

LUMPKIN COUNTY RESOLUTION NO. 2015 – 35

A RESOLUTION TO AMEND THE GUIDELINES FOR EMPLOYEE PAY DURING INCLEMENT WEATHER, EMERGENCY MITIGATION AND RECOVERY AND CRITICAL INCIDENT REACTION

Whereas, the Board of Commissioners has determined that guidelines for increased compensation are needed during mitigation and recovery actions required by inclement weather and during reaction to critical incidents; and

Whereas, the existing Civil Service Plan does not provide such guidance,

Now, therefore, be it resolved that the County Manager and the Director of Community and Employee Services shall amend the Civil Service Plan and such other County guidelines as may be required to amend standards and procedures to resolve the above set out requirements.

Resolved, adopted and effective this 21st day of April, 2015.

Chris Dockery, Chairman
Lumpkin County Board of Commissioners

Attest:

Kathleen C. Walker
Clerk, Lumpkin County

Section 3: Recovery of Salaries Improperly Paid

Officers and employees may be held liable for the return of salaries improperly, accidentally or illegally paid to employees.

Section 4: Voluntary Deductions

Upon the request in writing of an employee, the County shall be authorized to provide for automatic payroll deductions for such employee, in such amount as the employee shall specify, for the purpose of contributing to personal savings plans, pensions, or other personal insurance, short term disability or financial investment plans.

Section 5: Court Ordered Deductions

The County reserves the right to withhold pay in accordance with a court order or income deduction order (IDO) as provided by divorce order. Amounts deducted will be paid in accordance with the instructions contained in the court order or income deduction order (IDO).

Section 6: Increase in Salaries

Any employee shall be initially employed for a probationary period of one year. Employees of elected officials and constitutional officers do not serve a probationary period unless the elected official or constitutional officer in question has opted to have his or her employees covered by all provisions of these policies and procedures.

Increase in pay for County employees shall be governed by the following principles:

- a) Annually, the Board of Commissioners will consider increasing the salaries within all pay grades on an equal percentage basis. During the budget hearings, the Board of Commissioners shall determine what percentage increases, if any, will be allotted for increases to employee salaries. The percentage for market-adjustment increases will change the entry rate, steps, and maximum rate for each pay grade of the salary schedule.
- b) Merit increases may be granted upon the recommendation of the Department Head, and administrative and budgetary approval of the County Manager. Employees shall be eligible for merit increases annually until the maximum pay rate for the classification has been reached.

Section 7: Critical Incident Pay

Should the decision be made to close County offices due to inclement weather, a critical incident, or other disaster situation, the Board of Commissioners has established that up to 16 hours of paid Critical Incident Pay, on a calendar year basis, will be available to all full time, regularly scheduled personnel.

The County Manager will, after coordination with the Board of Commissioners, make a decision regarding closure of county offices (to include partial days such as delayed openings or early closings) and non-essential personnel will be instructed not to report to work. Critical Incident Pay will only be available when county offices are closed during normal business hours. No Critical Incident Pay will be available for situations that begin and/or end outside of normal, weekday business hours (e.g., an event that begins at 2a.m. on a Saturday and ends 42 hours later at 8p.m. on Sunday would not require the closure of county offices during normal weekday business hours and would not qualify for Critical Incident Pay.)

Non-essential personnel will receive an equal number of hours pay to correspond with the office closure (e.g., a full day's closure = 8 hours pay, closing at 1p.m. = 4 hours pay, etc.) Employees who voluntarily choose to report to work or stay at work during this time will be paid for time worked and may have Critical Incident Pay applied to make their pay whole for the work day, but will not be paid as an essential employee. Departments with essential personnel (any personnel deemed by the County Manager as necessary to sustain and conduct emergency operations) will be expected to schedule and staff employees as needed. Employees of those departments must check with their supervisor for such purposes. When Critical Incident Pay is invoked, essential personnel will be paid for all time worked and will additionally be paid hour-for-hour for a maximum of eight hours within a 24 hour operation cycle. Any night shift or swing shift personnel would be entitled to Critical Incident/Emergency Event pay if the majority of their shift falls within the 24 hour operational cycle. Shifts that begin within two hours or less of the time county offices reopen, or when county offices would not normally be open (i.e. weekends and holidays), will not qualify for Critical Incident Pay. For both essential and non-essential employees, Critical Incident Pay will not count towards overtime. Additionally, Critical Incident Pay will not be applied during scheduled holidays since employees will be compensated according to the Holiday Pay Policy.

Should all hours set aside by the Board of Commissioners for Critical Incident Pay be exhausted and county offices be closed, non-essential employees will be allowed to use either Comp Time or Annual Leave to make a shift or shifts whole, or employees may take the time as unpaid.

POLICY 6 – DRUG AND ALCOHOL FREE WORKPLACE

Section 1: Drug-Free Workplace

It is the policy of Lumpkin County that its workplace shall be drug-free in compliance with the *Drug Free Workplace Act of 1988* (P.L. 100-690, Title V, Subtitle D).

Employees are to be notified, and are to sign statements acknowledging such notification, that the unlawful manufacture, distribution, dispensing, possession or use of controlled substances (*defined in schedules I through V of Section 202 of the Controlled Substances*

The intent is not to restrict authority, but rather to insure information released to the public is accurate and in accordance with operating procedures. Direct any questions to the County Manager.

Section 5: Closing of County Facilities in the Event of Emergencies

The closing of County facilities during inclement weather or other types of emergency situations will only occur when directed by the County Manager after consultation with the Board of Commissioners. It is understood that certain events sponsored by the County may be cancelled due to poor weather conditions, such as Park and Recreation activities and Senior Center activities, while the facility itself remains open and staffed by those who can travel to work. It will be the responsibility of the EMA Director to communicate County facility closings to the media and to place such notice on the County web site and the County's employee notification line (706-482-2403) when directed by the County Manager.

Section 6: Employee Service Awards

Purpose - The purpose of this policy is to provide information and guidance regarding employee service award dates and to recognize and show appreciation to those employees who have demonstrated their interest in serving Lumpkin County as well as the citizens of Lumpkin County through continued employment with the Lumpkin County Board of Commissioners.

Eligibility - Service award date is defined as the initial date of employment with the Lumpkin County Board of Commissioners unless there has been a break in service. If there has been a break in service, the service award date is the date of hire for the most recent period of continuous service.

Only full time employees are eligible to receive service awards.

Awards - The Service Awards Program recognizes employees' service in increments of five years through retirement.

Awards will be presented on an annual basis at a date, time, and location to be announced.

Note: Service award dates for the Lumpkin County BOC are not to be confused with any other date determining benefit eligibility.

Section 7: Financial Award for Lumpkin County Employees of the Year

Each year, Lumpkin County selects three Employees of the Year, one for General Operations, one for Emergency Services, and one for the Sheriff's Office. In addition to