

AGENDA
GRANVILLE COUNTY BOARD OF COMMISSIONERS

Monday, May 20, 2024



Call to order @ 7:00 p.m.....Chair Timothy Karan
Invocation and Pledge of Allegiance.....Commissioner Russ May

Consent Agenda

1. Budget Amendment #10 for Fiscal Year 2023-2024 (p. 3)
2. Surplus Vehicles (p. 9)
3. Update Check Signing signature on County Bank Accounts (p. 10)
4. Update Check Signing Signatures for Sheriff's Execution Account (p. 11)
5. Update Check Signing Signatures for Sheriff's Inmate Account (p. 12)
6. Tax Refunds, Releases & Write-offs (p. 13)
7. Approval of CAMPO Memorandum of Understanding (p. 30)

Public Comments

8. Public Comments (p. 36)

Public Hearings

9. Public Hearing on Proposed FY 2024-2025 Budget (p. 37)

Finance Matters

10. FY 2024 Audit Contract (p. 39)

Appointments

11. Creedmoor Planning Board - Extraterritorial Member (p. 56)
12. Granville-Vance District Board of Health (p. 58)
13. Vance-Granville Community College Board of Trustees (p. 59)

County Manager's Report

14. Revisions to Granville County Personnel Policy (p. 62)
15. County Manager's Report (p. 135)

County Attorney's Report

16. County Attorney's Report (p. 136)

Presentations by County Board Members

17. Presentations by County Board Members (p. 137)

Any Other Matters

18. Any Other Matters (p. 138)



Granville County Finance

104 Belle Street
Oxford, NC 27565
(919) 693-5240

To: Board of Commissioners
From: Steve McNally
Department: Finance
Date: May 20, 2024
Title: Budget Amendment #10 for Fiscal Year 2023-2024

PURPOSE:

To consider approval of Budget Amendment #10 for fiscal year 2023-2024.

BACKGROUND:

This budget amendment includes an overall increase of \$ 4,134 to the General Fund budget, which includes the following: insurance reimbursement for damaged DSS computer; Tier II grant funds to purchase a mobile weather station; and Senior Service's use of donations for Kerr-Tar Senior Games.

This budget amendment also includes a realignment of funds within the General Fund of \$617,75. This includes realigning payroll related funds within the Sheriff Office and Detention departments to cover overages in overtime and retirement. (\$207,000 in total.) Also, \$6,251 is moved from Administration and Emergency Services to IT for purchases of computers. This increase also includes \$104,500 of funding from General Contingency for overtime, printing, and contracted services in Board of Elections, due to an unbudgeted second primary. This amendment also includes a transfer of lapsed salaries and unspent construction projects totaling \$300,000 from the General Fund to Health Plan to cover anticipated overages in administrative costs and claims for the balance of the fiscal year.

This amendment also recognizes a 2023 JAG grant award of \$20,000 in the Sheriff's Special Fund. These funds will be used to pay for the services of a policy writer/ accreditation consultant.

RECOMMENDATION:

The County Manager and Finance Director recommend approval of budget amendment #10.

ACTION TAKEN:

BUDGET AMENDMENT #10
May 20, 2024
SUMMARY

GENERAL FUND	INTER-FUNCTION TRANSFER		SOURCE OF FUNDS					
			Appropriated	+	Restricted &	+	Inter-Fund	= Net
General Government	\$4,600	\$6,251	\$0		\$941			\$941
Public Safety	\$238,651	\$207,000	\$0		\$2,170			\$2,170
Community Services	\$220,000	\$104,500	\$0		\$0			\$0
Human Services	\$50,000	\$0	\$0		\$1,023			\$1,023
Pass Through	\$0	\$0	\$0		\$0			\$0
Non-Dept	\$0	\$0	\$0		\$0			\$0
Transfers to Other Funds	\$0	\$300,000	\$0		\$0			\$0
Use of Contingencies	\$104,500	\$0	\$0		\$0			\$0
Total	\$617,751	\$617,751	\$0		\$4,134		\$0	\$4,134

OTHER FUNDS	INTRA-FUND TRANSFER		SOURCE OF FUNDS				
	From	To	Appropriated Fund Balance	+	Restricted & Intergov't Rev	+	Inter-Fund Transfers In
SHERIFF SPECIAL					\$20,000		\$20,000
HEALTH PLAN							\$300,000
TOTAL - ALL FUNDS	\$617,751	\$617,751	\$0		\$24,134		\$300,000
							\$324,134

This budget amendment includes an overall increase of \$ 4,134 to the General Fund budget, which includes the following: insurance reimbursement for damaged DSS computer; Tier II grant funds to purchase a mobile weather station; and Senior Services's use of donations for Kerr-Tar Senior Games.

