennington County Human Services as presented.
B. To approve the CY 2025 Rural Transportation Collaborative Access Transportation Services Contract with Tri-Valley Opportunity Council, Inc. as presented.
C. To approve the CY 2025 Whole-of-State Service Agreement and Work Order Contract Between the State of Minnesota (MNIT) and Pennington County Human Services as presented.

SECTION B

- I. To approve payment of the Agency's bills.

Aye

Nay

Chairperson

Date



Extension and county MOAs

Subcommittee Report, February 2024

The subcommittee drafted and recommended approval of this agreement between the Regents of the University of Minnesota and Minnesota counties. Under the terms of the agreement, Extension will provide local programming for counties, and in return counties will pay for the full cost of employing Extension staff. The agreement would be in effect from Jan. 1, 2025, until Dec. 31, 2027.

Recommendation

The committee recommended adopting the proposed agreement template and a three-year pricing structure. The structure includes variable market adjustments to the program/position prices for 2025 and 3% inflationary price adjustments for 2026 and 2027.

The funds counties pay cover employees' salary, benefits and other direct costs such as travel (mileage, meals, and lodging) and training. During the next three years (2025-2027), on average, funds received from counties will be used as follows: on average, salaries and fringe (95%), and other direct expenses (5%).

2025-2027 Package Prices for University employed positions in County Extension Offices					
Program/Position	Base Price	2024 Actual	2025	2026	2027
			varies	3%	3%
Extension Educator ¹	1 FTE	\$89,085	\$100,000	\$103,000	\$106,100
Extension Educator, 4-H Youth Development	1 FTE	\$80,648	\$100,000	\$103,000	\$106,100
Program Coordinator (e.g. Master Gardener)	1 FTE	\$80,648	\$85,000	\$87,500	\$90,100
Administrative Support Staff	2080 hours	\$64,000	\$75,000	\$77,250	\$79,570
Short-term Temporary Casual Employees (Interns; Summer Coordinators)	Hourly	\$15.72/ Hour	Salary and fringe vary by classification and experience. See Exhibit A, Table C.		

¹Agriculture, Food, Natural Resources; Community Development; or Families, Health and Wellbeing.

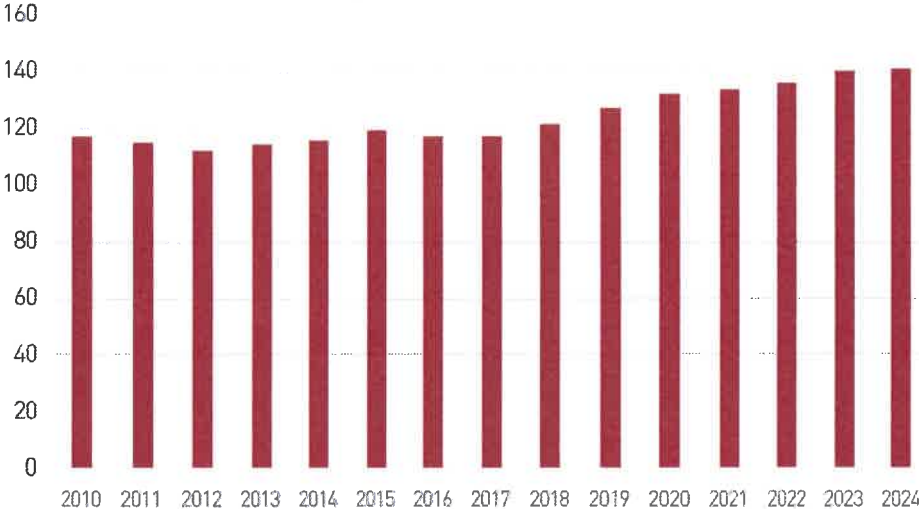
Price adjustments in context

Recent events have affected MOA pricing. In 2021, a planned 2% increase was canceled and in 2022 the price for ANR educators was reduced by 12%. Due to the highly competitive job market, in the spring of 2023 Extension raised starting salaries of all county Extension educators by 8.4% and made market adjustments to salaries of current employees. Extension absorbed the additional cost.

Package prices for 2025-2027 take into account pricing history, the consumer price index, COLA increases in counties across the state, U of M compensation changes and market data. Job market analysis indicates that additional salary adjustments will be necessary by the beginning of calendar year 2025. Market and merit adjustments for new hires and current employees as well as fringe rate changes are built into the 2025-2027 position price.

MOA-funded position trends

For 2024, counties contracted for 141.245 FTE Extension educators.



University-hired administrative and temporary staffing

For 2024, 21 counties contracted with the University to provide administrative support. Total FTEs equal 16.25, which is an average of .77 FTE per county. 70 counties enhanced their local program by contracting with the University for college interns/coordinators at an average investment of \$6,253 per county.



UNIVERSITY OF MINNESOTA EXTENSION

© 2024, Regents of the University of Minnesota. University of Minnesota Extension is an equal opportunity educator and employer. In accordance with the Americans with Disabilities Act, this publication/material is available in alternative formats upon request. Direct requests to 612-624-1222.



Frequently asked questions about the MOAs

What is included in the price that counties pay?

The package price is all-inclusive and includes employees' salary, benefits and other direct costs such as travel (mileage, meals, and lodging) and training. The funds counties pay also cover indirect costs such as human resources (e.g. employment searches, payroll, and performance management), finance and planning (e.g. accounting, expense reimbursement, oversight for risk management and contract management) and administrative support provided at the regional and state level for local programs.

How did Extension arrive at this pricing structure?

Six county commissioners and a county administrator who are members of the AMC Extension Committee worked with Extension's Chief Financial Officer Tamie Bremseth and Kia Harries, Director of Statewide Operations. The group reviewed changes that had been requested by counties and the University as well as financial information. That data included county cost of living adjustments, current positions on the market, University compensation rates and the Consumer Price Index.

Is there any room for a county to strike its own bargain for different prices or for an agreement of fewer than 3 years?

No. The prices are set based on the costs associated with the position package (salary & fringe, professional development, travel.) Three years is the preferred length of the agreement but it is possible to amend the terms in the second or third year.

What happens if a county declines to sign or is unable to afford the current price?

The program will no longer continue in the county. Extension will work with the affected staff member(s) to determine options available within University policy.

Will all county Extension employees see a pay raise as a result of these new contracts?

How soon will our local Extension educator see a benefit?

Many Extension educators and Master Gardener coordinators will receive an increase in their salaries in winter of 2025 as a result of these new contracts, which take effect January 1, 2025.

How many people work for Extension in these county-funded roles?

In 2024 there are 141.2 FTEs, up from 121.86 FTEs in 2018.



Agreement
Between the Regents of the University of Minnesota
And
Pennington County, Minnesota
For providing Extension programs locally and
employing Extension Staff

This Agreement (“Agreement”) between the County of Pennington Minnesota (“County”) and Regents of the University of Minnesota on behalf of its Extension unit, 240 Coffey Hall, St. Paul, Minnesota, 55108 (“University”) is effective January 1, 2025, and supersedes and replaces any and all current or existing agreements relating to Extension and its programs that may exist between the County and University.

The term of this Agreement shall be three (3) years, beginning on January 1, 2025 and ending on December 31, 2027, unless earlier terminated as provided in paragraphs 9 and 10.

WITNESSETH:

WHEREAS, Minn. Stat. §38.34 authorizes a Board of County Commissioners to incur expenses and spend money for County Extension work; and

WHEREAS, the money set aside and appropriated by the County Board in the County Extension Fund may be paid out by orders of the University’s Director of Extension, or the Director’s designee, as identified in Minn. Stat. §38.36, Subd. 3; and

WHEREAS, Minn. Stat. §38.37 provides that Extension educators must be employed according to University personnel procedures and must be University employees; and

WHEREAS, it is the intention of the County and University that the University shall provide Extension services on behalf of the County in exchange for considerations as detailed herein.

NOW THEREFORE, in consideration of the mutual undertaking and agreements contained within this Agreement, the County and University hereby agree as follows:

1. In accordance with Minn. Stat. §38.37 County desires to augment the University’s state-wide Extension programs (Programs) as detailed in Exhibit A, Table A. Exhibit A also details the University-hired administrative support specialists, short-term temporary casual program staff, and the

grant/partner-funded positions that the County supports. Program deliverables are listed in Exhibit B.

2. County recognizes that University costs for supporting these Programs and positions increase from year to year. The costs payable for these positions are reviewed by the Association of Minnesota Counties' ("AMC") Extension Committee and University's Extension central administration, at which time the parties agree on an appropriate inflation factor for the coming year(s). Unless County and University otherwise agree, the inflation factor will be as agreed to by AMC and University.

3. Based on the County's funding commitment, University agrees to hire, schedule, pay, and evaluate employees. University employees will follow University policies, procedures, contracts and labor agreements. University will provide salary and fringe benefits for the positions and, following University personnel guidelines, University will determine the salary adjustment of each University Extension employee. University will provide employee supervision, staff development, and performance management. University also agrees to provide Program leadership, connections to University research, enhanced programming from state/regional Extension employees, oversight for risk management and contract management, and payroll and accounting services, including reimbursing employees for business travel.

4. County agrees to provide local support in the form of a county-hired administrative support specialist or to contract with the University for administrative support. The County also agrees to provide office space, office furnishings, telephone, computer and printer, software, internet service, storage space, and general office supplies for the positions listed on Exhibit A. The University will recommend administrative support specialist responsibilities and technology needs (Exhibit C). Nevertheless, the County will determine the level of availability and type of local support as established in the annual budget.

5. University will bill the County quarterly and the County will submit payment within thirty-five (35) days of receipt of the bill. The total annual amount to be paid by the County for the Program and University hired administrative support specialist positions shall be billed and paid in four (4) equal quarterly payments. University will bill the County for short-term temporary casual positions as outlined in Exhibit A.

6. During an extended leave of absence (e.g. FMLA; educational leave), the University will continue the Program with regional educators and/or temporary employees with the involvement and concurrence of the County. The County will be billed at the contract price and will not incur any additional charges for regional educators or temporary employees. If the Program is reduced during

a leave of absence, the University and County will mutually agree to the amount the invoice should be adjusted.

7. As vacancies occur (e.g. retirement, resignation), and if the County and University agree to continue to support the desired Program and position, University will hire new personnel with the involvement and concurrence of the County. The County will not be billed for a position during the time that position is vacant. If temporary employees are hired to continue the Program during the hiring process, the County will be billed at the contract price.

8. Annually, the County Extension Committee, in coordination with University, will be responsible for approving the County Extension educational programming and services, as provided for in Minn. Stat. §38.37. The County Extension Committee will have the option to provide input to University on Programs as part of the University's annual Program evaluation. County and University will work together to address Program concerns. Program or personnel issues that cannot be resolved locally, should be addressed with the supervisor (Exhibit D - Org. Chart).

9. Nothing in this Agreement precludes the County or University at any time during the term of this Agreement from requesting a modification of the Program, including an adjustment of the number of University Extension personnel working in the County. The County or University will provide a minimum of ninety (90) days prior notice if either party desires a change in Programs that results in a decrease in the staffing or funding level, and both parties agree to enter into good faith discussions to address such request.

10. If University or the County in good faith determines that funding is no longer available to support the Programs or positions providing services locally, either party may terminate this Agreement. Termination of the Agreement in its entirety requires a minimum of ninety (90) days' prior notice. Notice shall be dated and provided in writing to the parties listed below as the contacts for this Agreement.

If to County: Jennifer Herzberg
Pennington County Auditor-Treasurer
101 Main Avenue, North
P.O. Box 616
Thief River Falls, MN 56701
E-mail: jmherzberg@co.pennington.mn.us

If to University: University of Minnesota
Minnesota Extension
Attn: Dean Beverly R. Durgan
240 Coffey Hall

1420 Eckles Avenue
St. Paul, MN 55108
E-mail: mnext@umn.edu

11. Each party agrees that it will be responsible for its own actions and the results thereof to the extent authorized by law and shall not be responsible for the acts of the other party or the results thereof. The County's liability is governed by the provisions of Minn. Stat. Chap. 466 and other applicable laws. The University's liability is governed by the provisions of the Minnesota Tort Claims Act, Minn. Stat. §3.736 and other applicable law.

12. Pursuant to Minn. Stat. §16C.05, Subd. 5, the University agrees that County, the State Auditor, or any of their duly authorized representatives at any time during normal business hours and as often as they may reasonably deem necessary, shall have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, etc., which are pertinent to the accounting practices and procedures of relating to this Agreement. University agrees to maintain these records in accordance with applicable law.

13. All data collected, created, received, maintained, or disseminated for any purposes by the activities of University because of this Agreement is governed by the Minnesota Government Data Practices Act, Minn. Stat. Chap. 13, as amended, the Minnesota Rules implementing such Act now in force or as adopted, as well as Federal Regulations on data privacy.

14. With respect to their obligations under this Agreement, the University and the County are committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, color, creed, religion, national origin, sex, age, marital status, disability, public assistance status, veteran status, sexual orientation or other classifications protected by state or federal law. In adhering to this policy, the University abides by the Minnesota Human Rights Act, Minnesota Statute Ch. 363A; by the Federal Civil Rights Act, 42 U.S.C. 2000e; by the requirements of Title IX of the Education Amendments of 1972; by Sections 503 and 504 of the Rehabilitation Act of 1973; by the Americans With Disabilities Act of 1990; by Executive Order 11246, as amended; by 38 U.S.C. 2012, the Vietnam Era Veterans Readjustment Assistance Act of 1972, as amended; and by other applicable statutes and regulations relating to equality of opportunity.

15. This Agreement may be executed in counterparts and/or by electronic signature, each counterpart of which will be deemed an original, and all of which together will constitute one agreement. The executed counterparts of this Agreement may be delivered by electronic means, such as email, and the receiving party may rely on the receipt of such executed counterpart as if the original had been received.

– Signature Page Follows –

IN WITNESS WHEREOF, the parties by their respective authorized agents or officers have executed this Agreement.

County of Pennington

BY _____
Chair, County Board of Commissioners

DATE _____

Approved as to form:

BY _____
County Attorney

DATE _____

Regents of the University of Minnesota

BY _____
Dean, University of Minnesota Extension

DATE _____

Agreement between the Regents of the University of Minnesota through its Extension and Pennington County, Minnesota

Exhibit A: Extension Programs and Positions Supported by the County

The County has agreed to support the following University of Minnesota Extension Programs and positions. Package prices are based on a three-year commitment unless otherwise noted.

Table A: Programs

County agrees to provide the funds identified below to augment the following Extension Programs and positions. Package prices include salary, fringe, travel, and other expenses as described in paragraph 3 of the above-referenced “Agreement.”

Program/Position	2025		2026		2027	
	FTE	Price	FTE	Price	FTE	Price
Extension Educator – 4-H Youth Development	1	\$100,000	1	\$103,000	1	\$106,100
Total	1	\$100,000	1	\$103,000	1	\$106,100

Table B: Administrative Support Specialist – Does NOT apply

Table C: Short-term Temporary Casual Program Staff (e.g., College Intern; Summer Coordinator)

County agrees to provide the funds identified below to support University-hired short-term temporary casual program staff. Salary and fringe vary by classification and experience. Unless otherwise noted, the University has the flexibility to hire individuals into the classification that matches the employee’s qualifications and best serves the county Program needs. Funds provided will be used to cover salary, fringe, travel, and other expenses as described in paragraph 3 of the above-referenced “Agreement.”

Casual Program Staff	2025 Total Funds	2026 Total Funds	2027 Total Funds
Temp-Casual Staff – 4-H Youth Development	\$10,040	\$10,340	\$10,650
Temp-Casual Staff – 4-H Youth Development	\$6,550	\$6,750	\$6,955
Total	\$16,590	\$17,090	\$17,605

Table D: Grant/Partner Funded Positions – Does NOT apply

Agreement between the Regents of the University of Minnesota through its Extension and Pennington County, Minnesota

Exhibit B: Program Deliverables

The University of Minnesota Extension offers the County four options for augmenting Extension programming locally. Deliverables within a county depend on the Program(s) selected (Exhibit A - Table A) and the level of investment in the Program.

4-H Youth Development:

1. The county 4-H program will be delivered to promote youth learning, leadership and service with research-based curricula and educational methods.
2. All 4-H'ers will have opportunities to showcase their learning, leadership and service at public events.
3. All 4-H'ers will have opportunities to participate in regional, state and national 4-H programs and events.
4. A volunteer system will be in place to recruit, train and engage adults to support the delivery of the county 4-H program.
5. Community needs and opportunities will be discussed and 4-H program plans, program calendar, impact reports and other communications will be shared with the County Extension Committee, 4-H membership and families, and other stakeholders.

Agriculture, Food and Natural Resources:

1. Extension educators will provide customized, research-based resources and education to meet identified County needs.
2. Extension educators will provide agricultural, horticultural, and natural resource adult education that is reliable and practical, using a variety of delivery methods/platforms.
3. Extension educators will provide technical assistance (phone, online, in-person) for homeowners and farmers.
4. Extension Master Gardener Volunteer Program coordinators will guide county volunteers in volunteer recruitment, training, and program delivery, with a focus on sharing research-based horticultural knowledge and practices, cultivating diverse collaborations, supporting project-based volunteer activities and inspiring change.
5. Extension educators and program coordinators will discuss county needs and share program goals, impact reports, calendar of events, newsletters, and other communications with the County Extension Committee and other stakeholders.

Family, Health and Wellbeing:

1. Extension Educators and SNAP Ed/EFNEP Health and Wellness Coordinators will promote health through education in family nutrition, family resource management/finances, family mental health, substance use and recovery, and/or parent education.
2. Extension Educators and SNAP ED/EFNEP Health and Wellness Coordinators will work with, adapt, and deliver programs for new, diverse, and historically underserved audiences.
3. Extension educators will develop, train, consult, implement, and evaluate educational programs based in scholarly/scientific research and community needs/assets.
4. Extension Educators will conduct applied research in collaboration with campus faculty and county partners, if applicable to local needs and demographic trends.
5. Extension will communicate with the County Extension Committee and other stakeholders by discussing community needs, sharing program goals to meet community needs, sharing impact reports, and discussing feedback for future programming.

Community Development:

1. Extension Educators will work with community leaders, including the County Extension Committee, to engage different segments of the community to understand and assess the issues affecting their community and its development.
2. Extension Educators will facilitate the development of an annual community development action plan that guides educational programming and applied research for the county on an annual basis and contributes to the development of a core \set of community development resources for the county.
3. Extension Educators will facilitate and support access to community development educational programming in the county such as programs in leadership development, tourism, entrepreneurship, workforce development, placemaking, and others tailored to the needs of the county.
4. Extension Educators will coordinate applied research programs that examine issues of community and economic development that help community leaders better understand these issues and inform actionable responses.
5. Extension Educators will evaluate the short and long-term impacts of community development programming in the county and share this information with the County Extension Committee and other stakeholders.

Agreement between the Regents of the University of Minnesota through its Extension and Pennington County, Minnesota

Exhibit C: University Recommendations

The County will determine the level of availability and type of local support as established in the annual budget. Per the Memorandum of Agreement, paragraph 4, the University offers the following recommendations for the time and responsibilities of county-hired administrative support specialists; and, technology support for Extension employees located in county Extension offices.

1. Technology recommendations for Extension employees located in county Extension offices

- Hardware: Laptop computer; keyboard and mouse; monitor; docking station; camera with microphone; and, printer or access to a shared printer for each employee.
 - A laptop computer is recommended over a desktop computer for ease of use offsite (e.g. county fair; programs)
- Software: Allow for installation, use, and updates to University-provided software on county hardware and networks: Google Workspace; Microsoft Office; Web Conferencing (e.g. Zoom); 4HOnline
 - Google Workspace is used by the University for email, shared calendars, online document editing and storage, and quick connections by chat or video.
 - Microsoft Office is used to create documents, spreadsheets, and presentations.
 - Web Conferencing tools, like Zoom, are used by the University for regularly scheduled internal and external meetings and training (e.g. updates on 4honline and fair entry software).
 - 4-HOnline is an online member enrollment and event management software used by Minnesota 4-H.
- Website Access:
 - University and Extension web pages are used for internal communication, accessing resources for program participants, and updating county websites.
- Social Media Access
 - Facebook and X (formerly Twitter) are used for promoting programming to the public, including 4-H members and volunteers.
- Access to electronic county forms/documents required for the position.
- Support from County IT.

2. Recommendations for time and responsibilities of county-hired administrative support specialists

- A minimum of 20 hours/week/year round (1040 hours) of support is recommended with additional hours needed as the size and scope of Programs increase.

