

## RESOLUTION 15-382

BE IT RESOLVED by the Morgan County Commission, of Morgan County, Alabama, that the Commission does hereby approve amending the Morgan County Policies and Procedures Handbook as follows:

- **Chapter 13 – Drug Free Workplace / Employee Assistance Programs (EAP)**  
*Page 86 of Morgan County Policies and Procedures Handbook*

### CHAPTER 13. DRUG FREE WORKPLACE

#### **EMPLOYEE ASSISTANCE PROGRAMS (EAP)**

The County's EAP shall include:

1. Education and training for employees regarding drugs and alcohol.
2. Education and training for Supervisors regarding drugs and alcohol, including:
  - a) Effects and consequences of substance use on personal health, safety, and work.
  - b) Manifestations and behavioral causes that may indicate substance use.
  - c) Documentation of training provided.
3. A written statement on file and available at the Commission office outlining the EAP.
  - a) *A \$600 per employee is maximum coverage provided by Morgan County EAP during any given 12 month period.*
  - b) *Employee requesting use of this benefit is to request this through their Elected Official/Department Head. This request should be forwarded to the Commission Office for final approval. Upon approval the Commission Office will contact the EAP Provider, Elected Official/Department Head and employee.*

THIS the 11<sup>th</sup> day of August, 2015.

## CHAPTER 13. DRUG FREE WORKPLACE

### Amendment to Employee Assistance Programs (EAP)

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#### **EMPLOYEE ASSISTANCE PROGRAMS (EAP)**

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3. A written statement on file and available at the Commission office outlining the EAP.
  - a) A \$600 per employee is maximum coverage provided by Morgan County EAP during any given 12 month period.
  - b) Employee requesting use of this benefit is to request this through their Elected Official/Department Head. This request should be forwarded to the Commission Office for final approval. Upon approval the Commission Office will contact the EAP Provider , Elected Official/Department Head / and employee.

## RESOLUTION 15-384

BE IT RESOLVED by the Morgan County Commission, of Morgan County, Alabama, that the Commission does hereby approve amending the Morgan County Policies and Procedures Handbook as follows:

- **Chapter 4 – Classification and Pay Plan / Adjustments in Assignments, Transfers, Promotions & Demotions**  
*Page 15 of Morgan County Policies and Procedures Handbook*

### CHAPTER 4. CLASSIFICATION & PAY PLAN

#### **4.12 ADJUSTMENTS IN ASSIGNMENTS, TRANSFERS, PROMOTIONS & DEMOTIONS**

When an employee is reassigned, transferred, promoted or demoted, the rate of pay for the next position shall be determined as follows:

**(a) Promotions:** If the rate in the previous position was less than the minimum rate of the new position, the rate of pay shall be Step one (1) of the new position, if this will result in at least a *two (2) step increase*. If not, the employee should advance to the next step in the Pay Grade for the new position, Step two (2). If the employee is above the first Step in the new Pay Grade, he/she should advance, in the new Pay Grade, at least *two (2) steps* up from their current rate.

THIS the 11<sup>th</sup> day of August, 2015.

## Amendment to Section 4.12

### ADJUSTMENTS IN ASSIGNMENTS, TRANSFERS, PROMOTIONS & DEMOTIONS Page 15

**(a). Promotions:** If the rate in the previous position was less than the minimum rate of the new position, the rate of pay shall be Step one (1) of the new position, if this will result in at least a ~~one (1) step increase~~. **two (2) step increase**. If not, the employee should advance to the next step in the Pay Grade for the new position, Step two (2). If the employee is above the first Step in the new Pay Grade, he/she should advance, in the new Pay Grade, at least ~~one (1) step~~ **two (2) steps** up from their current rate.