This budget amendment also includes a realignment of funds within the General Fund of \$617,751. This includes realigning payroll related funds within the Sheriff Office and Detention departments to cover overages in overtime and retirement. (\$207,000 in total.) Also, \$6,251 is moved from Administration and Emergency Services to IT for purchases of computers. This increase also includes \$104,500 of funding from General Contingency for overtime, printing and contracted services in Board of Elections, due to an unbudgeted second primary. This amendment also includes a transfer of lapsed salaries and unspent construction projects totaling \$300,000 from the General Fund to Health Plan to cover anticipated overages in administrative costs and claims for the balance of the fiscal year.

This amendment also recongizes a 2023 JAG grant award of \$20,000 in the Sheriff Special Fund. These funds will be used to pay for the services of policy writer/ accreditation consultant.

BUDGET AMENDMENT #10
May 20, 2024
Legal Document

Be it ordained, the FY 2023-2024 Annual Budget Ordinance is hereby amended as follows:

GENERAL FUND

Expenditures	Increase	Decrease	Total
General Government			\$ 107,092
Administration		(\$4,600)	
IT	\$7,192		
Board of Elections	\$104,500		
Public Safety			\$ (29,481)
Emergency Management	\$519		
911 Operations		(\$30,000)	
Community Services			\$ (220,000)
Construction Projects		(\$220,000)	
Human Services			\$ (48,977)
Social Services		(\$50,000)	
Oxford Senior Center	\$1,023		
Contributions to Other Funds & Contingencies.			\$ 195,500
Contributions & Transfers	\$300,000		
Contingencies		(\$104,500)	
Total Expenditures			\$ 4,134

Revenues

Interest & Operating Transfers In Restricted and Intergovernmental	\$941 \$3,193	
Total Revenues		\$ 4,134

SHERIFF SPECIAL

Expenditures	Increase	Decrease	Total
Landfill Operations	\$20,000		
Total Expenditures			\$ 20,000

Revenues

Grants	\$20,000	
Total Revenues		\$ 20,000

HEALTH PLAN

Expenditures	Increase	Decrease	Total
Administration	100,000		
Claims	200,000		
Total Expenditures			\$ 300,000
Revenues			
Transfers	300,000		
Total Revenues			\$ 300,000

BUDGET AMENDMENT #10
Detail [For Reference Only]

				Amendment	Budget Balance After Amendment
General Government					
Administration					
Expenditures: Increase/ (Decrease)					
10	4120	121	Salaries	(\$4,600)	\$630,774
10	4122	386	Hardware Purchases	\$4,600	\$194,300

Description: Use lapsed Administration salaries to purchase laptops for MPA interns.

IT					
Expenditures: Increase/ (Decrease)					
10	4122	386	Hardware Purchases	\$941	\$195,241
Revenues: Increase/ (Decrease)					
10	3836	850	Insurance Reimbursement	\$941	\$106,025

Description: Insurance reimbursement for damaged DSS computer.

Public Safety					
Sheriff					
Expenditures: Increase/ (Decrease)					
10	4310	121	SALARIES	(\$75,000)	\$4,009,451
10	4310	122	OVERTIME	\$75,000	\$305,000
10	4310	126	COURT PERSONNEL	\$10,000	\$85,000
10	4310	181	FICA	(\$10,000)	\$339,682
10	4310	182	RETIREMENT	\$40,000	\$77,297
10	4310	183	HEALTH INSURANCE	(\$75,000)	\$609,000
10	4310	184	LEO-RETIREMENT	\$25,000	\$529,355
10	4310	188	401(k) SUPPLEMENT	\$10,000	\$188,849

Description: Realign salary related expenditure line items to fund anticipated overages it overtime and LEO retirement.

Detention					
Expenditures: Increase/ (Decrease)					
10	4320	121	SALARIES	(\$35,000)	\$2,209,145
10	4320	122	OVERTIME	\$35,000	\$147,000
10	4320	182	RETIREMENT	\$12,000	\$299,214
10	4320	183	HEALTH INSURANCE	(\$12,000)	\$453,500

Description: Realign salary related expenditure line items to fund anticipated overages it overtime and retirement.