- University-hired Administrative Support Specialist position description, copied below, is an example of tasks to be completed by a county-hired administrative support specialist.

Example Position Description
Extension Administrative Support Specialist

An Extension Administrative Support Specialist provides day-to-day operations including customer service and administrative support for all county Extension programs and activities. This position provides support for 4-H, Master Gardeners, Agriculture and Natural Resources, and SNAP Ed.

County Program Support

- Assists Extension staff in planning and developing resources and events.
- Assists in communicating Extension programs through website updates, social media, listservs, newsletters, and print and radio media.
- Helps to ensure Extension is adhering to applicable county and University policies.
- Provides direct and back-up support for the county 4-H program.
- Provides backup and backfill assistance for similar programs.

Office and General Administration

- Operates and maintains general office equipment; consults with IT as appropriate.
- Orders, maintains, and manages office supplies and publications for the department.
- Processes office mail.
- Maintains schedule for office meeting rooms.
- Participates in training, professional staff development, and conferences.
- Point of contact for the county Extension office; receives, greets, and responds to requests; provides resources and referrals to questions and distributes requests/messages to correct parties.
- Provides clerical and technical office support for all Extension programs and staff.
- Assists with creating and modifying electronic documents, brochures, program fliers, posters, reports, and correspondence. Prints, scans, and files materials.
- Provides support to the county Extension committee.
- Administers Extension Office accounting activities including deposits, accounts payable, and processing invoices and vouchers for payment reviews financial statements monthly.



AUDITOR – TREASURER’S OFFICE

101 Main Avenue North

P.O. Box 616

Thief River Falls, MN 56701

(218) 683-7000

December 27th, 2024

MnDOT
395 John Ireland Blvd.
St. Paul, MN 55155

RE: Safe Routes to School Program & Grant

To Whom It May Concern:

The purpose of this letter is to show our support for the Thief River Falls School District (ISD#564) to receive a grant and complete a Safe Routes to School plan.

The TRF School District has identified multiple safety concerns related to traffic at the Challenger Elementary School (CES). The school is located on the southern edge of Thief River Falls where traffic has increased substantially in recent years due to construction of an adjacent roundabout. Another major safety factor is a two-mile bussing rule implemented by the school district this current school year, which resulted in increased traffic to/from the school and also more students traveling for school on foot or by bicycle.

These safety factors and concerns support creation of a Safe Routes to School plan, which will encourage walking and biking safely to and from school, and also will provide safe means of drop-off and pick-up of students.

The safety of our children and students are a priority of Pennington County, and we believe this project should be as well.

Regards,

Seth Nelson, Chairman
Pennington County Board of Commissioners

Pennington County Highway Dept.
County Engineer's Office

250 125th Avenue NE
Thief River Falls, MN 56701

Telephone (218) 683-7017
Fax (218) 683-7016

Pennington County, Minnesota

A RESOLUTION TO SPONSER AN APPLICATION TO MNDOT SAFE ROUTES TO SCHOOL PROGRAM FOR IMPROVEMENTS AT CHALLENGER ELEMENTARY

WHEREAS the Minnesota Department of Transportation (MnDOT) Safe Routes to School Program assists schools and communities create safer walking and biking routes for children; and

WHEREAS MnDOT Safe Routes to School Program solicits application to enable schools and communities to implement Safe Routes to School infrastructure

WHEREAS, Thief River Falls Public Schools ISD #564 have identified safety concerns related to traffic at Challenger Elementary School; and

WHEREAS the Safe Routes to School program requires a state-aid city or county sponsor for application submission; and

WHEREAS all funding for non-eligible work items including engineering, and costs exceeding the grant award have been secured for this project.

WHEREAS, Pennington County has reviewed and approved the project and agreed to sponsor the grant application.

NOW, THEREFORE, BE IT RESOLVED that Pennington County Board of Commissioners supports the submittal of an application for the Safe Routes to School Program for Challenger Elementary; and

BE IT FURTHER RESOLVED that Pennington County agrees to act as the sponsoring agent for Thief River Falls Public Schools #564 and shall ensure the project complies with all applicable laws, rules, and regulations.

STATE OF MINNESOTA
County of Pennington

I do hereby certify that the foregoing resolution is a true and correct copy of a resolution presented to and adopted by the County of Pennington at a duly authorized meeting thereof held on the 27th day of December 2024.

Jennifer Herzberg
Pennington County Auditor/Treasurer

Memorandum of Understanding Between Pennington County and Teamsters Local #320

This Memorandum of Agreement (“MOA”) is made and entered into between Pennington County (“County”) and Minnesota Public and Law Enforcement Employees’ Union, Local No. 320 (“Union”).

WHEREAS, the Union is the certified exclusive representative employment for non-licensed essential employees of the Pennington County Sheriff’s Office, including Dispatcher/Jailer, Corrections Officer, Jail Program Director, Sergeants, and STS Officer;

WHEREAS, the County and the Union are parties to a collective bargaining agreement (“CBA”) effective January 1, 2024 through December 31, 2026;

WHEREAS, the County and the Union seek to address pay issues that have arisen in light of the labor market;

BE IT HEREBY RESOLVED, the parties agree to amend CBA §16.6 as follows:

- 16.6 The employer shall have the option to start a new employee at any step up to Step 4~~the two-year pay step~~, due to prior experience. This option shall be solely up to the employer’s discretion. If the employer exercises this option and the result is that current employees in the same job classification are at a lower step than the newly hired employee, then each of the affected current employees in that job classification must immediately be placed at the same step as the new hire.

This MOA represents the complete and total agreement between the parties related to this matter.

IN WITNESS WHEREOF, the parties hereto have executed this MOA on the dates shown by their signatures.

PENNINGTON COUNTY

TEAMSTERS LOCAL 320

Dated

Roger Meunier 12/19/24
Roger Meunier Dated
Business Agent

[Signature] 12-23-24
Steward Dated
PAUL MAHONEY

[Signature] 12-23-2024
Steward Dated



PENNINGTON COUNTY PERSONNEL POLICY

EFFECTIVE: 01/01/2025

This policy manual is intended to provide Pennington County employees with a guide and resource to County Board-approved policies and procedures, which are intended to ensure fair and consistent treatment and equal opportunity with applicable law.

TABLE OF CONTENTS

ARTICLE 1. INTRODUCTION & EXPECTED BEHAVIOR.....1

ARTICLE 2. PURPOSE OF POLICIES AND PROCEDURES 1

ARTICLE 3. SCOPE, GENERAL PROVISIONS, TERMINOLOGY 1

ARTICLE 4. EMPLOYMENT, HIRING, PROBATIONARY PERIODS 5

ARTICLE 5. EMPLOYEE PERSONNEL RECORDS 9

ARTICLE 6. PAYROLL 11

ARTICLE 7. HOURS OF WORK, ATTENDANCE, ACCOMMODATIONS 12

ARTICLE 8. SALARY AND WAGE ADMINISTRATION..... 13

ARTICLE 9. OVERTIME, COMPENSATORY TIME, DRIVING TIME..... 14

ARTICLE 10. JOB EVALUATION AND CLASSIFICATION..... 15

ARTICLE 11. SAFETY; WORKER’S COMPENSATION 16

ARTICLE 12. TERMINATION OF EMPLOYMENT 18

ARTICLE 13. VACATION, SICK LEAVE/ESST, HOLIDAYS, TIME DONATIONS..... 19

ARTICLE 14. LEAVES OF ABSENCE 23

ARTICLE 15. INSURANCE, REIMBURSEMENTS, LONGEVITY PAY 28

ARTICLE 16. DISCIPLINE 31

ARTICLE 17. GRIEVANCE PROCEDURE 33

ARTICLE 18. CONFLICTS OF INTEREST 34

ARTICLE 19. SEXUAL HARASSMENT, VIOLENCE, OFFENSIVE CONDUCT 36

ARTICLE 20. AFFIRMATIVE ACTION / EQUAL EMPLOYMENT OPPORTUNITY 43

ARTICLE 21. EMPLOYEE ASSISTANCE PROGRAM 44

ARTICLE 22. INCLEMENT WEATHER POLICY 45

ARTICLE 23. FIREARMS POLICY 46

ARTICLE 24. COMPUTER, INTERNET, EMAIL USE POLICY 46

ARTICLE 25. COMMUNICATIONS POLICY 49

ARTICLE 26. DRUG, ALCOHOL, AND CANNABIS-FREE WORKPLACE POLICY 49

ARTICLE 27. TOBACCO, DRESS CODE, PERSONAL HYGIENE, PERSONAL HEATERS 51

ARTICLE 28. HEALTH REIMBURSEMENT ARRANGEMENT (VEBA)..... 51

APPENDIX A. TENNESON WARNING FOR EMPLOYEES

APPENDIX B. OVERTIME REQUEST FORM..... ..

APPENDIX C. FMLA REQUEST FORM

APPENDIX D. ORAL REPRIMAND FORM (SAMPLE)..... ..

APPENDIX E. WRITTEN REPRIMAND FORM (SAMPLE)

PERSONNEL POLICY ACKNOWLEDGEMENT

ARTICLE 1: INTRODUCTION & EXPECTED BEHAVIOR

The Pennington County Board of Commissioners has approved the policies and procedures contained within this manual, which are intended to provide county employees with a guide and resource regarding their employment and personnel issues. These policies and procedures are intended to ensure employees are afforded fair and consistent treatment, and equal opportunity in accordance with law. The Board hopes this policy manual will promote and ensure a spirit of confidence and cooperation between the Board and all employees.

The Pennington County Board of Commissioners, hereinafter the Board, expects that all employees will provide the county with their best effort, accept full accountability for their actions and responsibilities, and strive for the highest levels of integrity and professionalism.

EXPECTED BEHAVIOR

Our main purpose is to provide services, to the public and to each other, with a tone of behavior that manifests respect and would be perceived as commendable. Each and every employee is expected to show a kind and courteous demeanor towards the general public and also towards fellow employees. Violent, offensive, or rude behavior will not be tolerated nor condoned.

ARTICLE 2: PURPOSE OF POLICIES & PROCEDURES

These policies and procedures provide a consistent and comprehensive system of human resource administration that addresses Pennington County's, hereinafter the County, principles and values.

The Board strives to be fair and honest with its employees and to respect their rights and responsibilities. The Board insists that all levels of staff be fully committed to achieving respectful and harmonious working relationships among each other.

The Board recognizes the contributions made by employees to the effectiveness of county government and that the future of the county and its growth depends on these contributions. These policies recognize that employee job satisfaction promotes productivity and efficiency, and the Board strives for all county employees to feel valued, appreciated, and respected.

Nothing in this policy is meant to, nor should it be interpreted to, in any way limit employees' rights under any applicable federal, state, or local laws, including rights under the NLRA to engage in protected, concerted activities with other employees to improve or discuss terms and conditions of employment, such as wages, working conditions, and benefits. Employees have the right to engage in or refrain from such activities.

This policy was prepared and recommended by the County Coordinator and has been approved by the County Board in accordance with Minnesota Statute 375.

ARTICLE 3: SCOPE AND GENERAL PROVISIONS

3.1 SCOPE OF POLICY MANUAL: Subject to the requirements of state and federal law, and any provision of a collective bargaining agreement, the policies contained within this manual apply to all county employees.

This manual and its specific contents, statements, and positions are not intended to create a contract between the County and any of its employees. It is understood that employment with the County is at-will and employees may terminate their employment with the County at any time for any reason. The County reserves a similar right, subject to any statutory or constitutional restrictions placed upon it as a public employer. This manual supersedes any prior policies, past practices, or oral representations made by the County or its designees.

3.2 MODIFICATIONS AND REVISIONS: The Board retains the right to add, modify, or revoke any of these policies at any time, superseding all prior provisions. The County Coordinator has the authority to modify this manual as necessary to ensure its accuracy, clarity, or ease of use, provided that such changes:

- Do not modify the meaning or scope of the manual or of any policy (or absence of policy) contained therein; and,
- Do not modify the county's rights and responsibilities to employees or employees' rights and responsibilities to the county.

3.3 DISTRIBUTION: Copies of this policy will be available to all employees, appointing authorities, and interested union representatives. Printed copies of this policy will be on file in the County Coordinator's office. A printed and/or electronic copy of this policy will be provided to all employees upon its adoption and upon employee new hire.

3.4 CONFLICT WITH LAW AND SAVINGS CLAUSE: This policy is subject to the laws, rules, and regulations of the United States, State of Minnesota, and Pennington County. If any rule or policy of Pennington County inadvertently or subsequently conflicts with any state or federal law, the controlling law will apply. In the event any provision of this policy is found to be contrary to law by a court of competent jurisdiction from whose final judgment no appeal has been taken, such provision or provisions will be considered void. If any of these policies are held invalid by judicial or legislative action, the remaining policies will not be affected. The voided provision or provisions may be changed to comply with the law.

3.5 DISCLAIMER: In accordance with Minnesota Statutes, the Board hereby declares its intent to defend and indemnify any of its officers or employees for damages claimed or levied against the officer or employee, provided that the officer or employee was acting in the performance of the duties of the position and was not guilty of malfeasance in office, willful neglect of duty, or bad faith.

3.6 MANAGEMENT RIGHTS: It is recognized that, except as expressly stated herein, the County will retain the full and unrestricted rights and authority as are necessary for it to operate and direct the affairs of the county in all its various aspects, including, but not limited to, the right to direct the working forces; to plan, direct, and control all the operations and services of the County; to establish functions and programs; set and amend budgets; to determine the methods, means, organization and number of personnel by which such operations and services are to be conducted; to determine the utilization of technology; to establish and modify the organizational structure; to assign and transfer employees; to schedule working hours and to assign overtime; to determine whether goods or services should be made or purchased; to hire, promote, demote, suspend, discipline, discharge, or relieve employees due to lack of work or other legitimate reasons; to make and enforce policies and regulations; to change or eliminate existing methods, equipment or facilities and to perform all inherent managerial functions not specifically limited by current collective bargaining agreements, these regulations, and Board resolutions. The County agrees to apply the terms of this policy to all employees fairly and without discrimination.

Terms and conditions of employment not specifically established or modified by this policy or current

collective bargaining agreements remain solely within the discretion of the employer to modify, establish, or eliminate.

3.7 ROLES AND RESPONSIBILITIES:

BOARD OF COUNTY COMMISSIONERS: Responsible for the approval and revisions of personnel policies; final arbitrator in questions of interpretation and application of non-contract policies.

PERSONNEL COMMITTEE: Committee of individuals including, but not limited to, two appointed County Commissioners, County Coordinator, and the County Attorney, responsible for offering recommendations to the Board as requested on various issues related to classification and other personnel policy related issues.

COUNTY COORDINATOR: Responsible for Human Resources administration of personnel and benefit policies and collective bargaining agreements in the county; can be the liaison between the Board and departments; makes recommendations to the Board on these policies; will develop and provide the necessary forms, procedures, and instructions for the implementation of this policy.

DEPARTMENT HEADS/SUPERVISORS: Responsible for the application of personnel policies within departments and for employees under their immediate supervision; may also develop operational departmental procedures.

EMPLOYEES: Responsible for conformance to approved personnel policies.

3.8 TERMINOLOGY/DEFINITIONS:

BUSINESS: Any corporation, partnership, proprietorship, firm, enterprise, franchise, association, organization, self-employed individual, or any other legal entity which engages in non-profit or profit-making activities.

CLASS or CLASSIFICATION: All positions sufficiently similar in duties, authority, and responsibility to permit grouping under a common title with equity of common standards of selection.

COLLECTIVE BARGAINING AGREEMENT (UNION CONTRACT): A contract negotiated between the County and a Union representing a defined group of employees outlining wages, benefits, and terms and conditions of employment.

CONFIDENTIAL INFORMATION: Any information obtained under government authority which has not become part of the body of public information and which, if released prematurely or in non-summary form, may provide unfair economic advantage or adversely affect the competitive position of an individual or a business.

CONTINUOUS SERVICE: Shall consist of employment with no break in employment. (i.e. not having to be rehired.)

UNION EMPLOYEE: An employee within a defined bargaining unit and governed by a collective bargaining agreement (union contract).

DEMOTION: A change in an employee's status from a position in one class to a position in another class with less responsible duties and a lower wage or salary range.

DEPARTMENT MANAGER: An elected or appointed official who is responsible for the management of a county department.

EQUITVALENT POSITION: A position that is equivalent to the employee's former position in terms of pay, benefits, workings conditions, and status.

EXEMPT POSITIONS: Elected public officials and employees appointed to an executive, administrative, or professional position as defined by the Fair Labor Standards Act and Minnesota's wage and hour laws. Exempt positions are salaried and will not receive overtime and compensatory time off.

FULL-TIME EMPLOYEE (PERMANENT): An employee who has completed the probationary period and continues to work a regular schedule of 37.5+ hours per week.

FULL YEAR OF EMPLOYMENT: Non-Exempt - The completion of a minimum of at least 1950 regular, non-overtime hours in pay status over a twelve-month period; Exempt – The completion of a minimum of at least 52 weeks in pay status over a twelve-month period.

GRANT EMPLOYEE: An employee who works for the County under a grant will be considered a county employee and is eligible for applicable county benefits as allowed by policy or grant.

HIRE DATE: The date on which an employee's employment with the County begins and consists of continuous service with the County.

IMMEDIATE FAMILY: Mother, father, sister, brother, son, daughter, spouse, grandparents, grandchildren, like members of the spouse's family, or a member of the employee's household.

INDEPENDENT CONTRACTOR: An individual, firm, or business who provides services for the county under a purchase of service agreement or other contract; such are not eligible for any county benefits.

LOUDERMILL HEARING: An impartial hearing that must be provided to a government employee in permanent status prior to removing or impacting the employment property right (e.g. termination of employment, severe discipline resulting in loss of pay).

NON-UNION EMPLOYEE: An employee who is not represented by a third party or governed by a collective bargaining agreement.

NON-EXEMPT POSITIONS: An employee for whom the county is required to pay overtime under the provisions of the Fair Labor Standards Act and Minnesota's wage and hour laws.

PART-TIME EMPLOYEE: An employee who remains in pay status and is regularly scheduled to work, on an annual basis, less than 37.5 hours per week.

PART-TIME EMPLOYEE (PERMANENT): An employee who is regularly scheduled and works less than 1950 hours per year. Such employees shall receive pro-rated sick leave, vacation, and holiday pay. Vacation accrual shall be based on the beginning or start rate with no additions based on years of service.

PRIVATE INTEREST: Any interest which pertains to a person or business whereby the person of business would gain a benefit, privilege, exemption, or advantage from the action of the County employee that is not available to the general public.

PROBATIONARY PERIOD: The first 6 months of employment of any permanent or temporary employee in which he/she is required to demonstrate suitability for the position for which they were hired. The County may extend the probationary period one time, up to six additional months.

PROMOTION: A change in an employee's status from a position in one class to a position in another class with more responsible duties and a higher wage or salary range.

RECLASSIFICATION: The re-rating of an existing job with more or less duties where the essential job functions have remained intact.

SEASONAL/TEMPORARY EMPLOYEE: Any employee working full-time or part-time for a definite period of time, not to exceed more than 67 working days per calendar year. Employees in this category will not be entitled to any benefits or insurance coverage under this policy manual except for holidays and employee Earned Sick and Safe Time as outlined in this manual.

TRANSFER: The movement of an employee from one position to another position at the same level or a comparable level.

VETERAN: Applicants and employees who are veterans as defined in MN Statute 197.447 who are entitled to veteran's preference as outlined in MN Statutes 197.455 and 197.46. The provisions of this law will supersede any provisions of the policies outlined in this manual.

VOLUNTEER: An individual who volunteers to perform services for the county and does not receive compensation of any kind and such services performed are not the same type of services an individual is employed to perform.

ARTICLE 4: EMPLOYMENT, HIRING, PROBATIONARY PERIODS

POLICY STATEMENT: It is the Policy of the County to practice equal opportunity in the recruitment and selection of candidates for position openings. This policy is in conformance with Affirmative Action and Veteran's Preference Laws. Department heads will abide by this policy in all hiring and promotion practices.

4.1 POSITION OPENINGS; NEW EMPLOYEES: The department head shall notify the Board of their intent to employ new or to fill position vacancies prior to hiring. All position openings or vacancies, except those specifically exempted by the Board, will be reviewed by the Board and approved for filling prior to advertising and hiring. Initial pay/salaries shall be reviewed by the Personnel Committee and/or the Board.

Prior to requesting Board authorization to create a new position, the department head will bring the proposal to the Personnel Committee for review and approval.

Proposed changes in position classification must be submitted in accordance with the job evaluation procedures detailed in these policies.

