

RESOLUTION 14-028

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

- Chapter 2, Definitions – Amend the definition of Part Time Employee by replacing with amended language (Page 6 of MC Policies and Procedures Handbook).
- Chapter 6, Staffing – Amend Section 6.07 by replacing the first paragraph with amended language (Page 23 of MC Policies and Procedures Handbook).
- Chapter 10, Attendance and Leave Policies – Amend Section 10.06 titled Annual Leave by replacing paragraph 4 with amended language (Page 48 of MC Policies and Procedures Handbook).
- Chapter 23, Miscellaneous Provisions – Amend Section 23.01 by replacing the first paragraph under Eligibility for Participation with amended language (Page 140 of MC Policies and Procedures Handbook).
- Chapter 23, Miscellaneous Provisions – Add Section 23.05 Safe Harbor Policy.

THIS the 12th day of November, 2013.

Chapter 2 – Definitions

The definition of Part-Time Employee is amended as follows: (Page 6)

Part-Time Employee – An employee who regularly works no more than **twenty-eight (28) hours** in a normal work week or **fifty-six (56) hours** in a pay period and who is paid on an hourly basis for those hours actually worked and who, except as otherwise provided herein or by state law, is not entitled to any county benefits provided to regular full-time employees, other than the state mandated contributions to The Retirement Systems of Alabama.

Approved and Adopted by resolution at the November 12, 2013 Commission Meeting.

Chapter 6, Staffing

Section 6.07 – Hiring Part-Time Employees is amended as follows: (Page 23)

Part-time service will include those positions which are considered to be on-going in nature but in which the incumbents are normally scheduled to work **twenty-eight (28) hours** or less, or the equivalent thereof, in a workweek as approved by the County Commission at the time of approval of such positions.

Approved and Adopted by resolution at the November 12, 2013 Commission Meeting.

Chapter 10.06 – Annual Leave

10.06 Annual Leave is amended as follows:

Paragraph 4 on Annual Leave is amended to read as follows: (Page 48)

Employees resigning voluntarily who give at least 14 calendar days' notice of intention to resign will receive any annual leave earned as of the date of the resignation. **This leave shall be paid on the next pay cycle following the cycle in which they last worked.** Employees not giving the required 14 calendar days' notice shall forfeit all unused annual leave. Employees terminated by the County will be paid for all accrued annual leave on the effective date of their separation. Upon termination, employees lose all Continuous County Service credit for prior years.

Approved and Adopted by resolution at the November 12, 2013 Commission Meeting.

Chapter 23 – Miscellaneous Provisions

Section 23.01 is amended as follows: (Page 140)

Eligibility for Participation

All regular full-time employees, except those with less than one (1) year of County service, are eligible for participation in the County's Self Improvement & Educational Program. Employees receiving payment for their educational expense from other sources are not eligible for reimbursement. Your educational benefits cannot exceed \$5,250 in any one calendar year.

Approved and Adopted by resolution at the November 12, 2013 Commission Meeting.

Chapter 23 - Miscellaneous Provisions

Please add this section to Morgan County Policies and Procedures Handbook:

23.05 Safe Harbor Policy

It is our policy and practice to accurately compensate employees and to do so in compliance with all applicable state and federal laws. To ensure that you are paid properly for all time worked and that no improper deductions are made, you must record correctly all work time and review your paychecks promptly to identify and to report all errors. You also must not engage in off-the-clock or unrecorded work.

Review Your Pay Stub

We make every effort to ensure our employees are paid correctly. Occasionally, however, inadvertent mistakes can happen. When mistakes do happen and are called to our attention, we promptly will make any correction that is necessary. Please review your pay stub when you receive it to make sure it is correct. If you believe a mistake has occurred or if you have any question, please use the reporting procedure outlined below.

If you are eligible for overtime pay or extra pay (including pay due under our handbook), you must maintain a record of the total hours you work each day. These hours must be accurately recorded as your department head/elected official requires. Each employee must sign his or her time sheet to verify that the reported hours worked are complete and accurate (and that there is no unrecorded or "off-the-clock" work). Your time sheet must accurately reflect all regular and overtime hours worked, any absences, early or late arrivals, early or late departures and meal breaks. At the end of each pay period, you should submit your completed time sheet to your department head/elected official for verification and approval. When you receive each pay check, please verify immediately that you were paid correctly for all regular and overtime hours worked each workweek.

To Report Violations of This Policy, Communicate Concerns, or Obtain More Information

It is a violation of Morgan County's policy for any employee to falsify a time card, or to alter another employee's time card. It is also a serious violation of Morgan County policy for any employee or Supervisor to instruct another employee to incorrectly or falsely report hours worked or alter another employee's time card to under- or over-report hours worked. If any supervisor or employee instructs you to (1) incorrectly or falsely under- or over-report your hours worked, (2) alter another employee's time records to inaccurately or falsely report that employee's hours worked, or (3) conceal any falsification of time records

or to violate this policy, do not do so. Instead, report it immediately to the Morgan County Commission Office.

You should not work any hours outside of your scheduled work day unless your supervisor has authorized the unscheduled work in advance. Do not start work early, finish work late, work during a meal break or perform any other extra or overtime work unless you are authorized to do so and that time is recorded on your time sheet. Employees are prohibited from performing any "off-the-clock" work. "Off-the-clock" work means work you may perform but fail to report on your time card. Any employee who fails to report or inaccurately reports any hours worked will be subject to disciplinary action, up to and including discharge.

If you have questions about improper deductions from your pay, please contact the Payroll/Benefits Officer immediately. If you believe your wages do not accurately reflect all hours worked, you should report your concerns to a supervisor immediately. If a supervisor is unavailable or if you believe it would be inappropriate to contact that person (or if you have not received a prompt and fully acceptable reply within three business days), you should immediately contact the Commission Office. If you have not received a satisfactory response within five business days after reporting your concern and you are unsure who to contact to correct the problem, please immediately contact Belinda Ealey or Chairman Ray Long at 256-351-4735.

Every report will be fully investigated and corrective action will be taken, up to and including discharge of any employee(s) who violates this policy.

In addition, Morgan County will not allow any form of retaliation against individuals who report alleged violations of this policy or who cooperate in Morgan County's investigation of such reports. Retaliation is unacceptable. Any form of retaliation in violation of this policy will result in disciplinary action, up to and including discharge.

Approved and Adopted by resolution at the November 12, 2013 Commission Meeting.