Emergency Management					
Expenditures: Increase/ (Decrease)					
10	4122	386	Hardware Purchases	\$1,651	\$196,892
Revenues: Increase/ (Decrease)					
10	4330	199	Contracted Services	(\$1,651)	\$43,577

Description: Adjust funding between IT and Emergency Services for purchase of laptop.

Detail [For Reference Only]

				Amendment	Budget Balance After Amendment
Emergency Management					
Expenditures: Increase/ (Decrease)					
10	4330	604	Tier II Grant Expenditures	\$2,170	\$2,170
Revenues: Increase/ (Decrease)					
10	3433	341	Tier II Grant Revenue	\$2,170	\$2,170

Description: Receipt of Tier II grant funds to support LEPC meetings and to purchase mobile weather station for hazmat planning and response.

Community Services

Board of Elections

Expenditures: Increase/ (Decrease)					
10	4170	121	Salaries	\$6,000	\$203,572
10	4170	122	Overtime	\$15,000	\$36,000
10	4170	125	Part time workers	(\$21,000)	\$7,500
10	4170	131	Board Member Salaries	\$4,500	\$13,750
10	4170	341	Printng	\$40,000	\$80,700
10	4170	399	Contracted Services -	\$60,000	\$129,850
10	9910	993	Contingency	(\$104,500)	\$33,500

Description: Redistribute payroll related accounts to cover overages in overtime and salaries within Board of Elections. Also, fund overages in printing and contracted services due to an unbudgeted second primary.

Human Services

Senior Services

Expenditures: Increase/ (Decrease)					
10	5860	233	Events	\$1,023	\$17,124
Revenues: Increase/ (Decrease)					
10	3833	845	Donations	\$1,023	\$14,023

Description: Registration services for 2024 Kerr-Tar Regional Senior Games.

Contributions and Transfers

Transfers

Expenditures: Increase/ (Decrease)					
10	9800	085	Transfer to Health Plan	\$300,000	\$300,000
Revenues: Increase/ (Decrease)					
10	4251	905	101 Hunt Drive	(\$70,000)	\$155,000
10	4251	930	101 Main St (Courthouse)	(\$70,000)	\$70,762
10	4251	938	125 Oxford Loop - Cooperative Extension	(\$80,000)	\$56,000
10	5300	183	Health Insurance	(\$50,000)	\$919,000
10	4390	183	Health Insurance	(\$30,000)	\$160,000

Description: Transfer of funds to the County Health Plan from unspent departmental health insurance allocations and construction projects likely not be completed in FY 2024.

Sheriff Special Fund

Expenditures: Increase/ (Decrease)					
54	4000	000	Sheriff's Special Expenditures	\$20,000	\$60,000
Revenues: Increase/ (Decrease)					
54	3000	001	Crime Commission Grant	\$20,000	\$20,000

Detail [For Reference Only]

Budget Balance
Amendment After Amendment

Description: To recongize funds awarded for the 2023 JAG grant . Funds will be used by Sheriff Office for the services of policy writer/ accreditation consultant.

Health Plan Fund

Expenditures: Increase/ (Decrease)

85	4200	193	Health Plan Administation	\$200,000	\$1,037,050
85	4200	477	Current Year Claims	\$100,000	\$3,056,196

Revenues: Increase/ (Decrease)

85	3510	010	Transfer from General Fund	\$300,000	\$300,000
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Description: Transfer from the General Fund to fund potential shortfalls in County Health Plan administrative expenses and claims for the balance of FY 2024.



Granville County Finance

104 Belle Street
Oxford, NC 27565
(919) 693-5240

To: Board of Commissioners
From: David Schexnayder
Department: Administration
Date: May 20, 2024
Title: Surplus Vehicles

PURPOSE:

To consider declaring vehicles as surplus to be sold via online auction platform or by Enterprise Fleet Management (E.F.M.), if E.F.M. chooses to accept the vehicle(s) for sale.

BACKGROUND:

North Carolina General Statute § 160A-266 requires the Board of Commissioners to formally declare items surplus prior to the sale. Per Granville County's surplus procedures, all vehicles must be approved for sale or transfer by the Granville County Board of Commissioners prior to their sale or transfer.

The vehicles listed below have been replaced with Enterprise Fleet Management (E.F.M.) leased vehicles during the fiscal year. Once declared surplus, the vehicles will either be put on GovDeals for auction or E.F.M. will attempt to sell them.