4.2 ADVERTISEMENT OF POSITION OPENING: When it's determined that a vacancy/position is to be filled, it will be advertised for a minimum of two weeks in the county's newspaper of record. Ads will also be posted on the county website and in the Government Center. Other advertising/recruitment methods may include, but are not limited to, online sources, radio, public and private employment

services, and educational institutions.

4.3 APPLICATION PROCEDURE: Each applicant for a county position must apply by submitting a County Employment Application to the County Coordinator or the contact person listed in the employment ad. Resumes and additional application materials may also be submitted. The County may require the presentation of certificates, licenses, or other forms of evidence of special qualifications, when necessary or required per the job description.

4.3.1 Fraudulent information on the county application may result in immediate disqualification of the applicant, or disciplinary action of an employee applicant regardless of length of service and performance.

4.3.2 All applications and related materials will be maintained by the County Coordinator or department head. After hiring of an applicant, all position applications will be returned to and maintained by the County Coordinator or the associated department head.

4.3.3 REJECTION OF APPLICATIONS: Applications may be rejected for any of the following reasons:

- Lack of minimum specified qualifications
- Fraudulent, false, or deceptive statements
- Incomplete application
- Failure to respond within five working days to any inquiry of the County Coordinator or the department head relative to availability for appointment/interview
- After an applicant has been considered for three different postings and has not been successful
- Unsatisfactory reference investigation or Post licensing requirements
- Applicant fails to maintain a record of current address and/or phone number with the County Coordinator's office
- In the case of promotional lists, the candidate terminates from county service

A department head may request that the County Coordinator remove an applicant from the eligibility list for any of the above reasons. Such requests will be in writing and provide adequate documentation of the reasons. The County Coordinator will respond to any inquiries from disqualified applicants regarding their disqualification.

4.3.4 MATERIAL RETENTION: Applications and related materials will be retained by the County Coordinator or department head for such position for the duration of an applicant's inclusion on an eligibility list.

4.4 EXAMINATIONS: The examination process may consist of one or more of the following methods: personal interview, achievement or performance tests, ratings of experience and training, oral tests, evaluation of daily work performance, physical agility tests, work samples, physical examinations or other acceptable selection techniques. Any method(s) chosen will evaluate only those criteria necessary to adequately perform in the position.

4.4.1 RIGHTS OF APPLICANTS: Applicants have the right to be informed of their own scores on application ratings, competitive exams, etc. In the event an applicant objects to their score, the County Coordinator or department head will investigate the objection and respond to the applicant.

4.4.2 VETERAN'S PREFERENCE: In accordance with law and upon request by a veteran applicant, preference points will be given in the hiring process to recognize military training, experience, and possible service-connected disability.

4.5 ELIGIBILITY LISTS: If the number of candidates exceeds the number to interview, at least two members of a hiring committee will rank eligible candidates on a 100-point scale, with such scale and the number to interview determined prior to ranking. The names of the candidates will be placed on the list in the order of their final ratings beginning with the highest, except as modified by veteran's preference points.

4.6 INTERVIEWS: Interview questions and format will be consistent among applicants and will measure necessary job skills, abilities, and candidate merits. The county depends on and expects the hiring committee to evaluate each candidate without regard to unfair influences or considerations.

4.7 SELECTION: The hiring committee will rank the interviewees based on interview performance, skills, abilities, education, etc. without regard to unfair influence or consideration given. Before employment offers are made, reference checks may be conducted on finalists being considered for employment. Initial pay/salaries shall be reviewed by the Personnel Committee and/or Board.

4.8 MEDICAL EXAMINATIONS: For certain positions, a medical and/or psychological examination may be required for only job-related reasons, such as for a peace officer position. The offer of employment may be conditional upon successful completion of a medical and/or psychological examination by a physician or psychologist designated by the department head and/or the County Coordinator. Applicants for peace officer positions may be required to undergo a psychological evaluation before a job offer is made, provided the psychological evaluation is for the job-related abilities set forth by the POST Board. The county will pay for all required physical and psychological examinations.

4.9 NOTIFICATION OF CANDIDATES: The County Coordinator, their designee, or the department head will notify all unselected candidates in writing that they are not moving forward in the hiring process. Such person shall also provide the candidate selected to fill the position with written confirmation of the selection immediately following final approval. The notification will include the job title, starting salary, starting date and time, and place to report. A copy of the notification will be filed in the employee's personnel file.

4.10 TEMPORARY AND CASUAL APPOINTMENTS:

4.10.1 When practical, temporary and casual appointments will be made from eligibility lists. If such an appointment is not practical due to lack of an eligibility list, time constraints, or other appropriate reasons, the County Coordinator, Personnel Committee, or Board may authorize temporary or casual appointment of an individual selected by the department head.

4.10.2 Where employees become eligible for union membership after 67 days in a calendar year, temporary employment will be limited to periods of no longer than 67 days in a calendar year.

4.10.3 For non-union temporary or seasonal employment, appointments will not exceed 120 working days.

4.11 COLLECTIVE BARGAINING AGREEMENTS: Nothing in this section will supersede the obligation to post position vacancy announcements as detailed in collective bargaining agreements.

4.12 NEPOTISM: Relatives of current employees have the same rights to employment with the County as other citizens; as do persons with whom employees are involved in marital relationships, domestic

partner relationships, or other committed relationships. However, to avoid conflict of interest, no county employee or elected official may take part in decisions to hire, retain, promote, or determine the salary of his or her relative or other person (as listed above). Additionally, no county employee or elected official is to be assigned substantive responsibility for supervising or directing the work of his or her immediate family member or any person with whom the supervisor is involved in a marital relationship, domestic partner relationship, or other committed relationship.

4.13 VETERAN'S PREFERENCE: In all examinations, candidates who are veterans will be ranked on the eligibility list in order of their final score with the addition of preference points as provided for in Minnesota Statutes, 197.455. Qualifying disabled veterans who so elect will have ten (10) preference points added to their rating score and nondisabled veterans may claim five (5) preference points. In the event of tie scores, where one of the candidates is a veteran, the veteran will be placed ahead of the non-veteran on the eligibility list.

In the case of a current veteran employee seeking promotion, a disabled veteran may claim a five (5) point preference. Such preference will be granted only for the first promotion after receiving county employment and only to employees who document a permanent, service-connected disability of 50% or more. Rank on the eligibility list shall be determined by the combination of the examination score plus the five (5) preference points approved. In the event a veteran's score with preference points added is the same as a non-veteran's score, the veteran will be placed ahead of the non-veteran on the eligibility list.

Note: A DD214 or equivalent form is required for proof of any service for which veteran's preference will be granted.

4.14 PROBATIONARY PERIODS:

County employees serve a probationary period for the purpose of assessing abilities, physical and mental capabilities, skills and interests, and/or the conduct necessary to merit continuance in the position or employment. An employee not demonstrating acceptable ability, physical and mental capabilities, skills and interests, or conduct may be dismissed during the probationary period without prior notice or obligation.

4.14.1 INCLUSIVENESS: All employees newly hired or re-hired, promoted, demoted, or transferred to a regular vacant position, will serve an "initial" probationary period.

4.14.2 DURATION: The probationary period will be six months in duration beginning on the date of hire, promotion, demotion, or transfer and may be extended once up to an additional six (6) months with the approval of the Supervisor and Department Head with notification provided to the County Coordinator.

4.14.3 PROBATIONARY PERFORMANCE MANAGEMENT: Department heads and supervisors are strongly encouraged to carefully monitor the progress of a probationary employee and to conduct coaching, one-on-one meetings, and performance appraisals duration the probationary period as deemed necessary. A newly hired or re-hired employee will be terminated if, in the department head's opinion, the employee has not demonstrated the necessary ability, physical and mental capabilities, skills and interest to perform the duties of the position adequately, or the conduct necessary to merit continuance in the position.

4.14.4 COMPENSATION: No pay raises, with the exception of general COLA adjustments, will be enacted during the probationary period.

4.14.5 PROBATIONARY BENEFITS: Health insurance coverage becomes effective the first day of the calendar month following the date of hire; Basic life insurance (full-time employees) benefits will begin the first day of the calendar month following 30 days from hire. Social Security, Medicare, and PERA (when applicable) benefits begin with the first day of employment.

Vacation time shall accrue beginning the first day of employment, however vacation time may not be taken until the completion of three (3) months of continuous service. Vacation time shall be paid out to an employee who leaves employment during the probationary period.

Sick leave/Earned Sick and Safe Time shall accrue beginning with the first day of employment and may be utilized pursuant to Article 13.2 and MN Statute 181.9447. No sick leave shall be due to an employee who terminates during their probationary period.

Holiday pay is available to full-time, seasonal, and part-time (prorated basis) employees provided the employee is in pay status the day prior to and the day following the scheduled holiday.

4.14.6 PROBATIONARY PERIOD FOR TRANSFERRED EMPLOYEES: An employee that transfers to another county position will serve a six (6) month probationary period. The transfer shall not be considered permanent until completion of the probationary period. Such transferred employee may use sick leave, vacation, and other benefits during this probationary period.

4.14.7 When a permanent employee transfers to another county position, they shall carry their accrued vacation and sick leave to the new department. Longevity status as a county employee will not be lost as a result of a transfer to another position or department. Transfer of accrued comp time is subject to Article 9.5 of this manual.

ARTICLE 5: EMPLOYEE PERSONNEL RECORDS

5.1 A personnel file on each employee is maintained by the County Coordinator/HR in the Auditor-Treasurer's office in accordance with Minnesota Statutes, Chapter 13. Individual departments may maintain working files. Payroll staff and the County Coordinator will maintain timesheets, payroll records, and benefit information.

5.2 ACCESS AND RIGHT OF SUBJECTS OF DATA: Per M.S. 181.961, any employee or designee (authorized in writing), may by written request review that employee's personnel file maintained in the Auditor-Treasurer's office or a working file in a county department upon request to the County Coordinator or their designee, not more than once per six (6) months, subject to limitations in MN Statute 13.43. Access will be granted within seven (7) working days of the request, excluding Saturdays, Sundays, and legal holidays. The County may require that the review be made in the presence of the County Coordinator or their designee. After such review, and upon employee's written request, the County shall provide a copy of the record to the employee at no charge.

Unless otherwise permissible under the provisions of the Data Practices Act and/or unless the employee gives written authorization, such records are accessible only by the County Coordinator, County payroll staff, and the employee's department head and/or supervisor.

Any employee asked to supply private or confidential data concerning themselves shall be informed of: (a) the purpose and intended use of the requested data; (b) whether they may refuse or are legally required to supply the requested data; (c) any known consequence arising from their supplying or refusing to

supply private or confidential data; and (d) the identity of other persons or entities authorized by state or federal law to receive the data.

Upon request to the County Coordinator, employees shall be informed whether they are the subject of stored data on individuals, and whether it is classified as public, private or confidential. Upon further request, an employee who is the subject of stored private data on individuals shall be shown the data without any charge to the employee. After an employee has been shown the private data and informed of its meaning, the data need not be disclosed to the employee for six months thereafter unless a dispute or action pursuant to this section is pending or additional data on the employee has been collected. The Director of Human Resources shall provide copies of the private data upon request by the individual subject of the data. If copies cannot be provided immediately, they will be provided within ten (10) days of the date of the request, excluding Saturdays, Sundays and legal holidays. The cost of providing copies shall be borne by the individual.

Employees may contest the accuracy or completeness of public or private data concerning themselves. To exercise this right, an employee shall notify the County Coordinator in writing describing the nature of the disagreement. The Coordinator shall within 30 days either: (a) correct the data found to be inaccurate or incomplete and attempt to notify past recipients of inaccurate or incomplete data, including recipients named by the employee; or (b) notify the employee that the Coordinator believes the data to be correct. Data in dispute shall be disclosed only if the employee's statement of disagreement is included with the disclosed data.

The determination of the County Coordinator may be appealed pursuant to the provisions of the administrative procedure act relating to contested cases.

5.3 ROLES AND RESPONSIBILITIES FOR RECORD KEEPING ARE SHARED:

5.3.1 DEPARTMENTS: Each department is responsible for notifying the County Coordinator of all changes in personnel including, but not limited to, hiring, disciplinary actions, leaves of absence, substantial additions or changes in responsibilities potentially affecting classification, and termination. Any changes that affect employment should be reported immediately. Department heads may, at their option, maintain in their office, files on their employees which include a record of disciplinary actions, current time records, a record of sick and vacation leave accrual/usage, and other information as they feel is necessary. The County Coordinator may access, copy, or transfer any personnel files maintained by department heads.

5.3.2 EMPLOYEES: Each employee is responsible for keeping their personnel file current, including a current record of their name and address and the same information for a contact to notify in case of emergency. Changes, including those that affect insurance, direct deposit, withholdings, etc. must be reported to the County Coordinator or payroll staff as soon as possible.

5.3.3 COUNTY COORDINATOR/HUMAN RESOURCES: In addition to maintaining the primary personnel files, the County Coordinator advises and assists department heads and supervisors on all personnel transactions, records, and procedures. Questions pertaining to personnel data on employees and the data's relationship to the Minnesota Data Practices Act should be directed to the County Coordinator or their designee.

5.3.4 RECORDS RETENTION: All records will be maintained according to State and County Retention Schedules.

ARTICLE 6: PAYROLL

6.1 PAY PERIODS: The County compensates employees on a bi-weekly basis, with each workweek beginning on a Monday and ending the following Sunday.

6.2 PAY: Employee pay is directly deposited into employee accounts on the Friday following the end of the pay period. When payday lands on a scheduled holiday, pay will be deposited the preceding workday.

6.2.1 FINAL PAY UPON TERMINATION: When an employee voluntarily terminates employment, final pay will be issued on the next, regularly scheduled payday. In the event a discharged employee has requested immediate receipt of final pay, such final pay must be made within twenty-four (24) hours of the request.

6.3 PRO-RATED BENEFITS: Part-time employees will receive pro-rated benefits, such as holiday pay, based on hours worked. Casual, seasonal, and temporary employees are only eligible for holiday pay and Earned Sick and Safe Time benefits.

Example, Holiday pay: $(\text{Hours worked} / \text{Number of hours available to work}) \times 8 \text{ hours} = \text{number of hours of holiday pay earned}$

6.4 DETAILS: Employer insurance benefits will be included with the first payroll of each month. Employee share of insurance premiums may be deducted from any payrolls of a month. Deferred compensation, federal taxes, state taxes, PERA, FICA, and Medicare taxes will be taken out of each paycheck. Flexible spending account deductions will be taken pre-tax out of the first two checks of each month. Unions will determine when union dues deductions will be taken via payroll.

6.5 RECORD KEEPING: Pay records are preserved in accordance with law and regulations in central files administered by the Auditor-Treasurer's Office and the County Coordinator.

6.5.1 Timecards or time sheets are the official record of hours worked and paid leave hours claimed by the employee in each pay period. The supervisors are responsible for the completion of timecards or time sheets which include beginning and ending hours for each day for each employee in their department.

6.5.2 Regular hours, overtime worked, holiday, and other paid leave hours claimed by each eligible employee must be accurately identified on the timecards or timesheets. Leave usage must be reported in increments of no less than 15 minutes.

6.5.3 Completed timecards or timesheets must be signed or e-signed by the employee and supervisor or department head.

6.5.4 The department head or designee will submit the completed and signed timesheets to payroll staff in accordance with the schedule established by payroll staff.

6.5.5 Payroll staff will maintain a cumulative record of regular hours worked, overtime worked, holiday pay, and other paid leave hours claimed by the employee.

6.5.6 An employee may be subject to disciplinary action up to and including dismissal for making false claims of hours worked or leave hours taken.

6.5.7 The department head or designee is responsible for providing the County Coordinator and Payroll

Manager with current information regarding new hires, terminations, changes in salary, job classification, department, and hours (changes in shift or the number of regularly scheduled hours). Such information must be submitted at least five working days before the end of the pay period in which the changes are to become effective. If the changes are consistent with approved personnel policies and the classification and pay plan, the information shall be forwarded to payroll staff for processing. Such information shall be filed in the employee's personnel file.

ARTICLE 7: HOURS OF WORK, ATTENDANCE, ACCOMMODATIONS

7.1 EXEMPT EMPLOYEES: Consistent with provisions of the Federal Fair Labor Standards Act, county employees who meet established exemption criteria are compensated on a salary basis with no established maximum working hours. It is expected that assigned job duties be fully and completely discharged while also upholding the public trust in government. Exempt employees are generally expected to work during normal business hours and are responsible for working as long as necessary to complete assigned tasks. It is understood and expected that certain responsibilities warrant periodic deviation from normal work hours.

7.2 NON-EXEMPT EMPLOYEES: The normal work week for regular full-time employees is 40 hours per week, however the minimum is 37.5 hours per week. A normal work week shall be five days, measured from Monday through the following Sunday, and a normal workday shall be 8:00 a.m. to 4:30 p.m., Monday through Friday. All offices should serve the public during the normally scheduled work hours.

7.3 ATTENDANCE: Employees are to be present at work during all regularly scheduled hours unless arrangements in accordance with leave policies have been made. Unexcused absences or tardiness will be subject to disciplinary action.

7.4 REST PERIODS/BREAKS: An employee is entitled to a fifteen (15) minute break during each four (4) period of continuous work. Rest periods are part of the paid work shift. An employee will not be compensated in additional pay or with time off for refusing to take such break or working through a work break. An employee who refuses to take their work break(s) shall not be entitled to leave work early or come to work late.

7.5 MEAL PERIODS: An employee working a shift of least six (6) continuous hours shall be entitled to a thirty (30) minute meal period. Meal periods are not a compensated part of the work shift. An employee shall not be compensated in additional pay or time off for refusing to take a scheduled meal period.

7.6 NURSING/LACTATING EMPLOYEE & PREGNANCY ACCOMMODATIONS: The County subscribes to the following worksite support policy in compliance with MN Statute 181.939. The County provides a supportive environment for such employees, including a secure, private lactation room on the 3rd floor of the Government Center. Other related care for such employees may be provided by Pennington and Red Lake County Public Health and Home, also located in the Government Center.

Employees who wish to express milk during the work period shall keep supervisors informed of their needs so that appropriate accommodation can be provided. The county will provide reasonable break times each day to an employee who needs to express milk. The break times may run concurrently with any break times already provided to the employee. The county shall not reduce an employee's compensation for time used for the purpose of expressing milk.

Employees are responsible for keeping lactation areas clean after use. Each employee is responsible for

the proper storage of their milk. When more than one employee needs to use a lactation area, employees are responsible for communicating effectively for room utilization.

7.7 PREGNANCY ACCOMMODATIONS: The county will provide reasonable accommodation to an employee for health conditions related to pregnancy or childbirth upon request, with the advice of a licensed health care provider or certified doula, unless the employer demonstrates the accommodation would impose an undue hardship on the operation of county business. A pregnant employee shall not be required to obtain the advice of a licensed health care provider or certified doula, nor may an employer claim undue hardship for the following accommodations: (1) more frequent or longer restroom, food, and water breaks; (2) seating; and (3) limits on lifting over 20 pounds.

The employee and the county shall engage in an interactive process with respect to an employee's request for reasonable accommodation. Reasonable accommodation may include, but is not limited to, temporary transfer to a less strenuous or hazardous position, temporary leave of absence, modification in work schedule or job assignments, seating, more frequent or longer break periods, and limits to heavy lifting. Notwithstanding any other provision of this subdivision, an employer shall not be required to create a new or additional position in order to accommodate an employee pursuant to this subdivision and shall not be required to discharge an employee, transfer another employee with greater seniority, or promote an employee.

ARTICLE 8: SALARY / WAGE ADMINISTRATION

8.1 SALARY SCHEDULE: The Board establishes a non-union salary schedule that includes steps and a minimum and maximum salary for each position.

8.2 STARTING SALARY: New employees will normally be compensated at the minimum of the compensation grade range. There may be circumstances when a new employee may be placed within the step system. Such proposals must be based upon exceptional qualifications of the candidate and/or unavailability of candidates at the minimum rate, and consideration will be given to the wages of current employees in the same or related positions and departments. Such proposals shall be in writing and must first come before the Personnel Committee prior to notifying a candidate, and final approval is by the Board.

8.3 STEP INCREASES: When an employee who is not at the top of their grade range completes a full year of employment, they will, subject to any performance evaluation, advance to the next step in the wage range of their grade. Employees will continue to advance annually through the steps until they reach the top of their grade. Step increases will coincide with the employee's hire date unless otherwise specified by the Board.

8.4 GENERAL ADJUSTMENTS: Any general cost-of-living adjustments (COLAs) approved by the Board shall be effective January 1st of each year. In reviewing the plan and adjustments, consideration will be given to changes in salary rates of the local job market, changes in duties and responsibilities of individuals, and changes in working conditions.

