

Special Workshop Session – January 2, 2018

The Graham County Board of Commissioners met Tuesday, January 2, 2018 at 4:00 p.m. for a special workshop session in the Graham County Community Building located at 196 Knight Street Robbinsville, NC to discuss changes to the personnel policy. Commissioners present was: Keith Eller, Jacob Nelms, Dale Wiggins and Raymond Williams. Commissioner absent was: Connie Orr.

1. Chairman Eller called the meeting to order.
2. Chairman Eller asks Manager Garland to present the personnel policy changes.
3. Manager Garland gave a synopsis of the changes.
 - a. Chapter 1 Section 3 - expands definition of coverage to specifically state who the personnel policy applies to include all permanent, part-time, trainee, probationary and volunteers with specific exceptions for Board of Elections, Sheriff and Register of Deeds and temporary employees with specific chapter exemptions.
 - b. Chapter 1 Section 3 Definitions - spells out specifically when benefits begin for full-time permanent employees. 60 days – Health, Life, Dental (1/2); 60 days – Paid leave and other leave related policy; 12 months – Retirement and FMLA
 - c. Chapter 1 Section 5 - outlines authority and responsibilities of county commissioners, which then align to;
 - d. Chapter 1 Section 7 and 8 - responsibilities of County Manager and Department Heads
 - e. Chapter 2 – Classification and Pay Grade
 - i. Question to the board: Who has the responsibility over this – County Manager or HR Director? Current policy contradicts itself (last page of Chapter 1 and Section 3 of Chapter 2)
 - ii. Section 5 – all certifications for a position must be provided to administration before a change in grade can be assigned.
 - iii. Section 11 – there are issues with this; this is part of the old pay plan that states salary will be prorated and converted to an hourly rate. The issue: the position whether full or part time is worth a certain rate. The fact that they work less will automatically prorate the “salary” and also a part-time employee saves the County by not accruing benefits.
 - f. Chapter 4 – Recruitment and Selection:
 - i. Section 3: The hiring authority>County Manager as delegated by the Board of County Commissioners
 - ii. Section 10: The process of criminal background check and pre-employment drug testing
 - g. Chapter 5 – Employment Standards
 - i. Section 1 – probation period extended to (1) year from (6) months and re-states the accrual of benefits for full-time permanent employees
 - h. Chapter 6 – Conditions of Employment:
 - i. Section 4 – Absenteeism and Tardiness – outlines that employees can be disciplined for habitual use of leave which can include termination and you must give at least (30) minutes notice of absence to immediate supervisor – out of (3) days beyond the unpaid leave that is approved by BOCC can be deemed as job abandonment and terminated.
 - ii. Section 10 – Breaks – Underscored a privilege and not a right under labor law; you cannot leave your post unattended to take a break and you should not exceed (10) minutes twice a day.
 - iii. Section 12 – Incorporates the Tobacco Ordinance into the body of the policy manual instead of add on.
 - iv. Section 13 – Incorporates the Zero Tolerance Drug Policy into the body of the manual instead of add on.
 - v. Section 19 – Safety policy is incorporated into the body of the manual instead of added on.
 - vi. Section 23 – Check Cashing Policy – Not to use the tax office as a personal ATM; was passed last year and incorporated into the current manual.
 - vii. Section 24 – Change in policy passed earlier this year to state that the County prohibits moonlighting on FMLA leave.

- viii. Section 25 – Incorporates the children in the workplace policy into the current manual.
- i. Chapter 7 – Hours of Work and Overtime
 - i. Section 1 – Comp time passed September 2016 incorporated into the manual.
- j. Chapter 8 – Separation, Discipline and Reinstatement
 - i. Section 6 – Discipline aligned with State Personnel Act
- k. Chapter 9 – Employee Grievance
 - i. Aligns with the State Personnel Act
- l. Chapter 10 – Leave Policy
 - i. Section 4 – Annual Leave and Sick Leave – effective after 60 days (current policy allows for accrual immediately)
 - ii. Section 6 – FMLA guidelines which align to federal law – starts after 12 month probationary status, no accrual of leave during FMLA, use of leave runs concurrently with FMLA, Worker’s Comp and all other leaves.
 - iii. Questions about leave donations – current policy allows donation only due to extended illness that qualifies under FMLA regulations.
- m. Chapter 12 – Travel
 - i. Section 3 – reimbursement rate changed to the current NC State Rate

Keith Eller, Chairman, Graham County Commissioner

Connie Orr, Vice-Chairman, Graham County Commissioner

Jacob Nelms, Member, Graham County Commissioner

Dale E. Wiggins, Member, Graham County Commissioner

Raymond Williams, Member, Graham County Commissioner

ATTEST:

Kim Crisp, Clerk to the Board