

RESOLUTION 14-436

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 3.03 – Personnel Changes** – Amend chapter with new language. *(Page 10 of MC Policies and Procedures Handbook)*
- **Chapter 4.12 Adjustments in Assignments, Transfers, Promotions & Demotions** - Amend Section (e) of this section: Reclassifications by replacing this section with new language. *(Page 16 of MC Policies and Procedures Handbook)*
- **Chapter 8.04 – Transferred Employees on Probation** - Amend chapter with new language *(Page 33 of MC Policies and Procedures Handbook)*
- **Chapter 10.09 – Sick Leave and Bereavement Leave** – Amend chapter with new language. *(Page 52 and 53 of MC Policies and Procedures Handbook)*
- **Chapter 11.06 – Group One Offenses** - Amend chapter by adding the new language to this chapter. *(Page 60 of MC Policies and Procedures Handbook)*
- **Chapter 11.08 – Group Two Offenses** – Amend chapter by adding the new language to this chapter *(Page 62 of MC Policies and Procedures Handbook)*

THIS the 15th day of September, 2014.

3.03 PERSONNEL CHANGES

Elected Official / Department Head shall forward employee job related information changes to the HR Department via a "Personnel Action Request" (PAR form).

Employees making changes to personal payroll deductions or banking must complete an "Employee Change Request" and forward such to the Human Resource Department before the week of payroll processing.

Before any change in an employee's status is implemented, the PAR form must be completed and the required approvals obtained. **All changes are required to be submitted to the Commission Office no later than the Thursday preceding the payroll week.**

4.12 (e) Reclassifications

- When a position is reclassified to a class with a higher grade, the employee who has been occupying that position may be noncompetitively promoted to that class. A reclassification will be subject to the approval of the Elected Official/Department Head and must be approved by action of the County Commission. If approved the employee will be moved to the new pay grade at the same step they are currently holding in their current position.
- If the reclassification is made to a lower class, the employee occupying that position will not be demoted or reduced in pay, however future merit increases will be suspended until such time as the employee's rate of pay falls within the range of the reclassified position. The employee may be transferred to a position which supports a pay rate commensurate with the current pay rate of the affected employee. However, such employee may be transferred upon recommendation of the Elected Official / Department Head and approval of the County Commission to a vacant position within the same class as that which the employee held prior to the reclassification action, provided he or she is otherwise qualified for that position.
- When a position to which an incumbent employee is currently assigned is reclassified to the new class with the same maximum salary rate, the employee may be reclassified to the new class of the position. If no full-time employee occupies the position, the vacant position may be filled by merit promotion (first transfer or original appointment).

8.04 TRANSFERRED EMPLOYEES ON PROBATION

Employees promoted or transferred shall be placed upon probationary status for a 180 calendar day period. If a promoted or transferred employee performs unsatisfactorily during the probationary period and is thereby ineligible to be granted regular appointment to the position, and if the employee's work was satisfactory prior to the change in status, the employee shall be returned to his previous position or to another suitable position in the same class previously held **at the same rate of pay prior to transfer**, if either is available. If no position is available, the employee may be terminated. Termination will be effective as of the date designated by the Elected Official/Department Head.

10.09 SICK LEAVE AND BEREAVEMENT LEAVE

All full-time employees who have completed a qualification period of ninety (90) days shall be credited with two and seventy-seven hundredths (2.77) hours of sick leave per pay period worked. During the initial qualification period full-time employees may be loaned sick leave days up to the number of days which would have accrued as of the date of the loan had he or she not then been on qualification status. Any loans must be approved in advance and in writing by the appropriate Elected Official / Department Head and a copy of the approval forwarded with the payroll for the period in which the borrowed Sick Leave is taken. Sick leave with pay shall be credited to all regular full-time employees' accounts at the rate of two and seventy-seven hundred (2.77) hours per pay period (biweekly) worked.

Sick leave with pay, to the extent of credits in an employee's account, shall be granted for the following reasons:

- Actual time required away from the job for personal illness or physical incapacity resulting from causes beyond the employee's control.
- Enforced quarantine of the employee in accordance with community health regulations.
- Actual time required for medical/dental care with a recognized healthcare professional.
- Illness or incapacitation of a member of the employee's immediate family. FMLA leave is required for periods of more than three (3) days and will run concurrently with paid leave.
- Death in the employee's immediate family*. Such leave shall not exceed three (3) scheduled working days starting with the day of death and ending with the day of internment for each bereavement and will not be charged against accumulated leave with approval of the appropriate Elected Official / Department Head. Documentation of death, funeral arrangements, relationship, etc. must be provided by the employee. This will be recorded as bereavement leave.
- Any bereavement period that is expected to go over five days requires approval from the employee's supervisor and the employee must use his or her annual leave for anything over the initial three days. The employee's supervisor will make the final decision on any additional number of approved days for bereavement leave based on factors such as required travel and other factors with the proper documentation.
- "Immediate family" is defined as an employee's spouse, spouse's parent, children (including adopted children and stepchildren) and their spouses, parents, brothers and sisters (and their spouses), grandchildren and grandparents. Requests for Bereavement purposes must be accompanied with appropriate certification of relationship to the deceased, i.e. obituary, certificate of death or certificate from funeral home.
- In the event of a proposed merit increase within the budget year, the employee who has been absent from his employment due to a death in the employee's immediate family, will not have the three consecutive working days recorded as bereavement, counted as an incident on the annual merit review upon receipt of the proper documentation listed above. However, this must be approved within five days of the employees return from bereavement leave by the Department Head/Elected Official by submitting the appropriate documentation to the Commission Office to qualify for this exemption.

Sick leave shall not be considered a right which an employee may use at his discretion. Sick Leave is authorized for the actual time required to obtain medical/dental care through scheduled appointments and to recuperate from verifiable illness/injury without loss of pay. Periods of absence in excess of the actual time required to meet such requirements are not authorized, i.e. a medical/dental appointment that takes two (2) hours, including travel time will be excused for the two hours, not an entire day. In order to be granted sick leave with pay, an employee must meet the following conditions:

- Employees shall notify the Elected Official / Department Head or Supervisor at least two (2) hours prior to their usual reporting time of their inability to report to work on the first day of absence, or as soon as possible thereafter, of the reason(s) for absence. Failure to notify within a reasonable time may be cause for denial of sick leave with pay for the period of absence.
- Submit, a medical certificate signed by a licensed physician certifying that the employee has been incapacitated for work for the period of absence, the nature of the employee's sickness or injury, and when the employee is physically able to return to his/her duties without restrictions. This provision is applicable if the period of absence is in excess of three (3) consecutive days or upon request of the Elected Official / Department Head. A physician's excuse for any Sick Leave falling on the last scheduled workday prior to or the first scheduled workday following a Holiday must be provided in order to receive Holiday pay.

If warranted, the Elected Official / Department Head may request a medical certificate certifying the employee's incapacitation after an absence of one (1) day.

Fraudulent or inappropriate use of sick leave shall be grounds for dismissal.

Unused sick leave is forfeited upon separation from County employment. Sick leave is not a benefit payable on demand.

On March 13, 1989, Morgan County elected to enact the provision of Act No. 88-904 of Special Session of 1988 Legislation, allowing conversion of unused sick leave to retirement service credit. Sick Leave days may be converted, upon retirement, to months of service credit to be used in the computation of retirement annuity.

11.06 – Group One Offenses

Section 11.06 is amended by adding the Following Offenses.

Creating or contributing to unsafe conditions

Unsatisfactory performance of job duties

Inattention to job duties during work time

Email or internet abuse - Excessive personal use of work computer or improper use of language or statements pertaining to yourself or others by way of written communication by email or posted on the internet while on the job.

Violation of Written Department Rules

11.08 GROUP TWO OFFENSES

Section 11.08 is amended by adding the following Group Two Offenses.

Any violation of the County Alcohol and Drug Policy.

Loss of driver's licenses and/or driving privileges by due process of law, when the employee's job required the operation of a motor vehicle in the performance of his or her duties.

Job Abandonment – leaving the work area without permission

Three consecutive days of absence without proper notifications or prior management approval.

Threatening, intimidating, coercing or interfering with work performance of fellow employee, to include offensive personal habits, which interfere with efficient job performance.

RESOLUTION 14-437

WHEREAS by action at its duly convened meeting of the December 17, 2013, the Morgan County Commission amended Section 12.02 of the Morgan County Personnel Policies & Procedures Handbook relating to the Personnel Review Board; and

WHEREAS, by inadvertence, the following language was omitted from the Handbook, as amended by such action; and

WHEREAS, the Commission wishes to correct such mistake, retroactive to December 17, 2013 and is adopting this resolution for that purpose:

NOW THEREFORE, BE IT RESOLVED by the Morgan County Commission that, effective December 17, 2013, the following language is hereby reinstated in Section 12.02 of the Handbook to wit:

"To the extent provided in the Sheriff's Policies and Procedures, the Personnel Review Board shall also hear and make recommendations to the Sheriff relating to appeals from disciplinary suspensions, dismissals, reductions in pay and demotions of the Sheriff's Department employees."

THIS the 15th day of September, 2014.