

EMPLOYEE HANDBOOK  
GOSHEN COUNTY, TORRINGTON, WYOMING

RESOLUTION 2022-03

IT IS HERBY RESOLVED by the Board of County Commissioners, Torrington, Wyoming in accordance with applicable federal and state statutes, that the following Employee Handbook and Safety Manual standards, guidleines, rules, and regulations are adopted to govern all employees of Goshen County. These policies replace all prior policies and practices governing all employees of Goshen County.

Approved and adopted this 19<sup>th</sup> Day of April 2022 by the Board of County Commissioners.

John Ellis  
John Ellis, Chairman

Attest: C. Hampton



The seal is circular with a double-line border. The outer ring contains the text "STATE OF WYOMING" at the top and "GOSHEN COUNTY" at the bottom. The inner circle contains the text "COUNTY SEAL" and "CLERK" in the center.

**Availability.** Vacation Leave shall become available upon accrual at the end of each pay period, and may not be used before accrual. Exception: December accruals, which may need to be used by end of calendar year.

**Compensation.** While on vacation leave, pay shall be calculated based on the employee's current pay rate.

**Maximum Accrual.** Employees may carry forward a balance of vacation hours not to exceed 80 hours.

**Vacation Bonus Hours.** Employees who have used no more than forty (40) hours sick leave in a continuous service calendar year shall receive twenty-four (24) hours additional vacation leave, available January 1 of the subsequent year.

**Payment in Lieu of Vacation.** If a regular status employee has been denied vacation requests throughout a calendar year, the employee is eligible to receive payment at the employee's regular rate of pay. Documentation shall include written requests for vacation leave, which have been denied.

### 3.3 Sick Leave

Sick leave shall be accumulated by employees according to the number of hours worked per pay period (calendar month).

#### Monthly Accrual Rates

160 or more hours	8 hours per month
120 through 159 hours	6 hours per month
80 through 119 hours	4 hours per month
79 hours or less	0 hours per month

Road and Bridge will accrue 10 hours per pay period due to a full time 10 hour work day. The accrual rate shall be reduced by the same percentages as the above table.

**Authorized use.** Accrued sick leave may be used during scheduled work hours when an employee is incapacitated by illness or injury; for pregnancy, childbirth, or related medical and mental health conditions; for medical, dental, optical or mental health examinations or treatment; for illness or injury of a parent, spouse, or child; or when an employee has been exposed to a contagious disease requiring quarantine. If an employee reports to work ill or injured, the Elected Official or Department Supervisor shall have the authority to send the employee home with the day charged against the employee's sick leave.

**Notice and Documentation.** Employees requesting sick leave shall notify their immediate