8.5 PROMOTED EMPLOYEES: Any employee promoted into a non-union position in a higher pay grade shall receive a minimum pay increase of 4% above their current classification; said minimum increase shall result in the employee obtaining the next wage step above a minimum increase of 4%.

8.6 TRANSFERRED EMPLOYEES: Employees transferred to a position in the same pay grade will receive no increase or decrease in their hourly wage or salary.

8.7 REINSTATED EMPLOYEES: If, within two years of termination, a former employee is reemployed or reinstated to the same position in which the employee was previously employed, the employee normally will be paid at the same wage step the employee had been receiving plus any general adjustments that have been granted since the time of separation. Any proposals to pay reinstated employees outside of this policy will be documented in writing and submitted to the Personnel Committee for final approval prior to notifying the candidates.

If a former employee is reemployed or reinstated to a position other than the position previously held, the employee will be paid the minimum rate for the new position except as provided in the starting pay provisions.

8.8 TRANSITION TO A NEW COMPENSATION PLAN: The following principles shall govern the transition to a new compensation/pay plan:

- No employee shall receive a pay reduction as a result of the transition to a new pay plan
- Employees being paid at a rate lower than the minimum wage rate for their position in the new compensation plan shall receive an increase to the minimum of the new pay scale.
- Employees being paid at a rate above the maximum wage rate established for their position shall have their wage frozen at that level until such time that the maximum rate for their position equals the employee's wage.

ARTICLE 9: OVERTIME, COMPENSATORY TIME, DRIVING TIME

9.1 EXEMPT EMPLOYEES: Employees who are designated as exempt under the provisions of the Fair Labor Standards Act are ineligible for overtime pay and compensatory time off.

9.2 NON-EXEMPT EMPLOYEES: Employees who are not exempt from the provisions of the Fair Labor Standards Act and are eligible for overtime pay or compensatory time off as authorized.

9.3 For each hour worked in excess of forty (40) in a regular work week, an employee will receive pay at the rate of one and one-half (1.5) times the employee's regular wage or compensatory time at the same rate. Overtime and compensatory hours are not to be calculated on vacation taken, sick leave taken, comp taken, or holiday hours. Non-exempt employees, with a regular 37.5 hour per week schedule, will be compensated at straight time, in the form of compensatory time or regular pay, until they exceed 40 hours in one work week.

Non-Exempt employees are not allowed to begin work more than 15 minutes before their shift begins, nor work more than 15 minutes beyond the end of their shift without preapproval or authorization from their department head or supervisor.

The Board will determine how employees will be compensated for time worked over 40 hours per week whether compensatory time or overtime (unless specified by union contract). This should be determined before such time is worked.

Compensatory time and overtime shall be calculated in 15-minute intervals.

An employee may accrue not more than 120 hours of compensatory time off. All compensatory time remaining at termination of employment will be paid, not exceeding 120 hours.

9.4 When comp time accrued is not possible due to the 120-hour limit, the employee will be paid

overtime. Unauthorized overtime or compensatory time accrued may subject an employee to disciplinary action. In emergency situations, the employee must notify their supervisor as soon as possible the reason preapproval was not secured.

9.5 When a non-exempt employee is 1) reclassified as an exempt employee in accordance with federal law and MN wage laws, or 2) transfers to an exempt county position, all accrued comp time shall be paid to the employee at the non-exempt wage rate in place prior to reclassification or transfer.

9.6 DRIVING TIME:

9.6.1 County employees will be paid compensatory time for driving hours after 4:30 p.m. when it is required that an employee drives home from an out-of-town meeting after regular working hours. Employees will be given the opportunity to leave work to travel to an out-of-town meeting during the employees' normal work hours. Employees will not be paid for hours spent driving to the meeting if the employee could have left work and driven during normal working hours (Section 551.422 of the Fair Labor Standards Act). Time spent traveling shall be considered hours of work if:

- 1) An employee is required to travel during regular working hours;
- 2) An employee is required to drive a vehicle or perform other work while traveling;
- 3) An employee is required to travel as a passenger on a one-day assignment away from the official duty station; or
- 4) An employee is required to travel as a passenger on an overnight assignment away from the official duty workstation during hours on non-workdays that correspond to the employee's regular working hours.

9.6.2 An employee who travels from home before the regular workday begins and returns home at the end of the workday is engaged in normal 'home-to-work' travel; such travel is not hours of work. When an employee travels directly from home to a temporary duty location outside the limits of his/her official duty station, the time the employee would have spent in normal home-to-work travel shall be deducted from hours of work as specified in sub-paragraphs 1,2, and 3 above.

9.6.3 An employee who is offered one mode of transportation, and who is permitted use of an alternative mode of transportation, or an employee who travels at a time other than that selected by the agency, shall be credited with the lesser of:

1. The actual travel time which is hours of work under this section; or
2. The estimated travel time which would have been considered hours of work under this section had the employee used the mode of transportation offered by the agency, or traveled at the time selected by the agency.

Except as provided above, an agency may prescribe a mileage radius of not greater than 50 miles to determine whether an employee's travel is within or outside the limits of the employee's official duty station for determining entitlement to overtime pay for travel under this part. However, an agency's definition of an employee's official duty station for determining overtime pay for travel may not be smaller than the definition of "official duty station and post of duty" under the Federal Travel Regulation issued by the General Services Administration (41 CRR 301-1.3(c)(4)).

ARTICLE 10: JOB EVALUATION AND CLASSIFICATION

The County aspires to be competitive with compensation when compared to similar-size public organizations that have comparable positions. In order to attract and retain a well-qualified workforce,

and to comply with state and federal laws, the County will establish and maintain a position classification system.

Positions shall be defined by a job description including job duties, tasks, and requirements. Such descriptions shall be reviewed and maintained periodically for accuracy and to reflect the current responsibilities, requirements, and other factors of each position. County positions shall be evaluated and placed in a classification and pay grade to stay in compliance with pay equity requirements.

10.1 Some situations may warrant the review and re-evaluation of positions outside of any normal review schedule. The Personnel Committee will review such requests on a case-by-case basis, and if warranted, will forward such positions to the classification consultant or a designated authority for re-evaluation. The consultant shall objectively evaluate the position and will notify the County Coordinator of the results. The Personnel Committee shall review the results and any recommendations for wage/salary changes must come before the Board.

10.2 BASIS FOR REQUESTING A JOB EVALUATION REVIEW: The review of a position may be requested or initiated for the following reasons:

- A new job is being created and must go through an initial evaluation.
- An existing job is being vacated and the department head and Personnel Committee determine that a review should be conducted.
- There has been significant change in the duties and/or responsibilities of the position, enhanced education requirements, or working conditions of the position so as to warrant re-evaluation, as determined by the department head and/or County Coordinator.
- A county-wide job evaluation study is being conducted.

Consultant costs related to evaluation and rating services will be billed to the employee's respective department.

Job evaluation decisions shall not be grievable under the County's personnel policies.

ARTICLE 11: SAFETY / WORKER'S COMPENSATION

11.1 SAFETY: The County shall strive at all times to provide the safest working conditions possible for employees.

11.1.1 It will be the duty of the Safety Director, in conjunction with the Safety Committee, to establish and maintain the Pennington County Safety Manual, thereby establishing safety regulations in accordance with MN OSHA and other applicable standards and laws.

11.1.2 Employees are expected to adhere to and strictly follow all safety provisions contained in the Pennington County Safety Manual.

11.1.3 Safety suggestions are welcome from all employees, with safety suggestion boxes present in the main county buildings. Safety suggestions are to be handled by the Safety Committee.

11.1.4 The Pennington County Safety Committee, consisting of the County Coordinator, Emergency Management Director, one County Commissioner, and other representatives from the main county buildings, shall meet a minimum of four (4) times per calendar year. The committee shall review safety issues, review and maintain the safety manual, and work to ensure safest working conditions for all employees.

11.1.5 Safety training will be provided for all County employees on an annual basis. This training is mandatory and may be live or virtual. Employees unable to attend due to shift work, illness, and scheduled vacations will be required to watch a recording of the safety training. Annual department training that meets all requirements, such as with law enforcement, may substitute for the county-wide employee safety training.

11.2 WORKER'S COMPENSATION:

The County provides Worker's Compensation coverage as mandated by State Statute. MN Counties Intergovernmental Trust (MCIT) is the county's worker's compensation administrator.

11.2.1 REPORTING OF WORK INJURIES: Employees must report all work-related injuries or diseases to their supervisor or the Safety Director and a First Report of Injury form must be completed by the employee asap. FROI forms can be obtained from a supervisor, department head, or the Safety Director. Completed injury forms must in turn be submitted to the Safety Director as soon as possible following the injury, who will in turn submit the claim to MCIT. These reporting requirements apply to all employee injuries, not just those where an employee must leave work and/or seek medical attention.

11.2.2 WORKER'S COMPENSATION PAYMENTS: Injured workers are entitled to weekly compensation at the rate of 66 2/3% of their gross, average weekly wage at the time of the injury, subject to the maximum established by law. Such payments are exempt from federal and state tax, social security tax, PERA withholdings, or any other deductions the employee might normally have deducted from their paycheck. If the claim has been accepted MCIT will make no payment for lost time until after three (3) calendar days of work have been missed due to injury. When ten (10) or more days have been lost, MCIT will retroactively reimburse the employee for the first three days of the lost time.

11.2.3 COUNTY SALARY AND BENEFITS: An employee receiving worker's compensation payments may, at the employee's option, use vacation, sick leave, or comp time to make up the difference between the worker's compensation payment and the employee's average weekly wage at the time of injury. The amount of benefits that may be used are only those that were accumulated at the time of injury. When all applicable accrued leave is used, the employee will only receive the worker's compensation payments.

No sick leave or vacation leave shall accrue while an employee is receiving worker's compensation payments, unless: 1) the employee is using accrued paid leave to make up the difference between worker's compensation and average weekly wage; or 2) it is designated per the collective bargaining agreement. Prorated leave will accrue based on the number of hours of paid leave the employee uses per pay period.

The County will keep a record of benefit banks for an employee who is on workers compensation showing the pre-injury and post-injury benefit accumulation. In addition, the rate at which the employee will be paid for any wages received, by either MCIT or the County, shall be the rate of pay the employee was receiving at the time the injury, provided that the additional payments shall not result in the payment of a combined total weekly rate of compensation that exceeds the average weekly wage of the employee on the date of the injury.

The process for payment to an employee who has and chooses to use accumulated benefits (vacation, sick, comp) shall be as follows:

- The employee will receive directly from MCIT the check for payment of weekly worker's compensation wage loss benefits.

- Upon receipt of this check, the employee shall make a copy of the check and its stub and provide it to the payroll department of the County.
- Upon receipt of this check copy, the payroll department shall determine whether accumulated benefits remain and if so, the amount.
- If any benefits remain, the County shall issue the employee a check in the amount equal to the difference between the check received from the workers compensation administrator and the amount the employee would have been paid (at the rate which the employee was earning at the time of the injury) in a normal week.
- The check issued by the County shall have Federal, State, Social Security tax, PERA deductions, and any other deductions that would normally be taken out of the employee's paycheck (e.g. money for a cafeteria program, employee portions of insurance, etc.)
- The combined workers compensation wage loss check and accumulated benefit from Pennington County shall not exceed the average weekly wage on the date of injury.

The County shall retain the ability to exhaust the available benefits plans at its discretion. If an employee elects to be paid accumulated benefits, the County shall (a) issue the accumulated benefits drafts by deducting equal monetary amounts from each available benefit plan (vacation, sick, comp) until exhausted; or (b) shall exhaust the available benefit plans in the following order: vacation, comp, sick leave.

11.2.4 The County will not contribute to PERA an amount equal to the employer's share of the workers compensation disability check issued by the workers compensation administrator. The employee may choose to personally make a contribution equal to his/her own portion of the workers compensation disability check. The employee may also make a payment equal to the employer's portion. For more information on how an employee can make payments to PERA, contact PERA at 800-652-9026.

ARTICLE 12: TERMINATION OF EMPLOYMENT

POLICY STATEMENT: It is the policy of the County to provide terminal benefits to employees voluntarily terminating employment, in good standing, with proper notice or employees dismissed by the County. An employee's effective date of termination is their last workday and shall not be considered extended by receipt of any terminal benefits. The use of two weeks accrued paid time off, such as vacation time, shall not constitute proper resignation notice.

12.1 VOLUNTARY TERMINATION: An employee who wishes to resign from county service must submit a written resignation to the department head or supervisor at least fourteen (14) days in advance in order to resign in good standing. The signed notice shall state the effective date of termination and the reasons for resignation, if the employee wishes to share. An employee who does not submit such notice will be considered as having terminated in not good standing, unless there are extenuating circumstances approved by the department head.

12.2 INVOLUNTARY TERMINATION: An employee may be terminated prior to completing the initial probationary period if, in the supervisor and department head's opinion, the employee has not demonstrated the necessary ability, skills, and interest to perform the required duties or that the employee has not demonstrated the conduct necessary to merit continuance in the position. The department head should submit a written notice of the reasons for termination to the employee. Such probationary employee has no right to appeal the termination.

12.2.1 Minnesota Statute 197.46 provides protections to certain veterans against discharge/removal or

demotion from their position or employment. Veterans must be provided with a written notice detailing the charges that form the basis for intent to discharge and provided the right to request a hearing within thirty days. During the thirty-day period, at the option of the employee's department, the employee will either work the employees' regular hours at a job designated by the department or be placed on administrative leave with pay. Any written notices regarding a veteran's rights upon discharge or demotion must be reviewed and/or signed by the County Coordinator prior to being sent.

12.3 JOB ABANDONMENT: Unauthorized leave of absence for more than three (3) consecutive working days, without notification to the supervisor or department head of the need for the absence, will be considered by the department head as voluntary resignation/job abandonment by such employee. The same will apply when an employee fails to return to work within three (3) days of expiration of authorized leave, except in rare cases where such notification is not possible.

12.4 TERMINAL LEAVE BENEFITS

12.4.1 SICK LEAVE: Permanent, full-time status employees, who leave county employment in good standing, or when they retire, shall be paid for a portion of the balance of sick leave accrued up to his/her maximum accumulation as follows:

- Employee terminates or retires after age 58 or meets eligibility requirements for full retirement under PERA rules:

10-15 years of service + age 58 or PERA	10% of balance up to maximum
16-20 years of service + age 58 or PERA	15% of balance up to maximum
21-25 years of service + age 58 or PERA	25% of balance up to maximum
25+ years of service + age 58 or PERA	35% of balance up to maximum

- Full retirement under PERA rules are as follows under all plans:
 - Age 65+ with at least 1 year of employment; or
 - Age + years of public service = 90 (Rule of 90)

12.4.2 VACATION/COMP TIME: Accrued vacation and comp time shall be paid upon severance of employment. Such terminal pay does not extend the employee's effective date of severance beyond the last workday.

12.4.3 INSURANCE BENEFITS (IF ELIGIBLE): The County shall pay the employer portion of the employee's county health and life insurance coverage through the last day of the calendar month of the effective day of severance.

12.4.4 EXIT INTERVIEW: Terminating employees must report to the County Coordinator prior to their final day of employment to complete a brief exit interview, discuss terminal benefits, potential continuation of insurance benefits through COBRA, and complete any other necessary forms.

ARTICLE 13: VACATION, SICK LEAVE/EARNED SICK & SAFE TIME, HOLIDAYS, TIME DONATIONS

13.1 VACATION: All full-time and part-time employees are eligible for vacation benefits and will begin to accrue benefits at the start of their employment. Part-time employees will accrue prorated vacation benefits based on hours worked. Vacation time may not be used until completion of three (3) months of continuous service.

13.1.1 Accrual Rates (Full-Time – 40 hours/week):

Years of Service	Accrual Rate/Pay Period (Year)
0 - 5 Years	3.70 Hours (12 Days)
6 -10 Years	4.62 Hours (15 Days)
11-15 Years	4.93 Hours (16 Days)
16-20 Years	5.54 Hours (18 Days)
21+ Years	6.47 Hours (21 Days)

13.1.2 The maximum amount of vacation that may be accumulated is 24 working days. Any vacation time accrued in excess of 24 working days will be lost.

13.1.3 When an employee leaves county employment in good standing, or when an employee is laid-off or retires, they will be paid for accrued vacation time up to the maximum accumulation of 24 working days.

13.1.4 Vacation time shall not accrue during an unpaid leave of absence, with the exception of military leave.

13.1.5 When a scheduled holiday occurs during a scheduled vacation, that day shall be considered a holiday.

13.1.6 Vacation shall be taken in ¼ hour (15-minute) increments.

13.1.7 Vacation time must be pre-approved by the employee’s supervisor or department head.

13.1.8 An employee on scheduled vacation may be required to obtain supervisor or department head approval to return to work prior to the end of scheduled vacation.

13.2 SICK LEAVE / EARNED SICK AND SAFE TIME (ESST)

13.2.1 Eligibility: Any employee of the County who is anticipated to work at least 80 hours in a year is eligible for sick leave/ESST benefits, excluding elected officials or persons appointed to fill a vacancy in an elected office. Sick leave/ESST accrual begins upon hire and may be used as it is accrued.

13.2.2 Accrual Rates: Designated full-time employees shall accrue sick leave/ESST at the rate of one (1) working day for each completed month of service. Part-time, seasonal, temporary, and casual employees shall accrue sick leave/ESST based on hours worked, but not less than required by MN Statute 181.9446.

13.2.3 The maximum amount of sick leave/ESST that may be accumulated is 100 working days. Any sick leave/ESST accrued in excess of 100 working days will be lost. The maximum amount of sick leave/ESST for seasonal, casual, and temporary employees that may be accumulated is 96 hours.

13.2.4 Sick leave/ESST shall not accrue during an unpaid leave of absence, with the exception of military leave.

13.2.5 Sick leave/ESST shall be taken in ¼ hour (15-minute) increments.

13.2.6 An employee should provide as much advance notice as possible regarding a need to use sick leave/ESST; at a minimum employee must contact their supervisor or department head before or within

thirty (30) minutes after the employee's regularly scheduled start time. The supervisor or department head may authorize the sick leave/ESST if they determine that the employee was not able to contact them in allotted time. The employee must also keep the supervisor or department head advised of the illness or disability.

13.2.7 Sick leave/ESST in excess of three consecutive working days may require reasonable documentation from a health care provider citing the need for extended leave and projected return to work date. At any time during sick/ESST leave, and prior to return from sick/ESST leave, the department head may request documentation from a health care provider indicating the employee's condition and projected return to work date.

13.2.8 Any employee making a false claim of sick leave/ESST shall be subject to disciplinary action up to and including dismissal.

13.2.9 An employee may use sick leave/ESST benefits for reasons described hereinafter, pursuant to MN Statute 181.9445 and 181.9447 (Earned Sick & Safe Time):

- The employee's mental or physical illness or injury.
- The employee's need for his/her healthcare
- Make arrangements for or attend funeral or a memorial, or to address financial or legal matters arising after the death of a family member.
- By exposure to a communicable disease which could endanger employees or the general public.
- For absences due to an illness of or injury to the employee's child, foster child, adult child, legal ward, child for whom the employee is legal guardian, or child to whom the employee stands or stood in loco parentis, spouse or registered domestic partner, sibling, stepsibling or foster sibling, biological, adoptive, or foster parent, stepparent, or a person who stood in loco parentis when the employee was a minor child, mother-in-law, father-in-law, a child-in-law or sibling-in-law, grandchild, foster grandchild or step grandchild, grandparent, stepparent, a child of a sibling of the employee, a sibling of the parents of the employee or, or a member of the employee's household, any of the family members listed of a spouse or registered domestic partner, any other individual related by blood or whose close association with the employee is the equivalent of a family relationship, and up to one individual annually designated by the employee, for reasonable periods of time as the employee's attendance may be necessary, on the same terms upon which the employee is able to use sick leave benefits for the employee's own illness or injury.
- Absence due to domestic abuse, sexual assault, or stalking of an employee or a family member.
- Closure of the workplace due to weather or public emergency or closure of their family member's school or care facility due to weather or public emergency, except:
 1. when the employee's preassigned or foreseeable work duties would require the employee to respond to the public emergency or weather event;
 2. when the employee is a licensed peace officer; a 911 dispatcher; a Correctional Officer; or employee holding a Commercial Driver's License; and
 3. the employee is represented by a union and such CBA or an MOA waives application of Statute 181.9447, Subd. 1, clause (4); or the employee is non-represented and the employee is needed to maintain minimum staffing requirements.

