

### **Status of Rehired Employees**

Any former employee or retiree who is rehired in accordance with this policy must establish a **new membership** in the retirement system. For all County administrative purposes, they will be treated as a **new employee**. This includes, but is not limited to:

- Vacation and sick leave accrual rates.
- Longevity pay eligibility.
- Benefit election waiting periods.
- Seniority dates.

### **5.0 WORK RULES & DISCIPLINE**

Employees are expected to follow County rules. Discipline may be imposed up to and including termination.

#### **County Property & Equipment**

County property, including vehicles, tools, equipment, technology, and facilities, shall be used for official County business unless otherwise authorized.

Employees are responsible for safeguarding County property and may be held accountable for loss, damage, or misuse.

#### **Off-Duty Access**

To provide safety to our visitors and employees as well as to protect the County's confidential and proprietary business information, except during a reasonable period of time before or after a scheduled shift, an employee is not to remain or return to the County property or citizen/customer/client property for any purpose unless the employee is either on duty or scheduled for work or otherwise independently entitled to be there.

Due to safety and insurance considerations, an employee may not have personal visitors while working or while on County property. Non-employees are not allowed in restricted areas unless under the supervision of an employee. Trespassing is prohibited.

If someone drives you to work and picks you up, please have them wait for you outside in the employee parking area.

These rules will be strictly enforced. Violations will be considered grounds for disciplinary action, up to and including discharge.

#### **Bulletin Boards**

Bulletin Boards are used to convey official, authorized information concerning the business of the County only and programs that relate to you. Tampering with bulletin boards, including posting personal messages, is strictly prohibited. Violations will be