

**RESOLUTION 2018-09**  
**COUNTY COMMISSIONERS OF KENT COUNTY, MARYLAND**  
**AMENDMENTS TO KENT COUNTY EMPLOYEE HANDBOOK**

**WHEREAS**, The County Commissioners of Kent County, Maryland, have previously adopted The Kent County Employee Handbook on October 17, 2017; and

**WHEREAS**, the County Commissioners of Kent County, Maryland, have determined that the *Final Paycheck* policy found on page 33 and the *Holiday Leave* policy found on page 37, need to be amended; and

**WHEREAS**, the Human Resources Department of Kent County has developed and proposed on this date amended policies and the County Commissioners of Kent County have reviewed the amended policies.

**NOW THEREFORE**, Be It Resolved by the County Commissioners of Kent County, Maryland, that the *Final Paycheck* policy found on page 33, and the *Holiday Leave* policy found on page 37, which were approved effective November 1, 2017, be replaced with the proposed policies, and pages 33/34 and 37/37-A of the manual be replaced with the amended pages.

**BE IT FURTHER** resolved that the amended policies be effective January 1, 2019.

**ADOPTED** this 20th day of November 2018.

ATTEST:

THE COUNTY COMMISSIONERS  
OF KENT COUNTY, MARYLAND

  
Sondra M. Blackiston, Clerk

  
William W. Pickrum, President

  
Ronald H. Fithian, Member

  
William A. Short, Member

When circumstances allow it, HR will conduct an exit interview with the terminating employee. The purpose of the interview is to be certain the reasons for the employee's termination are not founded on a misunderstanding or erroneous situation. The interview will also cover what compensation the employee will receive and when termination of benefits will occur. Employees are required to turn in all property assigned to them at the time of termination of employment.

Any indebtedness you owe to the County will be deducted from your final check and/or payout of benefits.

**Final Paycheck**

**(amended 1/1/19, Resolution #2018-09)**

When an employee terminates employment (whether voluntarily or involuntarily), we will continue to issue all paychecks due to you in the normal payroll cycle, with the normal deductions. When the last check is issued, we will also issue a "payout check" of accrued leave earnings owed to you (such as annual leave and comp leave) minus any reimbursements owed to the County. Payouts of accrued leave will be at your final regular rate of pay. There is no payout of accrued sick leave or personal leave.

### **SECTION 3: BENEFITS**

Some benefits are required by law and cover all employees. Legally required benefits include Social Security, Workers' Compensation, and Unemployment Insurance. Eligible employees working for Kent County Government receive many additional benefits. There are several factors that determine if you are eligible for a benefit, including your employment classification. You received information about your benefits during your new hire orientation and at the annual open enrollment meetings. Contact HR if you have any questions regarding your benefits.

#### **Workers' Compensation Benefits**

**(amended 2/7/18, Resolution #2018-01)**

You are provided Workers' Compensation coverage from the day you begin work until your employment is terminated. You are covered by Workers' Compensation if you are incapacitated by injury or illness arising out of your employment.

This policy is not intended to supersede or replace the terms or requirements of any state or federal law. If the terms of this policy conflict with the terms of any other governing law, then the terms of that law will control over this document, unless otherwise required by law.

You must report all accidents to your supervisor immediately, regardless of how minor, and complete the appropriate forms. You are not authorized to go to a physician without first advising your supervisor or department head. Seek prompt medical attention if your injury or illness requires more than basic first aid treatment. You may select the medical provider you want to go see, however that provider must be willing to provide medical treatment and accept the rules of the Medical Fee Guide established by the Maryland Workers' Compensation Commission. Otherwise, you may be balance-billed for services. The emergency room at the hospital should be used for life threatening injuries only or unless advised by a doctor to go there.

If a work-related injury requires medical attention by a physician or any other medical facility that provides a bill, a claim must be submitted the same day by the supervisor or a designee and a copy forwarded to the Risk Manager.

While you are unable to work due to a workers' compensation injury, you may use a limited amount of accrued leave. A calculation will be made to determine how many hours you have in your leave banks and the date when the leave banks would be exhausted if it was not a workers' compensation injury. You may use accrued leave to ensure you will receive the net difference between the compensation you receive from our insurer and your regularly scheduled base pay until that date. You will not receive any holiday pay or leave accruals during this time. If your payment from the insurer is not received within seven calendar days of the end of the covered period, the county will advance payment to you to ensure no gap in income.

If you are unable to work due to a compensable injury or illness, you are expected to avoid activities that may delay your recovery and a timely return to work, including other employment.

Nonessential employees may use liberal leave anytime there is a delayed opening. However, you must notify your supervisor of your intent to do so; it is not a given that you just do not show up when you are expected. You may use annual, comp, or personal leave hours that have already been earned. If you choose not to work on a delayed opening day, you will use leave for the full day. If you come in later than the opening time, you must use leave for the time missed unless your supervisor allows you to flex it.

When the County government offices are officially closed for a full day (8 hours) due to emergency conditions, all essential full-time employees who earn leave benefits, whether you were working or not, will be granted 8 hours of comp leave; part time employees who earn leave benefits will receive a prorated number of hours.

Non-exempt employees whose comp leave balance does not allow the accrual will be paid for the closure. Exempt Employees whose comp leave balance does not allow the accrual will forfeit the hours.

#### **Holiday Leave**

**(amended 1/1/19, Resolution #2018-09)**

We provide paid holiday leave for the following holidays to all eligible employees:

- New Year's Day (January 1)
- Martin Luther King Jr. Day (third Monday in January)
- President's Day (third Monday in February)
- Memorial Day (last Monday in May)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Columbus Day (second Monday in October)
- General Election Day (biennially on Tuesday following the first Monday in November)
- Veteran's Day (November 11)
- Thanksgiving Day (fourth Thursday in November)
- Day after Thanksgiving
- Christmas Eve (December 24)
- Christmas Day (December 25)

Other days may be declared holidays by the Board of County Commissioners at its discretion.

When a holiday falls on a Sunday, the following Monday shall be observed. When a holiday falls on a Saturday, the preceding Friday will be observed.

Full time employees are eligible for holiday time off with pay at a rate of eight hours per holiday. Part time employees who earn leave benefits are eligible for holiday time off with pay at the percentage of budgeted hours compared to full time hours, not to exceed 8 hours. Holiday pay will be calculated at your straight-time hourly rate as of the holiday, multiplied by the number of holiday hours.

You will be paid for holidays on the day of the holiday. If you work on New Year's Day (1/1), Thanksgiving Day (fourth Thursday in November), or Christmas Day (12/25), you will receive one and a half times your regular rate multiplied by the number of hours you worked on that day.