13.3 TIME DONATION POLICY

The intent of this policy is to allow for the donation of paid sick leave, vacation, holiday, or compensatory time from one county employee to another who has exhausted all of their paid leave and continues to need sick leave due to a serious health condition and is unable to work.

The county reserves the right to determine eligibility on a case-by-case basis. All related requests for this program shall be submitted to the County Coordinator or Payroll Manager on forms supplied by the department. The County Coordinator and/or Personnel Committee will determine if the request will be approved.

13.3.1 TERMS AND CONDITIONS: Time donations may be made from accrued vacation, sick leave, holiday, or compensatory time banks. The recipient must have first exhausted all paid leave (vacation, sick/ESST, holiday, comp time) to be eligible to receive time donations.

An employee is allowed to donate up to 25 hours per calendar year. An employee may receive no more than 800 hours of donated leave.

Payroll staff will determine the monetary value of the donation and shall transfer it into accrued sick leave for the recipient. Donated hours will likewise be subtracted from the donor's selected time off bank.

Donations will be accepted and applied on a first-in, first out basis until the recipient's need for donated leave, as determined by unpaid leave status, are covered. Unused time donations will not be deducted from the donor's account and the donor(s) will be notified. Time donation recipients shall have no obligation to return or repay any donated time.

Donations are considered private and donor names will not be released unless the donor does so themselves. The reason for a donation request will only be released if the requestor completes the applicable section of the request form.

13.4 HOLIDAYS

13.4.1 ELIGIBILITY: All employees are eligible for the following paid, Federal and State-legal holidays. Part-time employee holiday pay is pro-rated based on hours worked in the week in which the holiday falls.

New Year's Day	January 1
Martin Luther King Day	Third Monday in January
President's Day	Third Monday in February
Good Friday	1/2 employees take Good Friday, 1/2 employees take Monday after Easter
Memorial Day	Last Monday in May
Juneteenth	June 19
Independence Day	July 4
Labor Day	First Monday in September
Veteran's Day	November 11
Thanksgiving Day	Fourth Thursday in November
Indigenous Peoples Day	Observed the Friday after Thanksgiving
Christmas Day	December 25

13.4.2 When a holiday falls on a Saturday, the preceding Friday shall be designated as the official holiday. When a holiday falls on a Sunday, the following Monday shall be designated as the official holiday.

13.4.3 The Government Center shall close at 12:00 p.m. on December 24th each year provided it is not regarded as a holiday due to December 25th falling on a Saturday.

13.4.4 Employees must be in pay status the day prior to and day after a holiday in order to be eligible for holiday pay.

13.4.5 When an official holiday falls during a scheduled vacation, the day shall be considered a holiday. When an employee is sick on an official holiday, the time will be considered a holiday.

13.4.6 When an official holiday falls during a paid leave of absence, the day shall be considered a holiday.

ARTICLE 14: LEAVES OF ABSENCE

14.1 GENERAL PROVISIONS: All requests for leaves of absence are granted or denied based on any one or more of the following factors: applicable state and federal laws and regulations, the length of the requested leave, the current and projected workload of the affected department, the expense and availability of a required replacement, and legitimate business needs of the county.

An employee in need of a leave of absence must submit a written request to their supervisor or department head at the earliest possible date.

Employees will be granted all leaves of absence, with or without pay, as required by federal or state laws or rules.

An employee who misrepresents any facts or submits false evidence in application for a leave of absence shall be subject to disciplinary action, up to and including discharge.

The department head, at their discretion and with the concurrence of the Board, may approve the absence of an employee, without pay, not to exceed 30 calendar days, only after all vacation, holiday, and comp time banks have been exhausted. Any absence of more than 30 calendar days, whether with or without pay, shall be approved by the Board in advance. Where appropriate in such cases, the Board will grant an official leave of absence in order to preserve the employee's status as a public employee, and their benefit right under PERA.

Probationary employees shall be entitled to leave of absence without pay upon the authorization of the department head.

14.1.1 Failure on the part of the employee to request an extension prior to the expiration of a leave of absence without pay, or to notify the department head within three (3) working days after the expiration of such leave, will be considered a resignation from county service except in rare cases where notification is not possible.

14.1.2 The County may cancel a leave of absence at any time the employee utilizes the leave for purposes other than stated when the leave was granted. An employee may cancel an approved leave of absence and return to work with the approval of the department head.

14.1.3 BENEFITS, LEAVE, AND SENIORITY PROVISIONS FOR UNPAID LEAVE: The county's insurance benefits for an employee on unpaid leave of absence, except leave taken under the provisions of the Family Medical Leave Act, will continue through the end of the month in which the employee's leave of absence begins. An employee may elect to continue benefits coverage during the unpaid leave by paying the total cost of any coverage carried. The employee must pay the County directly the full premiums for every month during which the employee is not on the payroll.

Vacation and sick leave shall not accrue during an unpaid leave of absence, except in the case of military leave.

Seniority will not be affected by a leave of absence unless other provisions in a collective bargaining agreement apply.

An employee returning to work within the authorized leave period will be reinstated to the employee's original position in the same classification, in the same department, with the same hours and the same rate of pay. No position will be held open beyond the authorized leave period unless an extension is requested and granted by the department head in concurrence with the Board.

14.2 FAMILY MEDICAL LEAVE ACT (FMLA): In compliance with the federal Family Medical Leave Act (FMLA), and in accordance with state law, and various collective bargaining agreements, the County will provide up to twelve (12) weeks of unpaid, job-protected leave to eligible employees for certain family and medical reasons in a twelve (12) month period. Employees requesting family and/or medical leave can elect, or the County can require, the employee to substitute accrued paid time off such as vacation, sick, comp, or holiday time. If paid leave is less than twelve (12) work weeks, the additional weeks of leave can be provided without pay.

The twelve (12) month period of time is measured from the date of the first qualifying leave was taken.

14.2.1 ELIGIBILITY: An employee must have worked for the County for a minimum of one (1) year on the date on which the FMLA leave is to commence and have worked at least 1250 hours during the 12-month period preceding the request.

Eligible employees may take FMLA leave for the birth and care of a newborn child; placement of a child for adoption or foster care in the employee's home; to care for a seriously ill spouse, child or parent; a serious health condition that makes it impossible for the employee to perform their job.

If the need for leave is foreseeable, the employee is required to give the County thirty (30) days' notice before the leave is to begin.

The County may require that an FMLA request to care for an employee's seriously ill family member or for their own serious health condition be supported by medical documentation.

14.2.2 BENEFITS: During FMLA leave, the County will continue to provide county health insurance benefits and county-provided life insurance (if applicable) at the same levels as before the leave. Employees are responsible for paying any part of the premium(s) that would regularly be deducted from their paychecks; accrued paid leave may be used to cover the employee's share of premiums.

If an employee does not return to work following the FMLA leave, the employer-paid portion of insurance premiums will be recovered.

The employee is entitled to retain benefits that were accrued prior to the beginning of the leave, and to receive any non-seniority, based pay adjustments that occurred during the leave.

The employee is entitled to reinstatement to the position held before the leave or to an equivalent position in terms of pay, benefits, and other terms and conditions of employment. Exception: if the county experiences a layoff while the employee is on leave and the employee would have lost the position had they not been on leave, the employee is not entitled to reinstatement to the former or a comparable position.

The County and the employee may agree to allow the employee to work part-time/intermittently during the leave period, without forfeiting the right to return to work at the end of the leave period. Leave to care for a person with a serious health condition may be taken intermittently, or on a reduced schedule when medically necessary.

All persons are prohibited from discharging or discriminating against any person who has instituted any proceeding related to FMLA.

14.3 BEREAVEMENT/FUNERAL LEAVE, COLOR GUARD:

14.3.1 An employee shall be allowed three (3) working days with pay as funeral leave for a death in their immediate family. 'Immediate family' for this purpose is to be defined as: mother, father, sister, brother, son, daughter, spouse, grandparents, grandchildren and their spouses, like members of the spouse's family, or a member of the employee's household. If more than three (3) days are required, the extra days shall be deducted from the employee's sick leave/ESST.

14.3.2 An employee who performs with a color guard at a military funeral shall receive their pay as though he/she had been at work. If such a funeral is in the morning or afternoon, the employee is allowed one-half (1/2) day off. When such funeral is outside of Pennington County the employee shall have one (1) day off.

14.3.3 Employees shall be allowed up to two (2) additional days per calendar year for the funerals of friends and other relatives with such days to be deducted from an employee's accumulated, unused sick leave.

14.3.4 Sick leave/ESST may also be utilized by an employee pursuant to MN Statute 181.9447, Subd 1.

14.4 PREGNANCY AND PARENTAL LEAVE: An employee may take up to twelve (12) weeks of unpaid leave during or following pregnancy, regardless of the amount of time you have worked for the County. Such leave may be taken for 1) incapacity due to pregnancy or related health conditions; 2) childbirth or adoption; or 3) bonding time by a birthing or non-birthing parent after the birth or adoption of a child.

An employee must request such leave from the county and should provide advance notice of the leave to the extent possible. The employee can choose when such leave will begin, but leave must be taken within twelve (12) months of the birth or adoption. The leave cannot be reduced by any leave taken for prenatal care. Paid time off such as vacation and sick leave can substitute for unpaid leave but in total the paid and unpaid leave time may not exceed 12 weeks.

An employee may use county benefits, such as sick leave, if the employee is sick during pregnancy or to recover after childbirth. During designated leave the county must continue to provide the same level of insurance benefits as if the employee was not on leave.

Pregnancy and parental leave will run concurrently with FMLA whenever the employee is eligible for leave under both laws. If an employee qualifies for both FMLA and pregnancy and parental leave, you only have a right to twelve (12) weeks of leave in total for childbirth or adoption of a child and any other pregnancy-related leave.

14.4.1 PREGNANCY ACCOMMODATIONS: The County will provide the following accommodations to a pregnant employee who desires any of these accommodations, without requirement for the employee to provide a note from their doctor or any other certification of the necessity of the accommodation(s):

- More frequent restroom breaks or food and water breaks
- Seating arrangements
- A limit of lifting more than 20 pounds

In addition to the accommodations listed above, a pregnant employee seeking additional or other reasonable accommodations must notify the County Coordinator of their request for accommodation. The employee and the employer shall engage in an interactive process with respect to the employee's request for reasonable accommodation under this policy. The County will provide reasonable accommodation to an employee for health conditions related to pregnancy or childbirth if requested, with the advice of the employee's licensed health care provider or certified doula, unless the accommodation would impose an undue hardship on the operation of the County.

14.4.2 NURSING/LACTATION SUPPORT: The County supports employees in meeting their infant feeding goals and will provide reasonable break times to an employee to express milk for their child, provided doing so will not unduly disrupt the County's operations. When possible, these break times will run concurrently with regular break times already provided to the employee. Reasonable break times for expressing milk shall be provided during the twelve months following the birth of the employee's child. The County will not reduce an employee's compensation for time used for the purpose of expressing milk. The County will provide space for an employee to express milk that is in close proximity to the work area, is a room other than a bathroom, is shielded from view, is free from intrusion from coworkers or the public, and includes access to an electrical outlet.

Employees should contact the County Coordinator to make arrangements for the use of lactation rooms or other space which meets the above provisions. Employees shall use appropriate County-designated and/or County-approved space that meets requirements for expressing milk and for the storage and maintenance of supplies. Requests for the use of alternative employer space should be discussed with and approved by the County Coordinator. Employees should contact their supervisor to discuss appropriate break time arrangements under this policy.

14.5 MILITARY LEAVE: Employees who are members of any reserve component of the military forces of the United States are granted military leave to go on active duty for necessary training periods. Paid military leave for normal hours worked are not to exceed fifteen (15) days in one calendar year. During such leave, there shall be no loss of pay, seniority, sick leave, or vacation rights. All requests for military leave require four weeks' notice. Copies of military orders requiring leave must be submitted to the department head prior to approval of the leave. The department head must then notify the County Coordinator and/or payroll staff of the leave.

Pennington County will grant leaves of absence without pay to employees engaged in active service in time of war or other emergency in the military or naval forces of the United States in accordance with

applicable laws.

All existing state and federal statutes pertaining to the rights of employees on leaves of absence for military service are applicable under this manual.

14.6 MEDICAL/DISABILITY LEAVE: In the case of total disability due to illness or injury, the individual shall be given three (3) months' leave of absence without pay with the employer portion of health and life insurance paid by the County. After three (3) months, the individual may continue on the County's group insurance but must pay 100% of the premiums (Must comply with FMLA). Such leave request shall be accompanied by a physician's written statement documenting the inability of the employee to work.

14.6.1 All accrued sick leave hours must be used prior to the beginning of unpaid medical/disability leave.

14.7 SCHOOL CONFERENCE AND ACTIVITIES LEAVE: In accordance with MN Statute 181.9412, an employee may use up to a total of sixteen (16) hours without pay during any school year to attend school conferences and school-related activities for an employee's child, provided the conferences and activities cannot be scheduled during non-work hours. When the leave cannot be scheduled during non-work hours and the need for the leave is foreseeable, the employee must provide reasonable prior notice of the leave and make a reasonable effort to schedule the leave so as not to disrupt operations. An employee may substitute any accrued PTO for any part of the leave under this section.

14.8 JURY DUTY: Pennington County grants employees leaves of absence with pay for required jury duty. The department head shall be responsible for authorizing leaves of absence due to jury duty. An employee summoned to serve on any court jury shall be compensated by the County at the regular rate for a regular workday, without any reduction of vacation or sick leave. In return, any compensation, other than mileage and other expense reimbursement, received by the employee for serving on jury duty, shall be turned over to the County and shall be deposited in the fund the employee is in.

The employee shall return to work if excused or released from jury duty during regular working hours.

14.9 TIME OFF TO VOTE: A County employee who is eligible to vote in an election has the right to be absent from work for the time necessary to appear at the employee's polling place, cast a ballot, and return to work on the day of that election or during the time period allowed under section MN Statute 203B.081 for voting in person before election day, without penalty or deduction from salary or wages because of the absence in accordance with MN Statute 204C.04. The department head and employee shall arrange a mutually agreeable time for the employee to vote.

14.10 ELECTION JUDGE: It is the policy of Pennington County to approve Election Judge leave of absence with pay per MN Statutes 204B.195. The department head shall receive written notification of the intended absence at least 20 days in advance. In addition, a certification from the appointing entity stating the hourly election judge compensation must be provided.

The County may reduce the salary or wages of an employee serving as an election judge by the amount paid to the election judge by the appointing authority during the time the employee was absent from the County.

14.11 EMERGENCY SERVICES/FIRST RESPONDER/VOLUNTEER FIRE: Employees that are members of local Emergency, First Responder, or Volunteer Fire services are permitted to be absent from

work with pay to respond to such call for services. Pay for such absences are limited to four (4) hours per occurrence/incident and employees must return to work as soon as possible following a response. Supervisors and/or department heads shall be responsible for monitoring such leave and shall have discretion in policy enforcement.

14.12 RETALIATION PROHIBITED: Retaliation is prohibited for requesting, taking leave, or asserting other rights provided under these policies. An employee who believes they have been retaliated against or have not been afforded rights under these policies should promptly report any concerns to the County Coordinator.

ARTICLE 15: INSURANCE, REIMBURSEMENTS, LONGEVITY PAY

POLICY STATEMENT: Pennington County recognizes that each employee has unique needs in terms of health care, insurance, and financial needs. The County offers employees multiple options in terms of insurance coverage so employees can choose the plan or plans that best fit their needs.

15.1 HEALTH INSURANCE: The County has undertaken to offer group health insurance and pay a portion of the premiums for eligible full-time and part-time employees working an average of 30+ hours per week. Note: 37.5+ hours/week is required to receive the full employer benefits towards health insurance. The amount the County contributes to health premiums is set by the Board. If an employee elects an HSA or VEBA health plan, employer contributions to HSA or VEBA accounts may vary and are determined by the Board; such contributions will be bi-annually for full-time employees and monthly for part-time employees. Please contact the County Coordinator or Payroll Manager for current health insurance premiums and benefit amounts.

Part-Time Employees: Eligible part-time employees who elect county group health insurance shall have all health insurance benefits prorated based on hours worked.

Employee health insurance shall be effective on the first day of the month following the date of hire.

If an employee terminates employment, any applicable county health insurance shall continue through the month of termination; the County shall pay its portion of applicable group health insurance for that month.

Terminating employees will be responsible for any employee share of health premiums due for the month of termination; such premiums will be taken via payroll.

15.1.1 OPTIONS TO CONTINUE COVERAGE AFTER TERMINATION:

- Retirement: It shall be permissible for all employees and elected officials who retire from the County after 10+ years of service and are eligible for retirement under PERA rules to remain on the County's group health and/or dental insurance indefinitely, with the condition that said employee must pay the County 100% of the current premium rate being charged for said insurance each month.
- A terminating employee that is not PERA annuity eligible may continue group health coverage per COBRA guidelines.
- Terminating or retiring employees that remain on the county's group health insurance may enroll in a different health plan only during the open enrollment period each year.

15.2 LIFE INSURANCE: The County has undertaken to offer and pay the premium for \$40,000 of life insurance coverage for all designated full-time employees. All employees regularly scheduled to work 20+ hours/week have the option to purchase additional, supplemental life insurance at their own expense, with such options available upon hire or during the open enrollment period each year. Such coverage may be contingent on evidence of insurability.

15.3 CAFETERIA (FLEX SPENDING) PLAN: The County has undertaken to offer a cafeteria or flexible spending plan to full-time employees and part-time employees regularly scheduled to work 20+ hours/week.

An employee, upon hire or during annual open enrollment, may elect participation in a cafeteria plan, also known as a 'flex spending account' plan. These plans allow a limited amount of money to be withheld from an employee's payroll on a pre-tax basis. These funds may be used for expenses as determined by Federal law, but include employee health care costs, dental expenses, eye care, etc. Annual limits are determined and set by Federal law. Flex contributions are deducted bi-monthly from the first two payrolls of each month. Any funds remaining at the end of the plan year will be forfeited by the employee. Contact the County Coordinator or Payroll Manager for current limits and further guidance.

Employees are responsible for any administration fees related to cafeteria plans, with such fees to be deducted from payroll monthly on a post-tax basis.

15.4 EXPENSE REIMBURSEMENT: In accordance with MN Statutes, the County will cover or reimburse employees for expenses incurred while performing duties required by the County.

15.4.1 MEALS: the County will reimburse employees for meals while on County business away from their regular workplace at the amount of cost but not to exceed the amounts established by the Board each January. The only exception to this policy would be meals at conferences or meetings where the meals are set at a pre-determined amount by those holding the meeting or meals that are part of the meeting registration. These will be reimbursed at cost and are non-taxable. Itemized receipts are required for all meal reimbursements other than the exception listed above. Non-reimbursable, meal expenses include alcohol and room service fees. Meals will be reimbursed as follows:

- Meal expenses incurred while attending meetings or county business away from the workplace in which the employee will not be required to be out of town overnight will be reimbursed through the employee's payroll (treated as income and subject to applicable taxes).
- Meal expenses incurred when the employee is required to be out of town overnight for a meeting or county business will be reimbursed via Commissioner Warrant. The employee will not pay Federal and State taxes on these reimbursements.
 - Breakfast: Breakfast reimbursements may be claimed only if the employee is on assignment away from their normal workplace overnight, or is required to depart from their normal workplace by 6:00 a.m.
 - Lunch: Lunch reimbursements may be claimed only if the employee is on assignment away from their normal workplace overnight, or is required to depart from their normal workplace by 11:00 a.m. and they remain away from their normal workplace beyond 1:00 p.m.
 - Dinner: Dinner reimbursements may be claimed only if the employee is on assignment from their workplace overnight, or remains away from their normal workplace beyond 7:00 p.m.

No meals will be reimbursed within Pennington County.

15.4.2 MILEAGE: When a county vehicle is not available and the employee must use their personal vehicle for work-related travel, they will be reimbursed at the current Federal/IRS mileage rate. Employees using a personal vehicle for county business are only eligible for mileage reimbursement and cannot use a county credit card to purchase fuel for their vehicle.

An employee that has been given a county vehicle for their use and chooses to use their own vehicle for work-related travel will not be reimbursed for mileage, unless the county vehicle assigned to them was inoperable.

In the event that more than one employee is required to attend the same meeting, such employees shall make every effort to carpool, and in such cases only the driver will be reimbursed for mileage.

Mileage will be reimbursed based on the following:

- Actual miles traveled from normal work location to another work site(s) and back again.
- Miles driven in excess of the employee's normal commute if stopping at a work site while traveling between the employee's residence and normal work location.
- The miles driven in excess of the employee's normal commute when the employee drives from their residence, to another worksite (e.g. conference), and then returning to their residence.