VIN	Year	Department	Make	Model	Mileage	Condition
1019	2006	Sheriff's Office	Ford	E-350 Van	High	End of life
3885	2012	Sheriff's Office	Ford	E-350 Van	High	End of life
5885	2014	Sheriff's Office	Dodge	Charger	High	End of life
3828	2013	Sheriff's Office	Ford	Expedition	High	Transmission needs replacing
5584	2018	Sheriff's Office	Ford	Expedition	High	Transmission needs replacing

RECOMMENDATION:

The Management Analyst and County Manager recommend these vehicles as surplus and sale via online auction platform or by Enterprise Fleet Management if EFM chooses to accept the vehicles for sale.

ACTION TAKEN:



Granville County Finance

104 Belle Street
Oxford, NC 27565
(919) 693-5240

To: Board of Commissioners
From: Steve McNally
Department: Finance
Date: May 20, 2024
Title: **Update County Manager Signature on County Bank Accounts**

PURPOSE:

To update the Finance Director and County Clerk signatures on various County bank accounts.

BACKGROUND:

Dual signatures are required on all County checking accounts. The County Manager is designated as one of the approved signers on the following accounts:

Truist – 5102467037 – Central Depository
Truist - 5102467053 – Flexible Spending
Truist – 5106317935 – Sheriff’s Evidence
Truist – 1340027229270 – Payroll
Truist - 5106318400 – DSS – C & E
Truist - 311013949 - SGMG
First National Bank – 2080001007 – Sheriff Special
First National Bank – 2080001015 – Sheriff - Drug Forfeiture – Treasury
First National Bank – 2080003318 – Sheriff - Drug Forfeiture – Dept of Justice
First National Bank – 2080001031 – Sheriff - US Marshall

With the retirement of Finance Director Steve McNally and County Clerk Debra Weary and the respective appointments of Jennifer Baird and Karen Evans, the signature cards for these checking accounts should be updated accordingly.

RECOMMENDATION:

The County Manager approves the update of signatures for these checking accounts.

ACTION TAKEN:



Granville County Finance

104 Belle Street
Oxford, NC 27565
(919) 693-5240

To: Board of Commissioners
From: Steve McNally
Department: Finance
Date: May 20, 2024
Title: Update Check Signing Signatures for Sheriff's Execution Account

PURPOSE:

To authorize recommended changes to the Sheriff's Execution Account.

BACKGROUND:

In January 2020, the Granville County Board of County Commissioners approved the transition of control of the Sheriff Department bank accounts to the Finance office. As part of this transition process, the Finance office would maintain physical control of the checks, and a dual check signature would be required for either Finance or Administration personnel.

The Sheriff's Execution Account at First National Bank (1023) in Oxford is one such account. Because of this requirement, as well as the retirement of Finance Officer Steve McNally and County Clerk Debra Weary, the following signature changes are recommended:

Signatures coming off	Signatures adding on
Steve McNally	Jennifer Baird
Debra Weary	Karen Evans

RECOMMENDATION:

The County Manager recommends the changes to the Sheriff's Execution Account signature card.

ACTION TAKEN:



Granville County Finance

104 Belle Street
Oxford, NC 27565
(919) 693-5240

To: Board of Commissioners
From: Steve McNally
Department: Finance
Date: May 20, 2024
Title: **Update Check Signing Signatures for Sheriff's Inmate Trust Account**

PURPOSE:

Make recommended changes to the signatories of the Sheriff's Inmate Trust Account.

BACKGROUND:

In January 2020, the Granville County Board of County Commissioners approved the transition of control of the Sheriff Department bank accounts to the Finance office. As part of this transition process, a dual check signature system would be required, based on the two scenarios:

- Two signatures from Finance or Administration personnel
- One signature from Sheriff's Department and the other from either Finance or Administration personnel

In the case of the Sheriff's Inmate Trust (5106318982) at Truist Bank in Oxford, scenario #2 is applicable. Because of the requirement, as well as changes in the Finance and Detention Department personnel, the following signatures are recommended:

Jennifer Baird, Finance Director
Fred Robertson – Detention
Joshua Clayton – Detention

RECOMMENDATION:

The County Manager recommends approval of this update.

ACTION TAKEN:



Granville County Tax Administration

104 Belle Street
Oxford, NC 27565
(919) 693-5240

To: Board of Commissioners
From: Tamonica Thorpe
Department: Tax Administration
Date: May 20, 2024
Title: Tax Refunds, Releases & Write-offs

PURPOSE:

To approve tax refunds, releases, and write-offs.

