

CAVALIER COUNTY EMPLOYEE POLICY MANUAL

Signature Acknowledgement

The following policies were updated in the Cavalier County Personnel Policy Manual. Sign the bottom acknowledging you have been given notice of these changes effective January 1, 2024. Once acknowledged, it will be placed in your personnel file.

301 BENEFIT ELIGIBILITY Effective Date: 01/01/2024

ADD the following to the list of benefits: *Life Insurance options; On Call Comp. (Sheriff's Dept)*

302 HOLIDAYS Effective Date: 01/01/2024

ADD the following: ****Benefited employees will receive one (1) paid day off to be taken during the month of the employee's birthday, use it or lose it. The specific day of use will require approval by the department head.*

305 BEREAVEMENT LEAVE Effective Date: 01/01/2024

ADD the bold print to the last paragraph:

The employer defines "immediate family" as the employee's spouse, parent, child, sibling, grandparent, or grandchild. Also included as an immediate family member is an employee's spouse's parent, child, or sibling and also an employee's child's spouse **or any other family member that the employee's supervisor determines to be immediate.**

401 TIMEKEEPING Effective Date: 01/01/2024

ADD the following: ****Summer Hours: From May 1st to September 30th employees will have the option to leave at 12 PM on Fridays, granted their required number of weekly hours are met and there is approval from the department head.*

Employee Name: _____

Employee Signature: _____

Date: _____