

**CALHOUN COUNTY BOARD OF COUNTY COMMISSIONERS  
WORKSHOP – PERSONNEL POLICY  
SEPTEMBER 8, 2015**

**PRESENT AND ACTING:**

**THOMAS G. FLOWERS, CHAIRMAN  
MARION “LEE LEE” BROWN, VICE-CHAIRMAN  
DENNIS JONES  
DARRELL MCDUGALD**

**GLENN KIMBREL, SHERIFF  
MATT FUQUA, ATTORNEY  
CARLA HAND, CLERK OF COURT AND COUNTY COMPROLLER  
BECKY BROWN, DEPUTY CLERK**

The workshop was called to order by Chairman Flowers at 5:00 p.m., CT.

**PERSONNEL POLICY**

Mr. Wood opened the discussion on the “Draft” Personnel Policy for the Board of County Commissioners. Mr. Wood stated the committee used the Baker County Policy as a starting point and made changes specific to Calhoun County. Mr. Wood asked the Board for their comments regarding the Policy. Chairman Flowers recommended announcing job vacancies on the County’s website in addition to the methods listed in the draft policy. Chairman Flowers asked when the Personnel Policy would go into effect. Mr. Wood stated it is the discretion of the Board but there was discussion of making the effective date October 1, 2015; the beginning of the new fiscal year.

Attorney Fuqua explained the “current” (old) Personnel Policy allows a County employee to accumulate up to 240 hours of annual leave and anything over is lost at the end of the County’s fiscal year, September 30<sup>th</sup>. The “draft” (new) Personnel Policy provides County employees with Paid Time Off (PTO) leave instead of separate accruals for annual and sick leave. The maximum PTO accrual is 360 hours. Attorney Fuqua stated there are some County employees who have accumulated more than 240 hours of sick leave but would only get paid for 25% (60 hours maximum) of 240 hours of sick leave at termination under the “old” policy. The Attorney explained the necessity of giving County employees options for their accumulated sick leave as the “draft” policy no longer allows for sick leave accrual. The two options are: (1) carry over all accumulated sick time to be used only for sick leave with no additional accrual and no payout at termination or (2) payment of 50% of accrued sick leave at the current hourly rate resulting in a zero sick leave balance. Mr. Wood explained the PTO accrual in the “draft” policy as follows: a full-time 40 hour per week County employee with less than ten (10) years of continuous service will earn 5.85 hours of PTO bi-weekly and a County employee with more than ten (10) years of continuous service will earn 6.77 hours of PTO bi-weekly. (Those Full-Time Regular employees with scheduled hours from 30 to less than 40 hours per week will earn a prorated percentage.) The Board agreed to address the “draft” policy and sick leave options during the Regular Meeting at 6:00 PM.

Chairman Flowers opened the discussion of who decides if a tattoo is extremist, indecent, sexist or racist on a County employee. (Page 32 of the “draft” policy) Attorney Fuqua stated there are some cases where it states “is it likely to insight eminent problems.” The Board of County Commissioners will

decide if a tattoo “is it likely to insight eminent problems.” Mr. Wood asked the Board if they would like to change the Policy to state “tattoos or brands that are likely to insight eminent problems.” Attorney Fuqua suggested changing the verbiage to state “tattoos or brands that are extremist, sexist or racist are prohibited from being visible on any part of the body while at work.”

Mr. Wood stated there is a memorandum of understanding (MOU) with the **University of Florida's Institute of Food and Agricultural Sciences (UF/IFAS)** governing the County Extension Agent and 4-H Director. Mr. Wood also explained their salaries are shared by the UF/IFAS and Calhoun County with the majority of funding from the UF/IFAS. Mr. Wood suggested having an amendment page at the back of the Personnel Policy for the employees that aren't governed by certain portions of the Personnel Policy.

There being no further business, the Chairman adjourned the workshop at 5:25 pm.



THOMAS G. FLOWERS, CHAIRMAN

ATTEST:



CARLA A. HAND, CLERK