BACKGROUND:

- Tax refunds are governed by N.C.G.S. 105-381 and is generated when a Granville County property owner has for some reason paid more property tax than is actually due for a given tax year.
- A tax release is governed by N.C.G.S 105-381 and is usually generated when a property was billed on incorrect parcel, personal property now listed in another county, or clerical error.
- A tax write-off occurs when a bill is generated that is less than \$2.00. According to the resolution adopted May 1, 2003, the Board of Commissioners authorized the Tax Collector to write off the collection for all taxes which do not exceed \$2.00.

The following tax refunds, releases and write-offs are recommended for approval:

Refunds	April 25, 2024 – May 6, 2024:	\$4,476.27
Releases	April 25, 2024 – May 6, 2024:	\$ 391.24
Write-offs (\$2 and less)	April 25, 2024 – May 6, 2024:	\$ 30.84

Refunds for bank attachment/garnishment overpayments \$4,476.27

Releases for property billed in error \$391.24

RECOMMENDATION:

The Tax Administrator, Jenny Short recommends approval of tax refunds \$4,476.27, releases \$391.24 and write-offs \$30.84 for April 25, 2024, through May 6, 2024.

ATTACHMENTS:

Detailed Refund Report
Detailed Release Report
Detailed Write-off Report

ACTION TAKEN:

RUN DATE: 5/7/2024 9:44 AM

GRANVILLE COUNTY REFUND REPORT

PARAMETERS SELECTED FOR ACTIVITY REFUND REPORT:

TRANSACTION DATE RANGE: 04/25/2024 12:00:00 AM - 05/06/2024 12:00:00 AM

PAYMENT DATE RANGE:

USER/OPERATOR:

TAX DISTRICT(S):

BILL YEAR RANGE:

BILL# RANGE:

BILL TYPE: Both

RELEASE NUMBER ONLY:No

SORT BY: Transaction Date

PAYMENT TYPE: ,ACH - ACH,Card - Credit Card,Cash -
Cash,Check - Check,DSO - DSO,EPA - EPA,MOrder - Money
Order,OPM - OPM,PPAY - PPAY,WEB - WEB

RUN DATE: 5/7/2024 9:44 AM

GRANVILLE COUNTY REFUND REPORT

NAME	BILL NUMBER	PAYMENT TYPE	AMOUNT	OPER	DATE TIME
44152301 HOUSE BOBBI L 1679 SATTERWHITE ROAD OXFORD, NC 27565	2023-18117	RP: 098600814370	69.41	CTH	4/25/2024 10:53:08 AM
64593201 GASIEWICZ CHRISTOPHER ADAM 3187 KNOTTY PINE CT WAKE FOREST, NC 27587	2023-201659	DLP LEASING INC REFUND RECIPIENT: BOBBI L HOUSE GRANICHMENT OVERPAYMENT 1679 SATTERWHITE ROAD OXFORD NC 27565 PERSONAL PROPERTY	2.80	TYRELL	4/26/2024 10:13:56 AM
55946201 VARGAS RAFAEL AMBRIZ 1628 SARATOGA CREEDMOOR, NC 27522	2023-200244	NDSL INC REFUND RECIPIENT: CHRISTOPHER GASIEWICZ GARNISHMENT OVERPAYMENT 3187 KNOTTY PINE CT WAKE FOREST NC 27587 PERSONAL PROPERTY	1.61	CTH	4/26/2024 10:17:32 AM
579 W F CHEEK PROPERTIES 309 14TH ST BUTNER, NC 27509-2364	2023-34288	BANK ATTACHMENT TRUIST AMBRIZ RAFAEL VARGAS REFUND RECIPIENT: RAFEAL AMBRIZ VARGAS BANK ATTACHMENT OVERPAYMENT 1628 SARATOGA creedmoor NC 27522 PERSONAL PROPERTY	5.12	CTH	4/26/2024 10:26:55 AM
49415302 INLAND AMERICAN ST PORTFOLIO J C/O RYAN PTS DEPT 123 PO BOX 460169 HOUSTON, TX 77056-8169	2023-11802	BANK ATTACHMENT TRUIST W F CHEEK PROPERTIES REFUND RECIPIENT: W. F. CHEEK PROPERTIES BANK ATTACHMENT OVERPAYMENT 309 14TH ST BUTNER NC 27509 RP: 089618215277	14.43	TYRELL	4/26/2024 10:42:24 AM
		THE NECESSITY RETAIL REIT INC			