Mileage incurred while traveling between the employee's residence and normal work location is not reimbursable.

Fares incurred while using public transportation when away on county business, including Uber or Lyft, are valid expenses and thus reimbursable with valid receipt or documentation.

15.4.3 LODGING: Lodging fees incurred by the employee when overnight travel is necessary will be reimbursed at actual cost; itemized receipts are required.

Personal expenses such as personal phone calls, movie rental charges, etc. are not reimbursable.

15.4.4 CONFERENCE AND SEMINAR EXPENSES: It is the policy of Pennington County to allow regular employees educational opportunities that are related to the employee's current position and intended to update and enhance an employee's ability to perform their job responsibilities. Such opportunities directly related to the employee's current position must be approved by the department head. Such opportunities located out-of-state must be approved by the department head and the Board. Any such opportunity not directly related to the employee's current position must be approved by the department head and the Board. Attendance shall not be related to union activities.

Allowable expenses include:

- Fees for seminars, conferences, conventions, and materials directly related to the current position.
- Travel expenses incurred, such as public transportation and parking (subject to Board approval).

15.4.5 AIR TRAVEL: Economy class is the standard mode of travel. The county will not reimburse for upgraded business, first class, or other premium seating, nor for movies, headsets, food/beverage, or other incidental expenses purchased on the flight, nor travel insurance.

15.4.6 OTHER EXPENSE REIMBURSEMENT: Non-allowable expenses will not be considered.

- Tips: Reimbursement for tips on meals is limited to 15%.

- Online purchases: Items purchased online, such as from Amazon, need to be made on the County's Amazon account. Items that could have been purchased from a county account but were purchased elsewhere may be denied for reimbursement.

15.5 LONGEVITY PAY: It is the policy of the County that long-term employees shall be awarded longevity pay.

Permanent full-time and part-time employees (on a pro-rated basis) shall be eligible for longevity pay upon completion of the required number of years of continuous employment from the employee's last date of hire as a permanent County employee. Elected officials are not eligible for longevity pay.

Upon completion of the required length of service, a current employee will be paid longevity pay annually in a lump sum during the first week in December of each year.

Computation:

5-9 years employment	\$15.00/month
10-14 years employment	\$35.00/month
15-19 years employment	\$50.00/month
20-24 years employment	\$60.00/month
25-29 years employment	\$75.00/month
30+ years employment	\$90.00/month

ARTICLE 16: DISCIPLINE

POLICY STATEMENT: The County affirms its right and responsibility to develop and administer the regulations, disciplinary measures, and general work rules necessary to ensure efficient operation of services, fair treatment, and safe working conditions. The County chooses the policy of progressive discipline for employees. An employee has the right to review, through the grievance procedure, disciplinary action to which they may be subject. The County reserves the right in its discretion to deviate from these policies and may dismiss any employee who is unable, or unwilling, to meet county standards. Dismissal on such grounds is considered termination for just cause.

If an incident warrants investigation as determined by the Department Head, County Coordinator, or Personnel Committee, such investigation will be conducted at the earliest possible date. At the discretion of the Department Head, County Coordinator, or Personnel Committee, and based on the nature of the alleged offense(s), an employee may be placed on paid administrative leave during an investigation.

16.1 DISCIPLINARY PROCESS: Responsibility for initiating and administering disciplinary action lies with supervisors, department heads, the County Coordinator, and the County Commissioners. Proposed written reprimands should be discussed with the Department Head or County Coordinator before being acted upon. Proposed suspensions and dismissals must be discussed with the County Coordinator and Personnel Committee before being acted upon. The County Coordinator will serve as an impartial advisor in the process to ensure fairness and consistency of the proposed disciplinary action with county policies and practices.

Notices of disciplinary action to employees must be completed in full. Original notices should be signed by the supervisor and employee as applicable and included in the employee's personnel file. The subject employee will be given copies of the disciplinary notices. The refusal to sign such notices by the employee must be documented on the notice. In cases where disciplinary action has been initiated based

on allegation, and the allegation later proves false, all written items pertaining to the case will be removed from the employee's personnel file and the employee informed of this action.

Employees who believe they have been treated in a manner inconsistent with the provisions of this section may initiate a grievance by following established grievance procedures.

16.1.1 VETERANS: The Minnesota Veterans Preference Act establishes additional rights for covered veterans who are demoted or discharged from positions that are not temporary and that are not department head or chief deputy positions. A veteran who is the subject of disciplinary action involving removal from employment or position must be notified of the right to request a veteran's hearing within thirty (30) days of the notice of intent to terminate. During the thirty (30) day period, at the option of the employee's department head, the employee will either (a) work the employee's regular hours at a job designated by the department, or (b) will be placed on administrative leave with pay. Failure to request a hearing in writing within the thirty (30) day period will constitute a waiver by the veteran of the right to a hearing and all other legal remedies for reinstatement. An eligible veteran may elect either 1) a veteran's hearing before the County Personnel Board of Appeals or an arbitrator, or 2) an appeal through the grievance procedure of the employee's bargaining agreement. The election of one of these remedies constitutes the waiver of the other remedy.

16.1.2 DEPARTMENT HEADS/APPOINTED OFFICIALS: This policy will be applied to department heads/appointed officials, designated by statute as employees-at-will, only to the extent determined by the County Board on a case-by-case basis.

16.2 JUST CAUSE: A disciplinary or corrective action may be based on, but shall not be limited to, the following:

- Incompetence or inefficiency in performance of duties
- Physical or mental incompetence
- Any use of intoxicating substances while on duty
- Conviction of a felony or gross misdemeanor or conviction of a misdemeanor or an ordinance violation involving moral turpitude
- Willful misconduct or insubordination
- Carelessness and negligence in the handling of or control of public property
- Discourteous, insulting, abusive, or inflammatory conduct toward the public or fellow employees
- Unexcused absence from duty
- Acceptance of a gift under circumstances from which it could be inferred that the favor expected or hoped for preferred or favored treatment in an official or departmental matter
- Proven dishonesty in the performance of duties

16.3 ELEMENTS OF PROGRESSIVE DISCIPLINE: Different types of progressive disciplinary measures may be used depending on the offense. All employees are entitled to due process regarding any disciplinary measures.

1. **ORAL REPRIMAND/VERBAL WARNING:** An informal discussion with an employee of a relatively minor offense, which is to be documented by the supervisor and included in the employee's personnel file. The employee is not required to sign such documentation.
2. **WRITTEN REPRIMAND:** A formal, written, more serious warning to an employee that the employee's behavior and/or performance must change and/or improve. Typically, this warning is given for serious matters and/or if poor performance persists or an infraction is repeated. Such

reprimand shall be signed by the Supervisor or Department Head and the employee and be kept in the employee's personnel file.

3. **SUSPENSION:** An involuntary, temporary absence from duty with or without pay. Prior to suspension, or as soon as possible after, the employee is to receive a written statement indicating the reasons for the suspension, duration, and further disciplinary action should the problem continue. The original statement shall be signed by the employee and employer and included in the employee's personnel file. While on suspension without pay the employee is not entitled to use sick leave or vacation time. Failure to report to work within three (3) days following the expiration of suspension shall be considered a resignation by job abandonment.
4. **DISMISSAL / DISCHARGE:** Removal of an employee from county service. When corrective actions or progressive discipline is unsuccessful, or when the nature and history of the performance deficiency or misconduct warrants, the county may discharge the employee from county service. No regular, permanent employee shall be discharged without just cause. Employees subject to dismissal shall be notified according to the following method:
 - A written notice of discharge giving specific reasons, effective date, and conditions of the dismissal, signed by Department Head or Supervisor, and presented to the employee in person before the effective date of the dismissal.
 - Employees who are veterans and qualify for the Veteran's Preference Act are allowed additional rights under the Act as consistent with MN Statute 197.46. Veterans must be provided with a written notice detailing the charges and the right to request a hearing within 30 days of receipt of the notice of intent to discharge.

In no case will an employee be discharged without review by the County Coordinator and the Personnel Committee to ensure that the termination is completed in accordance with applicable laws, rules, and regulations.

LOUDERMILL HEARING: Non-probationary employees have a right to request a Loudermill Hearing prior to severe discipline (i.e. unpaid suspension or discharge) being administered. Such hearing provides an opportunity for the employee to respond to the charges before any final disciplinary decision is made.

If the employee facing discharge is a veteran, the notice shall include reference to special rights as outlined by the Veteran's Preference Law and as noted in Article 16.1.1.

ARTICLE 17: GRIEVANCE PROCEDURE

A grievance procedure is provided as a means of calling management's attention to practices which employees believe are in conflict with the policies and procedures established by the County Board and described in this manual. The established, formal procedure ensures employees access to all levels of management, complete and impartial hearings, and expedient objective resolutions to problems.

17.1 DEFINITION: A grievance is a dispute or disagreement raised by an employee or group of employees against the county and/or their department head because of an interpretation or alleged violation of these personnel policies and procedures.

17.2 LIMITATIONS: Except as required by law, grievances may not be filed on issues which would infringe on management prerogative not specifically waived by a provision of this manual. Except where required by law, grievances may not be filed on issues which have previously been grieved under the provisions of a collective bargaining agreement or have otherwise been accorded a full hearing.

17.3 PROCEDURE: Grievances will be addressed promptly and fairly. In order to facilitate the

processing of employee grievances in an orderly and just manner, and to provide the employee with access to all levels of management and a fair and impartial hearing, the following procedures are to be used.

If the grievance is not presented within the time periods set forth, it shall be considered waived. If a grievance is not appealed to the next step within the specified time limit, it shall be considered settled on the basis of the last answer. If the proper authority does not answer a grievance or appeal thereof within the specified time limits, the employee shall treat the grievance as denied and may immediately appeal the grievance to the next step. The time limit in each step may be extended by mutual agreement of the employee and authority involved in the step.

Step I: An employee having a grievance will present such grievance to their immediate supervisor within ten (10) working days after the event causing the grievance. The employee may be accompanied by counsel of their choice. It will be the responsibility of the supervisor to investigate the grievance, discuss the grievance with the employee, and give an oral answer to the employee within ten (10) working days from the time the grievance was initially presented. In instances where the organizational structure does not provide a level of supervision between the department head and the employee, grievances will be presented directly to the department head as set forth in Step II.

Step II: A grievance not resolved in Step I may be appealed to Step II. The grievance will be set forth in writing, stating the nature of the grievance, the facts on which it is based, the provision(s) of this policy allegedly violated, and the remedy requested. Step II grievance will be presented to the department head within ten (10) working days from the time of the supervisor's response. The department head will investigate the grievance, discuss it with the employee and give their written answer to the employee within ten (10) working days following the meeting with the employee.

Step III: A grievance not resolved in Step II may be appealed to Step III. The grievance shall be set forth in writing stating the nature of the grievance, the facts on which it is based, the provision(s) of this policy allegedly violated, and the remedy requested. Step III grievance shall be presented to the County Administrator within ten (10) working days from the time of the department head's response in writing. The County Coordinator or a designated representative shall make, or cause to have made, an investigation of the complaint and alleged violation of policy. The findings of such investigation shall go to the Personnel Committee for review and decision. Such decision shall be final and be in writing within ten (10) working days following receipt of the appealed grievance.

ARTICLE 18: CONFLICTS OF INTEREST

18.1 POLICY STATEMENT: It is the policy of the County to prohibit its employees from engaging in any activity, practice, or act which conflicts with the interests of the County or its citizens. The following actions of an employee of the County shall be deemed to be a conflict of interest and subject to disciplinary action as appropriate.

- Use or attempted use of the employee's official position to secure benefits, privileges, exemptions or advantages for the employee or the employee's immediate family or an organization with which the employee is associated which are different from those available to the general public; or
- Acceptance of other employment or contractual relationship that will affect the employee's independence of judgment in exercise of official duties; or
- Actions as agent or attorney in an action or matter pending before the County of Pennington except in the proper discharge or official duties or on the employee's behalf.

18.2 DETERMINATION: When an employee believes the potential for a conflict of interest exists, it is the employee's duty to avoid the situation. A conflict of interest shall be deemed to exist when a review of the situation by the employee or the employee's supervisor determines any one of the following conditions to be present:

- The use of private gain or advantage of County time, facilities, equipment or supplies of badge, uniform, prestige or influence, or County office or employment.
- Receipt or acceptance by the employee of any or other things of value from anyone other than the County for the performance of an act which the employee would be required or expected to perform in the regular course of hours of County employment or a part of the duties of an employee.
- Employment by a business which is subject to direct or indirect control, inspection, review, audit of enforcement by the employee.
- The performance of an act on other than the employee's official capacity which may later be subject directly to the control, inspection, review, audit or enforcement by the employee.
- Use of confidential information to further the employee's private interest and acceptance of outside employment or involvement in a business or activity that will require the employee to disclose or use confidential information.
- Use or allowance of the use of County time, supplies, or County owned or leased property and equipment for the employee's private interest or any other use not in the interest of the County, except as provided by law.

18.3 RESOLUTION: If the employee or the employee's supervisor determines that a conflict of interest exists, the matter shall be assigned to another employee who does not have a conflict of interest. If it is not possible to assign the matter to an employee who does not have a conflict of interest, interested persons shall be notified of the conflict and the employee may proceed with the assignment.

18.4 ACCEPTANCE OF ADVANTAGE: No employee of the County in direct contact with a supplier or a potential supplier of the County, or who may directly or indirectly influence a purchased product, evaluating contracted services, or otherwise has official involvement in the purchasing or contracting process may:

- Have any financial interest or have personal beneficial interest directly or indirectly in contracts or purchase offers for goods or services used by or purchased for resale or furnished to the county; or
- Accept directly or indirectly from a person, firm, or corporation to which a contract or purchase order has been or may be awarded, a rebate gift, money or anything of value other than items or nominal value. No such employee may further accept any promise, obligation, or contract for future reward.

18.5 ACCEPTANCE OF GIFTS OR FAVORS: Employees of the County, in the course of or in relations to their official duties, shall not directly or indirectly receive or agree to receive any payment of expense, compensation, gift reward, gratuity, favor, service or promise of the future employment or other future benefit from any source, except the County, for any activity related to the duties of the employee unless otherwise provided by law. However, the acceptance of any of the following shall not be in violation of this section.

- Gifts of nominal value
- Plaques or similar momentums recognizing individual services in field of specialty or to a charitable cause.

- Payment or reimbursement expenses for travel or meals, not to exceed actual expenses incurred, which are not reimbursed by the County, and which have been approved in advance by the employee's supervisor as part of the work assignment; or
- Honoraria or expenses paid for papers, talks, demonstrations, or appearances made by employees on their own time for which they are not compensated by the County.

18.6 EMPLOYEE RELATIONSHIPS: It is the policy of the County that close, personal, or intimate relationships between an employee and their supervisor are not permitted because of potential conflicts of interest, as well as potential issues of liability pursuant to state and federal laws.

18.7 POLICY VIOLATION: Violation of the provisions of this policy shall be grounds for disciplinary action against an employee.

ARTICLE 19: SEXUAL HARASSMENT, VIOLENCE, OFFENSIVE CONDUCT

POLICY STATEMENT: It is the policy of the County to maintain an environment that is free from offensive conduct, harassment, and violence based on race, color, creed, national origin, gender, religion, disability, age, marital status, status with regard to public assistance or sexual orientation. The County prohibits any form of religious, racial, color, creed, sexual, gender, marital status, age, national origin, status with regard to public assistance, sexual orientation or disability discrimination, harassment, and violence.

It shall be a violation of this policy for any employee, agent, officer, commissioner or other elected official of the County to engage in offensive or harassing verbal or physical conduct of a sexual nature or regarding race, color, creed, national origin, gender, religion, disability, age, status with regard to public assistance, marital status or sexual orientation towards any County employee, officer, agent, or member of the public seeking public services or public accommodations.

It shall be a violation of this policy for any County employee, agent, officer, commissioner or other elected official to inflict, threaten to inflict, attempt to inflict sexual violence or violence based on religion, race, color, creed, gender, marital status, status with regard to public assistance, sexual orientation, age, national origin or disability, upon an employee, agent, officer, or member of the public seeking services or accommodation from the County.

The County will act to investigate all complaints, formal or informal, verbal or written, of offensive, harassing, or violent conduct of a sexual nature or based upon religion, national origin, race, color, creed, gender, gender, sexual orientation, marital status, status with regard to public assistance, age, or disability, and to discipline or take appropriate action against any employee, agent, officer, commissioner or other elected official who is found to have violated this policy.

19.1 OFFENSIVE CONDUCT, HARASSMENT, AND VIOLENCE:

19.1.1: SEXUAL/GENDER-BASED OFFENSIVE CONDUCT OR HARASSMENT:

Sexual/gender-based offensive conduct/harassment includes unwelcome physical or verbal conduct relating to an individual's gender or directed at an individual because of gender; unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal conduct or communication of a sexual or gender biased nature when:

- Submission to that conduct or communication is made a term or condition, either explicitly, of obtaining or retaining employment, public services, or public accommodations

- Submission to a rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment, public services, or public accommodations
- That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or use of public services or public accommodations or creating an intimidating, hostile, or offensive employment, public service, or public accommodation environment.

Examples of sexual or gender harassment include, but are not limited to:

- unwelcome verbal remarks, jokes, or innuendoes of a sexual nature or based upon gender
- unwelcome pressure for sexual activity
- unwelcome, sexually motivated, or inappropriate patting, pinching, or other physical contact
- unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or access to public services or public accommodations
- unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or access to public accommodations
- any sexually motivated unwelcome touching
- distribution or display of written materials, pictures, or other graphics of a sexual or gender-biased nature
- other unwelcome behavior or words directed at an individual because of gender

19.1.2 SEXUAL VIOLENCE:

Sexual violence is a physical act of aggression or force or the threat thereof which involves the touching of another's intimate parts or forcing a person to touch any person's intimated parts including the genital area, groin, inner thigh, Buttocks or breasts, as well as the clothing covering these areas. Sexual violence may include, but is not limited to:

- touching, patting, grabbing, or pinching another person's intimate parts
- coercing, forcing, or attempting to coerce or force the touching of anyone's intimate parts.
- threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.
- Assault upon another because of, or in a manner reasonably related to, gender.

19.1.3 RACE/COLOR/NATIONAL ORIGIN-BASED OFFENSIVE CONDUCT/HARASSMET AND BIAS:

Racial/national origin harassment and/or bias occur when:

1. submission to conduct or communications of a derogatory, harassing, or biased nature based on race/color/national origin is made a term of condition, either explicitly or implicitly, of obtaining, or retaining employment, or of obtaining or retaining access to public services or public accommodations; or
2. submission to or rejection of conduct or communications of a derogatory, harassing, or biased nature based on race/color/national origin by an individual is used as a factor in decisions affecting that individual's employment or access to public services or public accommodations; or

3. the conduct or communication of a derogatory, harassing, or biased nature based on race/color/national origin has the purpose or effect of substantially interfering with an individual's employment or use of public services/accommodations or creating an intimidating, hostile, or offensive employment or public service/accommodation environment.

19.1.4 RACIAL/COLOR/NATIONAL ORIGIN VIOLENCE:

Physical act of aggression or assault upon another because of, or in a manner related to, race national origin.

19.1.5 RELIGION/CREED-BASED HARASSMENT/BIAS:

Occurs when:

- submission to conduct or communications of a religiously or creed-based derogatory, harassing, or biased nature is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining or retaining public services/accommodations; or
- submission to or rejection of conduct or communications of a religiously or creed-based, derogatory, harassing, or biased nature by an individual is used as a factor in decisions affecting that individual's employment or access to public services/accommodations; or
- the conduct or communication of a religious or creed-based derogatory, harassing, or biased nature has the purpose or effect of substantially interfering with an individual's employment or use of public services/accommodations or of creating an intimidating, hostile, or offensive employment or public service/accommodation environment.

19.1.6 RELIGIOUS OR CREED-BASED VIOLENCE:

Religious or creed-based violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, religion.

19.1.7 DISABILITY BASED OFFENSIVE CONDUCT/HARASSMENT AND DISABILITY BIAS:

Disability based harassment and/or bias occurs when:

- submission to conduct or communications of a derogatory, harassing, or biased nature which is based on an individual's disability is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining or retaining public services/accommodations;
- submission to or rejections of conduct or communications of a derogatory, harassing, or biased nature based on an individual's disability, by an individual is used as a factor in decisions affecting that individual's employment or access to public services/accommodations, or
- the conduct or communication of a derogatory, harassing, or biased nature based on an individual's disability has the purpose or effect of substantially interfering with an individual's employment or use of public services/accommodations or of creating an intimidating, hostile or offensive employment or public service/accommodation environment.

