

Paid Parental Leave Policy

Purpose/Objective

The County will provide up to 3 weeks of paid parental leave to employees following the birth of an employee's child or the placement of a child with an employee in connection with adoption or foster care. The purpose of paid parental leave is to enable the employee to care for and bond with a newborn or a newly adopted or newly placed child.

Eligibility

Eligible employees must meet the following criteria:

- Have been employed with the County for at least 6 months.
- Have worked at least 1,040 hours during the 6 consecutive months immediately preceding the date the leave would begin.
- Be a fulltime regular employee (temporary employees, part time employees and interns are not eligible for this benefit).

In addition, employees must meet one of the following criteria:

- Have given birth to a child.
- Be a spouse or domestic partner of an individual who has given birth to a child. The County reserves the right to verify marriage or domestic partnership relationships at its sole discretion.
- Have adopted a child or been placed with a foster child (in either case, the child must be age 17 or younger).

Amount, Time Frame and Duration of Paid Parental Leave

- Eligible fulltime employees will receive a maximum of 3 weeks of paid parental leave per birth, adoption or placement of a child/children. The fact that a multiple birth, adoption or placement occurs (e.g., the birth of twins or adoption of siblings) does not increase the 3 weeks total amount of paid parental leave granted for that event. In addition, in no case will an employee receive more than 3 weeks of paid parental leave in a rolling 12-month period, regardless of whether more than one birth, adoption or foster care placement event occurs within that 12-month time frame.
- Each week of paid parental leave is compensated at 100 percent of the employee's regular, straight-time weekly pay. Pay does not include bonuses, overtime pay, and/or the monetary value of other benefits or compensations. Paid parental leave will be paid on a monthly basis on regularly scheduled pay dates. Parental leave payments are taxable at the same rate as regular pay.
- Approved paid parental leave may be taken at any time during the 12-month period immediately following the birth, adoption or placement of a child with the employee. Paid parental leave may not be used or extended beyond this 12-month time frame.
- In the event of an employee who has given birth, the 3 weeks of paid parental leave will commence at the conclusion of any short-term disability leave/benefit provided to the employee for the employee's own medical recovery following childbirth, should the

employee need additional time off after disability. If not, the employee may take the parental leave up to 12 months after the birth of the child.

- Employees must take paid parental leave in one continuous period of leave and must use all paid parental leave during the 12-month time frame indicated above. Any unused paid parental leave will be forfeited at the end of the 12-month time frame.
- Upon termination of the individual's employment at the County, he or she will not be paid for any unused paid parental leave for which he or she was eligible.

Coordination with Other Policies

- Paid parental leave taken under this policy may be in addition to approved unpaid Family Medical Leave or PTO, however all leaves are not to exceed 12 weeks in a 12-month lookback period unless required by law, eg accommodations under ADAaA or PWFA.
- After the paid parental leave (and any short-term disability leave for employees giving birth) is exhausted, the balance of personal leave (if applicable) will be compensated through employees' accrued PTO and unpaid time. Upon exhaustion of accrued PTO, any remaining leave will be unpaid leave.
- The County will maintain all benefits for employees during the paid parental leave period as long as the employee continues to be eligible for benefits-protected leave.
- Employees that are approved for paid parental leave will not receive paid holidays during the period of the leave request.
- Employees that are approved for paid parental leave will not accrue paid time off (PTO) on the paid parental leave earnings.
- A fulltime regular employee that has not met all of the employment eligibility requirements but meets the criteria as stated above, may still take the appropriate time off without pay and is afforded the same job protection for the period of time that the employee is on the parental leave as if the employee was on a personal leave of absence qualifying leave.

Requests for Paid Parental Leave

- The employee will provide his or her supervisor and the human resource department with notice of the request for leave at least 30 days prior to the proposed date of the leave (or if the leave was not foreseeable, as soon as possible). The employee must complete the necessary forms and provide all documentation as required by the County to substantiate the request.
- An employee returning from parental leave is requested to return to their position at regular schedules and not at reduced hours unless otherwise agreed upon. Failure to return to work after the period of leave, with or without accommodation may result in termination.
- As is the case with all County policies, the organization has the exclusive right to interpret this policy.

Yankton County Media Policy

From time to time during the course of your service for Yankton County you may receive unsolicited contact from representatives of the media including but not limited to newspaper reporters, television and radio reporters and news people, and others. The purpose of this policy is to inform you of the proper steps to follow when such contact occurs.