RUN DATE: 5/7/2024 9:44 AM

GRANVILLE COUNTY REFUND REPORT

NAME	BILL NUMBER	PAYMENT TYPE	AMOUNT	OPER	DATE	TIME
REFUND RECIPIENT: THE NECESSITY RETAIL REIT INC TAXPAYER OVERPAYMENT 650 FIFTH AVE, 30TH FLOOR NEW YORK NY 10019						
49415301	2023-11800	RP: 089618215387	4.91	TYRELL	4/26/2024	10:43:52 AM
INLAND AMERICAN ST PORTFOLIO J C/O RAYN PTS DEPT 123 PO BOX 460169 HOUSTON, TX 77056-8169						
THE NECESSITY RETAIL REIT INC REFUND RECIPIENT: THE NECESSITY RETAIL REIT INC TAXPAYER OVERPAYMENT 650 FIFTH AVE, 30TH FLOOR NEW YORK NY 10019						
78538101	2023-200642	PERSONAL PROPERTY	1.68	TYRELL	4/26/2024	2:36:59 PM
APC CONSTRUCTION LLC PO BOX 528 OXFORD, NC 27565						
PINNACLE BANK - BANK ATTACHMENT -APC CONSTRUCTION LLC REFUND RECIPIENT: APC CONSTRUCTION LLC BANK ATTACHMENT OVERPAYMENT PO BOX 528 OXFORD NC 27565						
39940301	2020-18231	RP: 099000369524	139.54	CTH	4/29/2024	10:35:26 AM
RILEY DENNIS P RILEY TAMMY L EAKES 2081 THAD CAREY RD OXFORD, NC 27565						
CORELOGIC TAX SERVICES LLC REFUND RECIPIENT: CORELOGIC TAX SERVICES LLC MORTGAGE OVERPAYMENT PO BOX 9202 COPPELL TX 75019						
1444	2023-28228	RP: 086504703664LHA	1.61	TYRELL	4/29/2024	10:40:31 AM
DEFIO PAUL 1192 ROTTERDAM LN CREEDMOOR, NC 27522-8108						
ACME PLUMBING & HEATING CO OF DURHAM INC REFUND RECIPIENT: PAUL DEFIO GARNISHMENT OVERPAYMENT 1192 ROTTERDAM LN CREEDMOOR NC 27522						
1058683	2023-30370	RP: 182400013591	170.24	TYRELL	4/29/2024	10:43:25 AM
MCINTOSH ISHMAEL						

RUN DATE: 5/7/2024 9:44 AM

GRANVILLE COUNTY REFUND REPORT

NAME	BILL NUMBER	PAYMENT TYPE	AMOUNT	OPER	DATE TIME
3515 BLUE BONNET DR					
WAKE FOREST, NC 27587-5889		OUTREACH HEALTH SERVICES OF NC REFUND RECIPIENT: ISHMAEL MCINTOSH GARNISHMENT OVERPAYMENT 3515 BLUE BONNET DR WAKE FOREST NC 27587			
32343301	2023-29884	RP: 191602699304 LH	7.85	CTH	4/29/2024 10:47:03 AM
PARKER BETTY					
3142 GELA ROAD					
OXFORD, NC 27565		BANK ATTACHMENT TRUIST BETTY PARKER REFUND RECIPIENT: BETTY PARKER BANK ATTACHMENT OVERPAYMENT 3142 GELA ROAD OXFORD NC 27565			
38200301	2023-29400	RP: 193000945839	412.62	TJT	4/30/2024 10:53:13 AM
BRAZIEL JEREMY J					
BRAZIEL MELISSA H					
4100 HIGHT ROAD					
OXFORD, NC 27565		PBM GRAPHICS INC REFUND RECIPIENT: JEREMY J BRAZIEL GARNISHMENT OVERPAYMENT 4100 HIGHT RD OXFORD NC 27565			
81150201	2023-200405	PERSONAL PROPERTY	1.48	TJT	4/30/2024 11:19:15 AM
VAZQUEZ ERIKA					
1207 ROTTERDAM LN					
CREEDMOOR, NC 27522		WELLS FARGO BANK ATTACHMENT/ERIKA VAZQUEZ REFUND RECIPIENT: ERIKA VAZQUEZ BANK ATTACHMENT OVERPAYMENT 1207 ROTTERDAM LN CREEDMOOR NC 27522			
539	2022-252298	PERSONAL PROPERTY	8.49	TJT	4/30/2024 11:23:49 AM
VASQUEZ ALMA					
1201 BRED A LN					
creedmoor, NC 27522		WELLS FARGO BANK ATTACHMENT/ALMA VASQUEZ REFUND RECIPIENT: ALMA VASQUEZ BANK ATTACHMENT OVERPAYMENT 1201 BRED A LN CREEDMOOR NC 27522			
5419302	2023-22448	RP: 192302669863	150.05	CTH	4/30/2024 11:24:48 AM