19.1.8 AGE BASED/OFFENSIVE CONDUCT/HARASSMENT AND AGE BIAS:

Age biased harassment and/or bias occurs when:

- submission to conduct or communication of a derogatory, harassing, or biased nature which is based on an individual's age is made a term or condition, either explicitly, of obtaining or retaining employment, or of obtaining or retaining public services/accommodations; or
- submission to or rejection of conduct or communications of a derogatory, harassing, or biased nature based on an individual's age, by an individual is used as a factor in decisions affecting that individual's employment or access to public services/accommodations; or
- the conduct or communication of a derogatory, harassing, or biased nature based on an individual's age has the purpose or effect of substantially interfering with an individual's employment or use of public services/accommodations or of creating an intimidating, hostile, or offensive employment or public service/accommodation environment.

19.1.9 MARITAL STATUS BASED OFFENSIVE CONDUCT/HARASSMENT AND MARITAL STATUS BIAS:

“Marital Status” means whether a person is single, married, remarried, divorced, separated, or surviving spouse, and in employment cases includes protection against discrimination on the basis of the identity, situation, actions or beliefs of spouse or former spouse.

Marital status-based harassment and/or bias occurs when:

- submission to conduct or communications of a derogatory, harassing, or biased nature which is based on an individual's marital status is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, of or obtaining or retaining public services or accommodations.
- submission to or reject of conduct or communications of a derogatory, harassing, or biased nature based on an individual's marital status, by an individual is used as a factor in decisions affecting that individual's employment or access to public services/accommodations; or
- the conduct or communication of a derogatory, harassing, or biased nature based on an individual's marital status has the purpose or effect of substantially interfering with an individual's employment or use of public services/accommodations or of creating an intimidating, hostile, or offensive employment or public services/accommodation environment.

19.2.0 STATUS WITH REGARD TO PUBLIC ASSISTANCE BASED OFFENSIVE CONDUCT /HARASSMENT AND BIAS:

“Status with Regard to public assistance” means the condition of being a recipient of federal, state, or local assistance, including medical assistance, housing subsidies, AFDC, or general assistance.

Public assistance status-based harassment and/or bias occurs when:

- submission to conduct or communications of a derogatory, harassing, or biased nature which is based on an individual's status with regard to public assistance, is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining or retaining public services/accommodations.
- submission to or rejection of conduct or communications of a derogatory, harassing, or biased nature based on an individual's status with regard to public assistance, by an individual is used as a factor in decisions affecting that individual's employment or access to public services/accommodations; or

- the conduct or communication of a derogatory, harassing, or biased nature based on an individual's status with regard to public assistance has the purpose or effect of substantially interfering with an individual's employment or use of public services/accommodations or of creating an intimidating, hostile, or offensive employment or public services/accommodation environment.

19.2.1 SEXUAL ORIENTATION BASED OFFENSIVE CONDUCT/HARASSMENT AND BIAS:

“Sexual Orientation” means having or being perceived as having an emotional, physical, or sexual attachment to another person without regard to the sex of that person or being perceived as having an orientation for such an attachment, or having or being perceived as having a self/image or identity not traditionally associated with one's biological maleness or femaleness. “Sexual orientation” does not include physical or sexual attachment to children by an adult.

- submission to conduct or communications of a derogatory, harassing, or biased nature which is based on an individual's sexual orientation, is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining or retaining public services/accommodations.
- submission to or rejection of conduct or communications of a derogatory, harassing, or biased nature based on an individual's sexual orientation, by an individual is used as a factor in decisions affecting that individual's employment or access to public services/accommodations; or
- the conduct or communication of a derogatory, harassing, or biased nature based on an individual's employment or use of public services/accommodations or of creating an intimidating hostile or offensive employment or public services/accommodation environment

19.2.2 SEXUAL ORIENTATION BASED VIOLENCE:

Sexual orientation violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, that individuals actual or perceived sexual orientation.

19.2.3 ASSAULT:

- an act done with intent to cause fear in another of immediate bodily harm or death
- the intentional infliction of or attempt to inflict bodily harm upon another
- the threat to do bodily harm to another with present ability to carry out the threat.

19.2.4 APPLICABILITY: OFFENSIVE CONDUCT, HARASSING OR BIAS MAY OCCUR:

- Between a supervisor and an employee
- Between co-employees
- Between an employee or supervisor and a member of the public seeking to obtain or use public services/accommodations
- Between a commissioner or other elected official and an employee or member of the public receiving or seeking public services/accommodations
- Against an employee or supervisor by a vendor
- Between an agent of the county and an employee, supervisor, elected official or member of the public

19.2.5 REPORTING PROCEDURES:

Any person who believes he or she has been the victim of offensive conduct of a sexual nature, sexual harassment, or harassment bias based on race, color, creed national origin, gender, religion, disability, age, marital status, status with regard to public assistance or sexual orientation by an employee, agent, official, commissioner or other elected official of the County, or any person with knowledge or belief of conduct which may constitute such harassment of bias toward an employee, official or member of the public services or accommodations, shall report all alleged conduct immediately to an appropriate County official designated by this policy.

The County encourages the reporting party or complainant to use the report form available from the County Coordinator or available from the department head of any County department, but oral reports shall be considered valid complaints as well. Nothing in this policy shall prevent any person from reporting harassment or violence directly to the County Human Rights Officer.

19.2.6 RESPONSIBILITY:

In Each County Department:

1. The department head of each department is the person responsible for receiving oral or written reports of all types of offensive conduct, harassment, and bias at the department level.
2. Any supervisory employee, whether or not the person is a department head, who receives a formal or informal, oral or written report of harassment, bias, or violence as defined in this policy, or who otherwise becomes aware of harassment, bias, or violence as defined in this policy, shall inform the department head immediately without screening or investigating any report, unless the department head is involved in the alleged harassment, bias, or violence. In the event that the department head is involved, or it is otherwise deemed by the supervisory employee to be inappropriate to report to the department head, the report shall be made directly to the County Human Rights Officer or Alternative Human Rights Officer(s) as described below. Failure of a supervisory employee to forward such a report to the appropriate party shall be grounds for discipline, including and up to termination.
3. Upon receipt of a report, the department head must notify the County Human Rights Officer immediately, without screening or investigating the report. The department head may request, but may not insist upon, a written complaint from the complainant. A written statement of the facts alleged will be forwarded as soon as practicable by the department head to the Human Rights Officer. If the report was given verbally, the department head shall personally reduce it to written form within 24 hours and forward it to the Human Rights Officer. Failure to forward any harassment or violence report or complaint as provided herein will result in disciplinary action against the department head, including and up to termination from employment.
4. If the complaint involves the department head, the complaint shall be made or filed directly with the County Human Rights Officer by the reporting party or complainant.

County-Wide:

1. The County Board hereby designates the County Coordinator, PO Box 616, Thief River Falls, MN 56701, 218-683-7000, as the County Human Rights Officer to receive reports of sexual harassment and offensive conduct, harassment, and violence based on race, color, creed, national origin, gender, religion, disability, age, marital status, status with regard to public assistance, or sexual orientation.
2. If the complaint involves the Human Rights Officer, the complaint shall be filed with one of the Alternative Human Rights Officers: County Attorney and the County Board Chairman.

3. The County shall conspicuously post the name of the Human Rights Officer and Alternative Human Rights Officer, including mailing address and telephone number.

Submission of a good faith complaint or report of offensive or harassing conduct of a sexual nature or offensive conduct, harassment, bias, or violence based on race, color, creed, national origin, gender, religion, disability, age, marital status, status with regard to public assistance or sexual orientation shall not affect the reporter's future employment or access to public services or public accommodations.

Use of formal reporting forms is not mandatory.

The County will process complaints made under this policy as discreetly as possible, consistent with the County's legal obligations and the necessity to investigate allegations of discriminatory harassment and violence and take disciplinary action when the conduct has occurred.

19.2.7 INVESTIGATION:

1. By authority of the County Board, the Human Rights Officer or Alternative Human Rights Officer(s), upon receipt of a report or complaint of offensive or harassing conduct of a sexual nature or offensive conduct, harassment, bias, or violence based on race, color, creed, national origin, gender, religion, disability, age, marital status, status with regard to public assistance or sexual orientation, shall undertake or authorize an investigation. The investigation may be conducted by County officials or by a third party designated by the County.
2. The investigation may consist of personal interviews with the complaints, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstance giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.
3. In determining whether alleged conduct constitutes a violation of this policy, the County should consider the surrounding circumstances, the nature of the behavior, past incidents, past or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and the surrounding circumstances.
4. In addition, the County may take immediate steps, at its discretion, to protect the complainant and other employees or members of the public pending completion of the investigation.
5. The County Human Rights Officer shall make a written report to the County (Attorney, Auditor-Treasurer, and Personnel Committee). If the complaint involves the Auditor-Treasurer or Attorney, the report may be filed directly with the County Board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

19.2.8 COUNTY ACTION:

1. The County will take such action as appropriate based on the results of the investigation. In the event that the investigation establishes that a violation of this policy has occurred, disciplinary action may be taken.
2. Consistent with the requirements of the Minnesota Government Data Practices Act, Minnesota Statutes 13.01 et. seq., the results of the County's investigation will be made available to the complainant.

19.2.9 REPRISAL:

The County will discipline (up to and including termination) or take appropriate action against any employee, officer, commissioner, agent, elected official, or other person who retaliates against any person who reports alleged harassment, bias, or violence under this policy on any person who testifies, assists, or participates in an investigation, or who testifies, assists, or participates in a proceeding or hearing relating to such harassment, bias, or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

Any county action taken against an individual pursuant to this policy shall be consistent with the requirements of:

- A. Applicable Collective Bargaining Agreements
- B. County Policies
- C. State and Federal Law.

The County will take such disciplinary action it deems necessary and appropriate, including warning, suspension, immediate discharge, or other appropriate action to end discriminatory harassment and violence and prevent its recurrence.

ARTICLE 20: AFFIRMATIVE ACTION / EQUAL EMPLOYMENT OPPORTUNITY

POLICY STATEMENT: The County endeavors to comply with all applicable equal opportunity and nondiscrimination regulations and promotes the realization of equal employment opportunity through a continuing program of positive practices specifically designed to ensure the full implementation of this policy without regard to membership in a protected class. The Board expects each employee to cooperate fully to achieve this goal and personally stand behind this principle.

20.1 EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT

This is to affirm that the County's policy of Providing Equal Opportunity to all employees and applicants for employment is in accordance with all applicable Equal Employment Opportunity/Affirmative Action laws, directives, and regulations of Federal, State, and Local Government bodies or agencies thereof, specifically Minnesota Statute 363.

The County will not discriminate against or harass any employee or applicant for employment because of race, color, creed, religion, national origin, sex, disability, age, marital status, or status with regard to public assistance.

The County will take Affirmative Action to ensure that all employment practices are free of such discrimination. Such employment practices include, but are not limited to, the following: hiring, upgrading, demotion, transfer, recruitment or recruitment advertising selection, layoff, disciplinary action, termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.

The County will use its best efforts to afford minority and female business enterprises with the maximum practicable opportunity to participate in the performance of subcontracts for construction projects that this County engages in.

The County will commit the necessary time and resources, both financial and human, to achieve the goals of Equal Employment Opportunity and Affirmative Action.

The County fully supports incorporation of non-discrimination and Affirmative Action rules and regulations into contracts.

The County will evaluate the performance of its management and supervisory personnel on the basis of their involvement in achieving these Affirmative Action objectives as well as other established criteria. Any employee of this County, or subcontractor to this County, who does not comply with the Equal Employment Opportunity Policies and Procedures as set forth in the statement and plan will be subject to disciplinary action. Any subcontractor not complying with all the applicable Equal Employment Opportunity/Affirmative Action laws, directives and regulations of the Federal, State and Local governing bodies of agencies thereof, especially Minnesota Statute 363 will be subject to appropriate legal sanctions.

The County has appointed the County Coordinator as the manager of the Equal Employment Opportunity Program. Their responsibility will include monitoring all Equal Employment Opportunity activities as required by Federal, State, and Local agencies. The County Commissioners will receive the review reports on the progress of the program. If any employee or applicant for employment believes he/she has been discriminated against, please contact the County Coordinator at the Government Center, Thief River Falls, MN 56701, or call 218-683-7000.

ARTICLE 21: EMPLOYEE ASSISTANCE PROGRAM

The County considers its employees to be its greatest asset and thus is concerned with an employee's personal problems when they adversely affect job performance or reflect discredit on the organization. The Employee Assistance Program has been developed to provide assistance to employees with problems of a personal nature either on a voluntary basis or when referred by management.

The County recognizes that problems of a personal nature can have an adverse effect on an employee's job performance. It is also recognized that most personal problems can be dealt with successfully when identified early and referred to appropriate resources. The purpose of the Employee Assistance Program is to provide these services through special arrangements with an outside counseling resource. The program is designed to deal with a broad range of human problems such as alcohol and/or drug, emotional/behavioral, family and marital, financial, legal, and other personal problems. The program provides problem assessment, short term counseling and referral. The overall objective of the Employee Assistance Program is to maximize the employee's ability to function in personal matters and maximize job performance.

Under the Employee Assistance Program (EAP), the employees and their families are encouraged to voluntarily use the resources designated. Hopefully, such voluntary referral will come prior to job performance problems. In instances where job performance or attendance problems have already developed, the procedure will be as follows:

1. The employee will be advised that the problem must be resolved. The supervisor will attempt to assist the employee in improving job performance and attendance problems without diagnosing the cause or getting into the employee's personal affairs.
2. If it is apparent to the supervisor that the employee is either unable or unwilling to solve the problem and normal supervisory assistance is to no avail, it is the responsibility of the supervisor to refer the employee to the employee assistance program.
3. The employee assistance program counselor will discuss the problem with the employee on a confidential basis, determine the cause, and provide a recommendation as to where assistance is available in the community.

4. It is the employee's responsibility to consider the recommendation and take measures to resolve the problem.
5. If the employee refuses to take corrective action and job performance continues to be unsatisfactory, then normal disciplinary procedures will be followed.
6. If the employee accepts the offer of assistance and performance problems are resolved to satisfaction, no further action will be taken.

As long as the employee cooperates, their job, future, or reputation will not be jeopardized by using this program; the entire matter will be conducted on a strictly confidential basis.

Cost: Costs for these services are covered by the County's insurer, MCIT. Should the participant require additional service beyond the EAP, the EAP counselor will refer the participant to an appropriate resource in accordance with the employee's insurance benefits and ability to pay.

If an employee determines that counseling is needed, the employee and/or family members should contact The Sand Creek Group, Ltd. at 1-800-550-6248 to access the EAP. In the event of a crisis, the individual can contact the above number at any time.

Other help available: Pennington County Human Services, call 218-681-2880 for assistance.

ARTICLE 22: INCLEMENT WEATHER POLICY

Policy Statement: It is the policy of the Board that the County recognizes that the safety of County employees is of primary concern. In the event of inclement weather, a department head may dismiss employees early when requested by the employees. This time off must be taken as vacation time, compensatory time, or made up within thirty (30) days.

When a weather emergency exists, the Board Chairman, Vice Chairman, or their designees, may, upon consultation of the County Sheriff, County Auditor-Treasurer, and Human Services Director, choose to close all or part of the County's facilities pursuant to MN Statute §373.052. Unless determined otherwise by the Board, this time does not have to be taken as vacation, ESST/sick leave, compensatory time, or made up as it is a necessary decision to ensure the safety of all County employees.

Compensation:

- In the event of a county facility closure prior to the beginning of a regular workday all employees will be paid regular time for hours missed due to closure.
- In the event of a county facility closure during a regular workday any employee currently at work will be paid regular time for hours missed due to closure.
- In the event an employee chooses to remain at home due to inclement weather and the county facilities remain open, the employee will be required to use vacation time to remain in pay status.
- In an employee has chosen to stay home due to inclement weather and during the course of the day the county facilities are closed, the employee will be paid regular time for hours missed after the county facilities have closed.
- Due to inclement weather conditions, employees may be advised to remain on the premises after working hours due to safety concerns. Such action would not entitle employees to overtime or compensatory compensation.

ARTICLE 23: FIREARMS POLICY

Policy Statement: It is the policy of the County that employees using County facilities or vehicles shall not transport nor carry firearms unless required to perform the employee's normal job functions.

ARTICLE 24: COMPUTER, INTERNET, AND EMAIL USE POLICY

The County provides a variety of electronic tools such as telephones, computers, fax machines, pagers, email systems, and internet access for employees. The County faces the challenge of making maximum use of the benefits of such tools, meeting legal requirements for access to information, and providing adequate protection for proprietary information. This policy governs access to and the appropriate use of the County's systems.

The County email, including the equipment upon which information is sent, received, and stored, and all communications and messages within that system, are County property.

Compliance with this policy is mandatory for all officials and employees of the County. This policy applies to all County information, computer systems, and data that is used for official business regardless of its location.

Utilization of this policy is governed by the following:

The County and its individual department heads or supervisors reserve the right to access, inspect, review, and/or monitor computers and network communication systems at any time.

By using the County's computers or networks, the employee is voluntarily consenting to being monitored.

The County, and its individual department heads or supervisors, reserve the right to override passwords and codes at any time.

If individual department heads or supervisors request their employee's password(s), the password(s) must be disclosed. If passwords are requested by an individual department head, the passwords will be kept in a safe place. If such requested passwords are updated, the department head will be responsible for setting up procedures for notification, revisions, and safeguarding.

The County, and its department heads or supervisors, reserve the right to treat the misuse of the resources as employment offenses and to take disciplinary action in compliance with the County's Personnel Policy.

24.1 Computer Use:

The County provides telephone, fax, internet access, and email to speedily conduct the business of the organization. Use of these systems will be granted by supervisors with regard to job function. Once given access, users are expected to use these systems in a responsible manner at all times. All usage should be able to withstand public scrutiny without embarrassment to the County.

System users are responsible for the content of all text, audio, and video sent using the internet or phone systems. All messages must comply with relevant federal and state laws regarding copyright, trademark, and intellectual property. Messages must contain the user's identity and should be written with the same professional manner as any hard-copy correspondence.

System users are not allowed to release passwords, usernames, or dial up numbers to anyone other than designated individuals.

System users cannot access or modify any information without express, prior permission of the authority responsible for generating or maintaining said information.

The organization's policies pertaining to harassment and other forms of workplace misconduct apply with full force and effect to the use of county electronic communication systems.

PERSONAL USE of telephone, fax, internet, and email is permitted, provided such use does not impair the employee's workplace performance and productivity and:

1. is done on the employee's personal time,
2. does not interfere with business usage,
3. does not contain harassing or threatening material,
4. is not performing work for profit, for personal gain, promotional use, or solicitation,
5. does not contain abusive, profane, or offensive language,
6. does not dial long-distance phone numbers.

Note: The County can prohibit the use of any/all of this equipment or set limitations on its usage.

The use of Pennington County electronic communication devices is a privilege and not a right - it may be revoked at any time.

INAPPROPRIATE USE of telephone, fax, internet access, and email systems would include but are not limited to: participation in illegal activities, gambling, commercial activities, accessing sexually explicit or violent material, using the systems to harass or disable other systems, creation or distribution of virus or destructive programs, distributing pirated software or stolen data, or any other activity that injures others or the County in any way.

24.2 Internet Use:

County employees access the internet from County-owned computers. This access is intended for business-related purposes. When determining whether an employee's use of the internet is appropriate, one may ask themselves, "If I were doing this same activity in some other way (e.g. telephone, library, in person, by hand), would this activity be considered inappropriate?" Additionally, an employee's use of the internet should not cause incremental expense to the County, nor should County time be wasted. Employees should not play games, send mass mailings, or run private businesses.

All existing laws and County Policies apply to conduct when accessing the internet on County-owned computers, especially those that deal with intellectual property protection, privacy, misuse of County resources, sexual harassment, data security, and confidentiality.

There is an inherent risk that unsolicited, inappropriate content may be displayed via websites, email, and other sources, and the County cannot be held liable for the display of this unsolicited content. If an employee wants to report a particular web page that they feel should fall into the categories of adult content, nudity, sex, gambling, illegal/questionable, proxy avoidance systems, racism/hate, tasteless, and violence, please inform the County Coordinator or the County Auditor-Treasurer. If an employee is blocked from a site that they need access to in order to do their job, they can send a request to the County Auditor-Treasurer or County Coordinator.