1. _____ has been designated as the only authorized spokesperson for Yankton County in the event of communications with the media. Therefore, if you receive contact from the media, advise them that you cannot comment and refer them to _____. His/her telephone number is _____ and email address is _____.
2. In addition to referring members of the media to our designated contact person, notify your immediate supervisor immediately of any media contact.
3. Media representatives will understand that you cannot comment. They will appreciate a referral to someone who may or may not be able to answer their questions.
4. When an incident occurs that could give rise to a claim against you or others of your fellow employees, please notify everyone that they may receive contact from the media and that they must be aware of and follow this media policy – e.g. not comment on any occurrence and refer the media to the designated contact person.
5. Never give into what is a natural urge to be helpful if you are contacted by the media. You must follow this policy and the procedures described herein.
6. You should be friendly and not defensive or evasive when advising members of the media that you are not able to comment. As noted above, they will understand this position.
7. No comment means no comment. Do not explain or discuss any occurrence or event with the media unless you are authorized to do so as the designated spokesperson.
8. Keep in mind that whatever you say will be viewed as an official statement on behalf of your employer and your co-workers. This is yet another reason to follow the policy, make no comment, and direct the media representatives to the designated contact person.
9. If you are present during Executive Session of the County Commission where litigation or claims are discussed, keep in mind that executive sessions are privileged, that no record is made of these discussions, and that anyone present is absolutely forbidden to discuss the content of conversations which occur during the course of executive session.

If you have any questions about the application of this policy, please contact your immediate supervisor.

This policy does not apply to elected officials.

Employee Safety Manual

Yankton County, South Dakota

RESOLUTION #26-03

WHEREAS, the Yankton County Commission has determined it appropriate and necessary to establish a Yankton County Employees Safety Manual and Training Policy.

THEREFORE, BE IT RESOLVED, the 2026_{year} Yankton County Employees Safety Manual is

hereby adopted by reference as the official Safety Manual for all Yankton County Employees.

Dated this 21st day of April, 2026.

John Marquart, Chairman
Board of County Commissioners

ATTEST: Patty Hojem
County Auditor

RESOLUTION # 26-3
POLICY STATEMENT

YANKTON COUNTY is exposed to various risks associated with providing services to our citizens. These risks are most evident when incidents occur involving damage to property and injuries to personnel and our citizens. To protect our financial resources, we participate in the South Dakota Assurance Alliance (SDPAA), Safety Benefits, Inc. (SBI) a self-insurance group pool of South Dakota public entities which we are a member.

The objective of our Risk Management and Loss Control Program is to protect people and to preserve our assets and revenues. The following policy has been prepared with this in mind:

1. We will identify sources of loss to our property, our employees, and the general public.
2. We will evaluate the impact of loss in terms of frequency and severity.
3. We will make every effort to control the causes of loss by and through a specific written Action Plan prepared by each Department responsible for actual day to day activities.
4. We will eliminate sources of loss by corrective action.
5. Where possible, we will obtain coverage in such amounts and in such areas as will provide protection against catastrophic loss.

It is the joint responsibility if the Risk Management Committee to see that the Loss Control Program is implemented in accordance with this Policy Statement.

A training schedule will be provided to the employees each year based on needs of the department heads recommendations. Three classes will be required each fiscal year for each employee. These classes will be online or at a sponsored classed provided by the company. A record and certificate of attendance will be kept on hand for each employee in their personnel record folder kept at the auditor's office.

Class topics included but not limited to:

Training Recommended in SBI Loss Control Surveys:

- Orientation training program (including safety training) for new employees
- Documented orientation for new council members
- Review of sexual harassment prevention policy each year
- Documented evacuation (fire) drills, shelter (tornado) drills each year
- Fire extinguisher training every 2 years
- Defensive driving training every 3 years
- Hazard Communications Program training (chemicals used on the job, location of safety data sheets)
- Automatic Electronic Defibrillator (AED) training for employees working in locations where AEDs are available

Written Policy/Programs and Documented Training for employees required to perform specific tasks:

- Confined space entry
- Lockout tagout
- Trenching and excavation
- MSHA Annual Refresher/Safety Training (Mine Health and Safety Act) – for employees entering gravel mines/pits
- Safe removal of manhole covers – safe lifting
- Respirators and/or self-contained breathing apparatus
- 4 wheelers
- Forklifts/Manlifts
- Commercial Motor Vehicles – Proper placement of reflective triangles when CMV is stalled or stuck
- Construction Signage training in accordance with the Manual on Uniform Traffic Control Devices Part VI
- Task training specific to the job or equipment or tools

Training Recommended in Annual Safety & Loss Control Awards:

- Entity representative attend at least one of the safety training or defensive driving courses sponsored by the risk sharing pools or another organization each year
- Safety committee meetings – document date, topics, attendees
- Fire extinguisher training every 2 years
- Back injury prevention/safe lifting training each year
- Slip, trip, and fall prevention each year
- Defensive driving course every 3 years AND at least one safety meeting devoted to a safe driving topic
- Law Enforcement – adoption of and annual training on 12 critical tasks as recommended by the SDPAA

Occupational Health and Safety Act (OSHA):

Link to specifics on the following: <https://www.osha.gov/Publications/osha2254.pdf>

- Exit Routes and Emergency Planning
- Powered Platforms, Manlifts
- Occupational Noise Exposure
- Hazardous Materials
- Personal Protective Equipment
- Medical Services and First Aid
- Fire Protection
- Materials Handling and Storage
- Machine and Machine Guarding
- Welding

Once this document is approved by the Yankton County Commissioner. A committee will be form to keep the safety program on track. The use of proper reporting form, trainings and other data necessary.

Dated this 21st day of April 2026.

ATTEST:

Patty Hojem, County Auditor

John Marquardt, Chairman
Board of Yankton County Commission