RUN DATE: 5/7/2024 9:44 AM

GRANVILLE COUNTY REFUND REPORT

NAME	BILL NUMBER	PAYMENT TYPE	AMOUNT	OPER	DATE TIME
CLAIBORNE WILLIAM O CLAIBORNE VIRGINIA E 305 HOLLY DRIVE OXFORD, NC 27565		CERTAINTED LLC REFUND RECIPIENT: WILLIAM O CLAIBORNE GRANISHMENT OVERPAYMENT 305 HOLLY DRIVE OXFORD NC 27565			
84449101 SPEEDWAY LLC SPEEDWAY 1827 539 S MAIN ST	2023-35747	PERSONAL PROPERTY	115.38	TYRELL	4/30/2024 11:27:13 AM
FINDLAY, OH 45840		PNC BANK - BANK ATTACHMENT - SPEEDWAY LLC REFUND RECIPIENT: SPEEDWAY LLC BANK ATTACHMENT OVERPAYMENT 539 S MAIN ST FINDLAY OH 45840			
6942201 DANIEL LOUIS B JR	2023-200010	PERSONAL PROPERTY	308.17	CTH	4/30/2024 11:27:49 AM
P O BOX 204 STOVALL, NC 27582		CERTAINTED LLC REFUND RECIPIENT: LOUIS B DANIEL GARNISHMENT OVERPAYMENT P O BOX 204 STOVALL NC 27582			
39671201 WILLIAMSON DAVID E 9204 RUEBEN HART ROAD	2023-202145	PERSONAL PROPERTY	138.89	CTH	4/30/2024 11:30:07 AM
OXFORD, NC 27565		CERTAINTED LLC REFUND RECIPIENT: DAVID E WILLIAMSON GARNISHMENT OVERPAYMENT 9204 RUEBEN HART ROAD OXFORD NC 27565			

RUN DATE: 5/7/2024 9:44 AM

GRANVILLE COUNTY REFUND REPORT

NAME	BILL NUMBER	PAYMENT TYPE	AMOUNT	OPER	DATE TIME
48244201 MEDLIN MARVIN J JR P O BOX 160 CREEDMOOR, NC 27522	2023-35984	PERSONAL PROPERTY	192.10	TYRELL	4/30/2024 11:37:11 AM
81394301 AVILA LETICIA JERONIMO 7028 SOUTHERN CT OXFORD, NC 27565	2023-28855	BUDGET TRUCK RENTAL LLC REFUND RECIPIENT: MARVIN J MEDLIN GARNISHMENT OVERPAYMENT P O BOX 160 CREEDMOOR NC 27522 RP: 191604802381	98.13	CTH	5/1/2024 10:24:05 AM
81394301 AVILA LETICIA JERONIMO 7028 SOUTHERN CT OXFORD, NC 27565	2023-28855	CMH MANUFACTURING INC REFUND RECIPIENT: JERONIMO LETICIA AVILA GARNISHMENT OVERPAYMENT 7028 SOUTHERN CT OXFORD NC 27565 RP: 191604802381	8.77	TYRELL	5/1/2024 10:33:06 AM
32413201 RODRIGUEZ RHEA TERESA 4605 FAIRPORT RD OXFORD, NC 27565-8367	2023-201233	CMH MANUFACTURING INC REFUND RECIPIENT: AVILA LETICIA JERONIMO WAGE GARNISHMENT OVERPAYMENT 7028 SOUTHERN CT OXFORD NC 27565 PERSONAL PROPERTY	5.69	CTH	5/1/2024 10:35:14 AM
1062483 BRANDON ROBERT H 4057 LYN ST OXFORD, NC 27565-8376	2023-642	APPLE INC REFUND RECIPIENT: RHEA RODRIGUEZ GARNISHMENT OVERPAYMENT 4605 FAIRPORT RD OXFORD NC 27565 RP: 193210371307	148.54	TYRELL	5/1/2024 11:16:30 AM
** VOIDED **					
OXFORD, NC 27565-8376		STATE OF NORTH CAROLINA			

