

**CALHOUN COUNTY BOARD OF COUNTY COMMISSIONERS
WORKSHOP – PERSONNEL POLICY
JANUARY 10, 2017**

PRESENT AND ACTING:

**DANNY RAY WISE
GENE BAILEY
JERAL HALL**

**MATT FUQUA, ATTORNEY
CARLA HAND, CLERK OF CIRCUIT COURT AND COUNTY COMPTROLLER
SARAH WILLIAMS, CLERK ADMINISTRATIVE ASSISTANT**

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

Chairman Wise stated he has spoken to some employees about the Paid Time Off (PTO) policy, and would like to report to the Board once he has spoken to all the employees. Attorney Fuqua asked if the employees have a specific concern. Chairman Wise stated the employees have expressed to him they like the previous leave policy better than the current leave policy, they feel they have lost time. There was further discussion about losing time each month. Commissioner Bailey asked how leave is earned under the current policy. Clerk Hand stated leave time is earned on a bi-weekly basis. Mr. Dowling Parrish stated when he first started working for the County employees had one (1) week of leave if they had been employed for five (5) years or less, two (2) weeks of leave if employed for seven (7) years, three (3) weeks if employed for ten (10) years, and one day of sick time was earned each month. Clerk Hand stated the policy currently states for employees who have worked less than ten (10) years nineteen (19) days a year of PTO is earned, and for employees who have worked more than ten (10) years twenty-two (22) days a year of PTO is earned. There was further discussion on earned leave time. Attorney Fuqua stated one of the purposes of changing the policy from separating sick time from vacation time to PTO was so supervisors would not have to track down if someone was really out sick or not and there would just be a certain number of days an employee could take off per year. Chairman Wise stated there would always be someone who will call in sick when they are not truly sick, and not everyone should be punished for those few people. Attorney Fuqua asked how much time could be carried over from one year to the next. Clerk Hand stated the maximum accrued time currently is 360 hours. Mr. Parrish stated when he first started working for the County employees could accrue all the sick time they wanted. Clerk Hand stated only 60 hours were paid upon an employee's termination. Ms. Angie Smith stated when she had her stroke in 2010 the only way she was able to pay her bills was through all the hours of sick leave she had accumulated which allowed her time off to recover. There was further discussion about sick leave. Commissioner Bailey asked how the leave policy for the Clerk's Office compares to the Board's policy. Clerk Hand stated 8 hours of sick leave are earned per month. For employees who have worked less than five (5) years 2 weeks of annual leave is earned and at five (5) years three (3) weeks of annual leave is earned. There are maximum accumulations of sick and annual leave, and there is no payout for sick leave upon termination. There was further discussion about PTO. Clerk Hand stated with the old policy 8.67 hours per month of annual leave was earned by employees

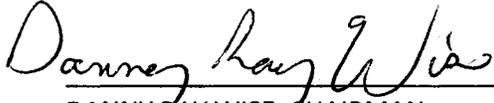
who had been employed for less than ten (10) years, and 10.67 hours per month for ten (10) or more years of employment. Ms. Smith stated eight (8) hours per month of sick leave were also earned. Clerk Hand stated when the policy was revised in 2010 a maximum of 240 hours of sick leave could be accumulated. Attorney Fuqua stated employees who had already accumulated more than 240 hours were grandfathered in to the policy and their hours were not taken away. Clerk Hand stated up to 60 hours of the 240 hours of sick leave were paid upon termination. Clerk Hand stated with the PTO policy 360 hours are allowed to be accumulated and would be paid out in full upon termination. Commissioner Bailey stated he has spoken with some employees at the Road Department who have told him they feel they are losing time. Chairman Wise stated the employees he has spoken with say they were not consulted before the new policy was drafted to see how they felt. Chairman Wise stated he is going to go to everyone and ask which policy is preferred, the old policy or the new policy.

Commissioner Bailey distributed a flow chart to the Board members for discussion. Commissioner Bailey stated this is a proposed organization chart for the Board and employees of the Board. Chairman Wise asked Mr. Parrish and Ms. Snowden if there would be a conflict with SHIP and Weatherization falling under their departments. Ms. Snowden stated Ms. Kelly may want to be involved in the discussion, but she is absent from this meeting. Attorney Fuqua asked who would fill the Human Resources position of the flow chart. Commissioner Bailey stated Pam Skinner in the Clerk's Office fills the Human Resources position. Commissioner Bailey stated she is the only member of the flow chart who is not a Board employee. Attorney Fuqua asked if Ms. Skinner is in a decision making role or an advisory role. Clerk Hand stated she is more in an advisory role. There was further discussion about Human Resources. Commissioner Bailey stated he would like included in the policy some of the suggestions made in the last review of personnel matters conducted by The Krizner Group. Clerk Hand stated Ms. Skinner receives Human Resources training when available and is part of a roundtable discussion quarterly with Attorney Krisner and other counties. Clerk Hand stated supervisors need to be trained to send the Human Resources officer correct documentation of certain situations. There was further discussion about Human Resources.

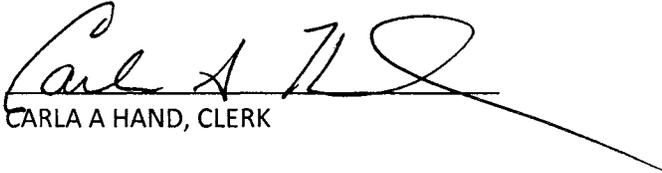
Commissioner Bailey stated he would like to see some changes with advertisement of job positions. Currently the policy states job openings will be posted on the bulletin board in the courthouse for a certain amount of time before being advertised in the paper, but Commissioner Bailey stated he would like the openings to be posted in all the different departments so everyone can be informed. Commissioner Bailey stated notice of vacancies could be sent out with pay stubs as well. Commissioner Bailey stated he has made some changes to the policy for Attorney Fuqua's review to put the Board more in line with the motion made for the department head's to report directly to the Board. Chairman Wise asked if another workshop should be scheduled to continue discussion on the Personnel Policy. Commissioner Bailey stated he thinks there will need to be another workshop before a decision is made on changes to the policy. Attorney Fuqua stated the Board will need to make a decision as to the authority of the Human Resource position. Attorney Fuqua stated if someone needs to be terminated it should be upon the recommendation of the department head and the Human Resource officer with consent of the Chairman. Chairman Wise asked if this was already in the Personnel Policy. Attorney Fuqua stated it is not, but is a suggestion of how to handle such matters. There was further discussion of human resources.

Chairman Wise stated he will finish talking to all the Board employees about PTO and will report to the Board his findings. Commissioner Bailey asked how the other offices of the courthouse do their annual leave. Clerk Hand stated they all make their own policies.

There being no further business, the meeting adjourned at 5:45 p.m., CT.


DANNY RAY WISE, CHAIRMAN

ATTEST:


CARLA A HAND, CLERK