County employees shall not install, remove, or otherwise modify any hardware or software for the purpose of bypassing, avoiding, or defeating any filtering, monitoring, or other security measures the County has in place.

The County provides internet access to employees for work on County business. Employees must use this access for work-related matters in a professional manner. Occasional personal use of the internet is acceptable within the bounds of all County policies. The following considerations apply to all uses of the internet whether business related or personal:

1. There is no quality control on the internet. All information found on the internet should be considered suspect until confirmed by another source.
2. Internet use during work hours must be limited to subjects directly relating to an employee's job duties.
3. Personal use of the internet during non-work hours (breaks, lunch hour, before or after work) is permitted. However, employees may not at any time access inappropriate sites. Some examples of inappropriate sites include, but are not limited to, adult entertainment, sexually explicit material, material advocating intolerance of other people, races, or religions. If you are unsure whether a site may include inappropriate information, you should not visit it.
4. No software or files may be downloaded from the internet. This includes toolbars, music, photo files, clipart, and games.
5. Employees may not participate in any internet chatroom unless the topic area is related to County business.
6. The County currently monitors all employee use of the internet.

24.3 Electronic Mail (Email) Use:

The County provides employees with an email address for work-related use. Some personal use of the County email system by employees is allowed, provided it does not interfere with an employee's normal work and is consistent with all County policies. An employee's personal email (and other personal documents) may be considered "public" data and may not be protected by privacy laws. Personal email may also be monitored without prior notice to the employee.

The following policies relate to emails of both business and personal content:

1. Use common sense and focus primarily on using email for County business. Never transmit an email that you would not want your boss or other employees to read.
2. Do not correspond by email regarding confidential communications (e.g. letter of reprimand, correspondence with attorneys, medical information) unless secure email is available.
3. Do not open email attachments or links from an unknown sender. Delete junk or "spam" email without opening it if possible; do not respond to unknown senders.
4. Do not gossip or include personal information about yourself or others in an email.
5. Do not use harassing language, including sexually harassing language, or any other remarks including insensitive language or derogatory, offensive, or insulting comments or jokes in an email.
6. Do not curse or use swear words in an email.

County employees are not allowed to use instant messaging as a mechanism for personal communication through the County's computer network or when using County equipment and are not allowed to download or install any instant messaging software on their County computer.

Users should have no expectation of privacy in using these systems. No communication using these systems should be considered private or personal. Records retention policies apply to electronic communications, so users should assume that even deleted messages are retrievable at a later date.

24.4 Passwords and physical security of equipment:

Employees are responsible for maintaining computer passwords and for following these guidelines:

1. Passwords must be six (6) to ten (10) characters long and include at least one number of which cannot be the first character.
2. Passwords should not be shared or told to other staff.
3. Passwords should not be stored in any location on or near the computer. If necessary, store your password in a document or hard copy file that is locked when you are absent from your desk. Do not store passwords electronically.

Because technological equipment is generally small and portable, employees should use caution when leaving equipment unattended. Do not leave County computer equipment in an unlocked vehicle or unattended at any off-site facility (airport, restaurant, etc.)

ARTICLE 25: COMMUNICATIONS POLICY

The County's telephones, cellular phones, fax machines, pagers, portable radios, etc. are for County business use. The County does understand that employees occasionally need to use the County systems to make or receive personal communication. The employee should attempt to make or receive personal communications during non-working hours (breaks or lunch). This includes the use of employees' personal cell phones. Excess use of the County communications systems for personal use is prohibited and may lead to disciplinary action. All aspects of the communications systems can be monitored for abuse. Violators of this policy will be subject to disciplinary action per this Personnel Policy.

ARTICLE 26: DRUG, ALCOHOL, AND CANNABIS-FREE WORKPLACE POLICY

POLICY STATEMENT: The County recognizes that alcoholism, cannabis, and drug dependencies are a significant problem and are highly detrimental to the safety and productivity of individuals in the County workplace. In accordance with the Drug-Free Workplace Act of 1988, the County has a responsibility to maintain a cannabis, alcohol, and drug-free working environment and the obligation to ensure that individuals perform their jobs efficiently, safely, and in a professional, business-like manner. The purpose of this policy is to set forth the County's position regarding alcohol, cannabis, and drug use and possession in the workplace.

- This policy recognizes that employee involvement with alcohol, cannabis, and drugs can be very disruptive, adversely affect the quality of work and performance of employees, poses serious health risks to the employee and others, and has a negative impact on employee productivity and morale.
- The county has no intention of interfering with the private lives of its employees unless involvement with alcohol, cannabis, and drugs off-duty affects job performance or public safety.
- As a condition of employment, the county requires that employees adhere to a strict policy regarding the use and possession of drugs, cannabis, and alcohol.
- The county encourages employees to voluntarily seek help with drug, cannabis, and alcohol problems.

- The County encourages employees working in safety sensitive positions to notify their supervisor if they are taking medically prescribed drugs that may impair job performance.

26.1 COVERED WORKERS: Any individual who conducts business for the County, is applying for a position, or is conducting business on the County's property is covered by this drug-free workplace policy. This includes but is not limited to full-time, part-time, seasonal, temporary, and casual employees, interns, and applicants.

26.2 APPLICABILITY: This policy is intended to apply whenever and wherever anyone is representing or conducting business for the County. Therefore, this policy applies during all working hours and whenever conducting business or representing the County.

26.3 PROHIBITED BEHAVIOR: It is a violation of our drug-free workplace policy to be under the influence of, use, possess, sell, or transfer drugs, alcohol, cannabis, lower-potency hemp edibles, or hemp-derived consumer products while the employee is working or while the employee is on the employer's premises or operating the employer's vehicle, machinery, or equipment.

26.4 NOTIFICATION OF CONVICTIONS: Any employee who is convicted of 1) a criminal drug violation in the workplace or, 2) any alcohol statute violation that would affect their ability to legally operate a county-owned vehicle upon return of the individual to work after the event, must notify the employee's supervisor in writing within five (5) calendar days of the conviction. The County will take appropriate action within 30 days of notification. The County will notify any contracting/granting agencies within ten (10) days of such receipt when appropriate.

26.5 CONSEQUENCES: One of the goals of the drug-free workplace program is to encourage employees to voluntarily seek help with alcohol, cannabis, and/or drug problems. If, however, an individual violates the policy, they may be subject to progressive discipline. Nothing in this policy prohibits the employee from being disciplined or discharged for related performance problems or other violations.

26.6 ASSISTANCE: The county recognizes that alcohol, cannabis, and drug addiction are treatable illnesses and that early intervention and support improve the success of rehabilitation. To support employees, this drug-free workplace policy:

- Encourages employees to seek help if they are concerned that they or their family members may have a drug, cannabis, and/or alcohol problem.
- Encourages employees to utilize the services of qualified professionals in the community to assess the seriousness of suspected drug, cannabis, or alcohol problems and identify appropriate sources of help.
- Offers all employees and their family members assistance with alcohol, cannabis, and drug problems through the Employee Assistance Program (EAP).
- Allows the use of accrued paid leave while seeking treatment for alcohol, cannabis, and other drug problems,

26.7 CONFIDENTIALITY: All information received by the county through the alcohol, cannabis, and drug-free workplace program is confidential communication. Access to this information is limited to those who have a legitimate need to know in compliance with relevant laws and management policies.

26.8 SHARED RESPONSIBILITY: A safe and productive drug-free workplace is achieved through cooperation and shared responsibility. Both employees and management have important roles to play. It is a violation of this policy for employees to report to work or be subject to duty while their ability to perform job duties is impaired due to on or off-duty use of alcohol, cannabis, or drugs.

In addition, employees are encouraged to:

- Be concerned about working in a safe environment.
- Support fellow workers in seeking help
- Use the Employee Assistance Program
- Report employees in violation of this policy by documenting the circumstances, facts, and observations made to their supervisor or department head

It is the supervisor's responsibility to:

- Observe employee performance and document negative changes and performance problems
- Investigate reports of dangerous practices
- Coach employees as to expected performance improvement
- Refer employees to the Employee Assistance Program
- Notify appropriate law enforcement if/when they have reasonable suspicion to believe an individual may have illegal drugs in their possession at work or on County premises.

26.9 COMMUNICATION: Communicating our alcohol, cannabis, and drug-free workplace policy to all employees is critical to our success. To ensure all employees are aware of their role in supporting our drug-free workplace program:

- All employees will have access to a written copy of the policy.
- The policy will be reviewed in orientation sessions with new employees.

ARTICLE 27: TOBACCO, DRESS CODE, PERSONAL HYGIENE, PERSONAL HEATERS

27.1 TOBACCO USE: Tobacco use is strictly prohibited in buildings, vehicles, and property owned, leased, or operated by Pennington County. Employee violation of this policy will result in discipline up to and including termination of employment. Supervisors and department heads shall have discretion in policy enforcement.

27.2 DRESS CODE & GROOMING POLICY: What you wear to work projects an image to the public. Every employee is expected to present a positive image through a neat, clean appearance and attire appropriate to their job. Supervisors and department heads shall have discretion in policy enforcement.

27.3 PERSONAL HYGIENE/SCENTS: Employees should report to work free of body odor, excessive perfume or cologne, tobacco odor, etc. Scented candles, air fresheners, etc. in work areas are discouraged as co-workers may be sensitive or allergic. Supervisors and department heads shall have discretion in policy enforcement.

27.4 PERSONAL SPACE HEATERS: Personal space heaters are allowed at workstations provided they are UL-approved, plugged directly into a wall outlet, and unplugged after work each day. Employees should position and use such heaters with extreme caution to minimize the risk of fire. If use of such heater(s) causes electrical problems, such as tripped circuits, their use in that area will be discontinued. Supervisors and department heads shall have discretion in policy enforcement.

ARTICLE 28: HEALTH REIMBURSEMENT ARRANGEMENT FOR ACTIVE EMPLOYEES (VEBA)

The County has adopted the Health Reimbursement Arrangement for Active employees, hereinafter the "VEBA" plan. Each year, the County will contribute a fixed amount to an account established in the enrollee's name. The County will also make available a major medical health plan with relatively higher deductibles, co-pays, and/or co-insurance than may have been offered in the past. These benefits are

intended to complement one another. Used appropriately, they will provide participants with the opportunity to maximize the value of their long-term health coverage.

The VEBA plan is made available through the MN Services Cooperative VEBA Plan and Trust (the "VEBA"). It is intended that this arrangement constitutes a voluntary employee's beneficiary association under Section 501 (c) (9) of the Internal Revenue Code.

Eligibility: All employees as required by Federal Law.

Source of Funding: The VEBA plan is funded entirely with employer contributions; employees may not contribute. No employee may choose or be offered a choice between taxable cash compensation and contributions to this arrangement.

Employer Contributions: If an employee working 37.5+ hours/week elects a VEBA plan, the County will make biannual contributions to individual accounts (contact the County Auditor-Treasurer's Office for current contribution amounts).

A part-time employee eligible to participate in a VEBA plan who works less than 37.5+ hours/week will have their VEBA contribution monthly and prorated based on hours worked.

If a participant in the VEBA plan is entitled to receive an annual contribution and the participant incurs one or more claims for an eligible expense that exceeds the participants account balance in the VEBA plan, the County shall, at the participant's request, accelerate its prorated contribution for that year to the extent necessary to reimburse the participant for the claim. The total contribution for such a participant shall in no event exceed the contribution to which he or she was originally entitled to for that year.

If a participant in the VEBA plan dies without a spouse or dependent as defined in the Plan, and to the extent required to protect the tax status of the health reimbursement arrangement, amounts remaining in the participant's account shall be forfeited and used to offset future County contributions to the VEBA plan.

Group Health Plan: The County shall also make available the group health plans described as VEBA plans.

The high deductible health plan provides that deductibles and out-of-pocket maximums may be increased by the IRS each year to keep pace with inflation.

Administration and Investment Fees and Expenses: Administration Fees allocable to individual accounts of active employees who are participants in the VEBA plan shall be paid by the employee through payroll deduction. Administrative fees are subject to change from time to time.

Investments and Fees: Cash will be held in the Lincoln Stable Value Fund, bearing the participant interest of not less than 1.3% at the current guaranteed rate. Participants that maintain a minimum cash balance of \$2,000 may invest the balance of their account in mutual funds. Mutual funds have a 1.2% investment management fee charged outside the net expense ratio. HSA funds will be held in a custodial account through WEX, an IRS-approved nonbank custodian.

Administration and Investment Fees allocable to individual accounts of current employees who have accrued a balance in the VEBA plan but change coverage, so that they are no longer entitled to employer contributions, shall be paid from the individual account. Administration and Investment Fees allocable to

the individual accounts of retirees shall be paid from individual accounts. If the VEBA plan is terminated or if the County contributions cease by agreement between the parties, administration and investment fees shall be paid from individual accounts.

Alternative Group Health Plan: The County may also make available other group health insurance plans. If you elect coverage under this alternative group health plan, you will not be entitled to participate in the VEBA plan. Thus, you will not receive contributions to an individual account under that arrangement.

Impact on Other Arrangements: This policy supersedes and revokes all previous policies on this matter, including, to the extent applicable, other written or oral statements of policy and procedure that address other welfare benefits. The policies and procedures outlined herein are not intended to create any contractual rights or duties and will be applied at the county's discretion. Although contributions made to your account in the VEBA plan are irrevocable, the County may amend or terminate its contribution policies at any time.

DRAFT

APPENDIX A

TENNESON WARNING FOR EMPLOYEES

In accordance with the Minnesota Government Data Practices Act, we are required to inform you of your rights as they pertain to the private information we collect from you. The information we collect from you is classified by law as either public (any one can see it), private (the public is not given access, but you are), or confidential (even you cannot see the information). As a public employee or an applicant for public employment, most of the data we maintain about you is public according to Minnesota Statutes, Section 13.43, Subdivisions 2 and 3.

The information we request from you may be used for one or more of the following purposes:

- ◆ To distinguish you from all other applicants or employees and identify you in our personnel files;
- ◆ To determine your eligibility for employment or promotion;
- ◆ To contact you or other significant persons in an emergency;
- ◆ To enroll you and your family members for health insurance;
- ◆ To enroll you for pension plans;
- ◆ To account for wages paid;
- ◆ To justify travel expense reimbursement;
- ◆ To account for other employer paid fringe benefits;
- ◆ To compile Equal Opportunity and Affirmative Action reports.

Information which you are asked to provide generally is not required by statute. However, it generally is to your benefit to provide it. Without the requested information, this agency may not be able to determine your eligibility for employment or promotion, compute your wages, or grant you other fringe benefits.

Federal law permits government agencies to require an individual to provide his/her social security number for the administration of any tax. Please be aware that when you are asked to give your social security number on Revenue forms, this collection is mandated by Section 1211 of the Tax Reform Act of 1976 and also Minnesota Statutes, Section 270.66. This information will be shared with the State Department of Revenue, the Internal Revenue Service, and the Federal Department of Health and Welfare for the purposes of administering the income tax and social security tax programs. In most other cases the disclosure of your social security number is voluntary. If it is required by law, we will inform you of the statute which requires collection.

If you are a minor, your parents or guardian will have access to the information in your personnel file unless you specifically request in writing that this information not be shown to your parents or guardian. You must explain why you wish this data withheld and what you expect the consequences of this activity will be. If the agency agrees that withholding the information from your parents or guardian is in your best interest, the information will not be shown to your parents or guardian.

The information you provide may be routinely shared with agency human resource office staff who require the information to do their jobs, agency accounting/payroll staff, insurance contractors, Minnesota Merit or Civil Service System, PERA or MSRS, IRS, and the State Departments of Revenue, Finance, Economic Security, Employee Relations, and Labor and Industry.

Information may also be shared with other agencies authorized by law to receive specific data relating to:

1. Absent/non-supporting parents;

2. Civil/human rights complaints;
3. Worker's Compensation;
4. Unemployment Compensation;
5. Labor contracts (to the extent specified in MN Statutes, Chapter 179);
6. Employee assistance programs;
7. Child/vulnerable adult abuse.

If you have any questions about this notice, please contact the human resource officer. The information on this form applies to your future contacts with this agency whether the contact is in person, by mail, or by phone.

DRAFT

APPENDIX B
PENNINGTON
COUNTY
OVERTIME REQUEST
FORM

Date of Request: _____

Supervisors Name: _____

Title: _____ Department: _____

Reason for Request: _____

Anticipated Dates of Overtime: _____

Estimated Total Number of Hours of Overtime: _____

Signature of Employee: _____

Request Approved/Denied By: _____

Title: _____

Reason for Approval or Denied By: _____

Supervisor Signature: _____ Title: _____

Note: Whenever possible, overtime hours must be approved in advance by the County Board of Commissioners. Completed form must be signed by Board Chairman and turned into Payroll Supervisor before payment of overtime will be made.

APPENDIX C

**PENNINGTON COUNTY
FAMILY AND MEDICAL LEAVE
REQUEST**

Date: _____

Name: _____ Title: _____

Department: _____ Status: FT PT Temp.

Supervisors Name: _____

Hire Date: _____

I request a family or medical leave for one of the following reasons:

Because of the birth of my child and in order to care for him/her.
Expected date of birth: _____ Actual date of birth: _____
Leave to start: _____ Expected return date: _____

Because of placement of a child with me for adoption or foster care. Submit copy of legal record of placement when available.
Date of placement: _____
Leave to start: _____ Expected return date: _____

In order to care for my spouse, child, or parent who has a serious health condition (submit medical documentation).
Leave to start: _____ Expected return date: _____

For a serious health condition that makes me unable to perform my job (submit medical documentation).
Leave to start: _____ Expected return date: _____

Have you taken a family medical leave in the past 12 months? Yes

No

If yes, when and how many days? _____

I understand and agree to the following:

1. I have been employed at this company for at least 12 months.
2. During the previous 12 months I have worked at least 1,250 hours.
3. If I fail to return to work after the leave for reasons other than that the continuation, recurrence, or onset of a serious health condition that would entitle me to a Medical Leave or other circumstances beyond my control, I may be financially responsible for the medical insurance premiums that Pennington County paid while I was on leave, depending on my company's policy.
4. This leave may be unpaid unless it is company policy to be paid; or payment may occur under a company disability or other insurance plan under which I may be covered.
5. I may be required to use my paid vacation time or sick leave as part of my 12 week leave.
6. After 12 weeks of leave, if I do not return to work or contact my supervisor or manager on or before my expected date of return, the company may assume that I have abandoned my job.

Signature of Employee: _____

Paid Absence

Unpaid Absence

If paid, deducted from:

Vacation

Sick

Comp

Holiday

Supervisors Signature: _____ Title: _____

DRAFT

APPENDIX D

RECORD OF ORAL REPRIMAND

Name of Employee: _____

Job Title: _____

Nature of Infraction: _____

(Attach additional info if necessary)

Date of Infraction: _____

Date of Oral Reprimand: _____

Were rules/expectations previously communicated to employee? _____

If yes, when? _____

Did the employee understand the rules/expectations? _____

What correct behavior/necessary results have you now requested of the employee?

What will be the consequences of repeat violations of the infraction? _____

What was the employee's response? _____

Name of supervisor: _____

Job Title: _____

Supervisor Signature

Date

APPENDIX E

RECORD OF WRITTEN REPRIMAND

Name of Employee: _____

Job Title: _____

Nature of Infraction: _____

(Attach additional info if necessary)

Date of Infraction: _____

Date of Written Reprimand: _____

Was this is a continuance of previous infractions? _____

If yes, date(s) of previous infractions? _____

Possible consequences of repeat violation/continued deficiency? _____

Was employee notified of right to Loudermill Hearing?** ___ Yes ___ No ___ N/A

Date written reprimand forwarded to Payroll Manager: _____

Name of supervisor: _____

Job Title: _____

Supervisor Signature

Date

Employee Signature

Date

****Applicable when an employee is being subjected to severe discipline (i.e. suspension w/o pay, demotion, termination).**



Personnel Policy Manual Acknowledgement

I hereby acknowledge that I have received a copy of the Pennington County Personnel Policy manual (hereinafter, Manual). I understand that it is my responsibility to read the Manual and familiarize myself with the policies contained therein, as well as associated procedures. I understand that as a Pennington County employee, I am required to comply with these policies and procedures, and that failure to do so may result in disciplinary action up to and including termination of employment.

I understand and agree that nothing in this Manual creates, or is intended to create, a promise or representation of continued employment. Furthermore, I acknowledge that this Manual is neither a contract of employment nor a legal document.

Note: This Manual and the policies contained herein supersede any and all prior policies addressing the same or similar subject matter.

Employee's Signature

Employee's Name (Print)

Date