RUN DATE: 5/7/2024 9:44 AM

GRANVILLE COUNTY REFUND REPORT

NAME	BILL NUMBER	PAYMENT TYPE	AMOUNT	OPER	DATE TIME
REFUND RECIPIENT: ROBERT BRANDON GARNISHMENT OVERPAYMENT 4057 LYN ST OXFORD NC 27565					
85230301	2023-15172	RP: 097500036511	251.16	TYRELL	5/1/2024 11:33:22 AM
REED TASHIKA ET AL					
6573 BEN THORPE RD					
OXFORD, NC 27565					
STATE OF NORTH CAROLINA REFUND RECIPIENT: TASHIKA REED WAGE GARNISHMENT OVERPAYMENT 6573 BEN THORPE RD OXFORD NC 27565					
85957201	2023-202807	PERSONAL PROPERTY	249.97	CTH	5/3/2024 10:24:04 AM
SMITH LATASHA					
6675 CORNWALL RD					
OXFORD, NC 27565					
WIREGRASS HOSPICE OF SOUTH CAR REFUND RECIPIENT: LATASHA SMITH GARNISHMENT OVERPAYMENT 6675 CORNWALL RD OXFORD NC 27565					
82549201	2022-253724	PERSONAL PROPERTY	92.93	CTH	5/6/2024 1:00:37 PM
FORBES COREY LEE					
2539 GEORGE WINSTON RD					
BULLOCK, NC 27507-9789					
CERTAINTTEED LLC REFUND RECIPIENT: COREY L FORBES GARNISHMENT OVERPAYMENT 2539 GEORGE WINSTON RD BULLOCK NC 27507					
21400111	2023-35351	PERSONAL PROPERTY	92.93	CTH	5/6/2024 2:04:26 PM
TAYLOR ALFRED WAYNE SR					
5618 TABBS CREEK CH RD					
OXFORD, NC 27565					
CERTAINTTEED LLC REFUND RECIPIENT: ALFRED W TAYLOR SR GARNISHMENT OVERPAYMENT 5618 TABBS CREEK CH RD OXFORD NC 27565					
6942201	2023-200010	PERSONAL PROPERTY	174.00	CTH	5/6/2024 2:08:50 PM
DANIEL LOUIS B JR					
P O BOX 204					

** VOIDED **

RUN DATE: 5/7/2024 9:44 AM

GRANVILLE COUNTY REFUND REPORT

NAME	BILL NUMBER	PAYMENT TYPE	AMOUNT	OPER	DATE TIME
STOVALL, NC 27582		CERTAINTED LLC REFUND RECIPIENT: LOUIS B DANIEL GARNISHMENT OVERPAYMENT P O BOX 204 STOVALL NC 27582			
84862201	2023-202634	PERSONAL PROPERTY	57.99	CTH	5/6/2024 2:13:00 PM
TAYLOR CLIFTON VER JOHN					
317 WICK RD					
STEM, NC 27581		CERTAINTED LLC REFUND RECIPIENT: CLIFTON V TAYLOR GRANISHMENT OVERPAYMENT 317 WICK RD STEM NC 27581			
63617201	2023-34482	PERSONAL PROPERTY	68.62	CTH	5/6/2024 2:17:42 PM
GENTRY CECIL OWEN JR					
554 LOCKS LN					
ROUGEMONT, NC 27572		CERTAINTED LLC REFUND RECIPIENT: CECIL O GENTRY GARNISHMENT OVERPAYMENT 554 LOCKS LN ROUGEMONT NC 27572			
7885306	2023-27928	RP: 192202555120	57.97	TYRELL	5/6/2024 3:27:32 PM
DUNSTON CHARLES R					
DUNSTON PATRICIA					
P O BOX 34					
OXFORD, NC 27565		AUTOZONERS LLC REFUND RECIPIENT: CHARLES DUNSTON GARNISHMENT OVERPAYMENT PO BOX 34 OXFORD NC 27565			
5419302	2023-22448	RP: 192302669863	318.24	TYRELL	5/6/2024 3:29:44 PM
CLAIBORNE WILLIAM O					
CLAIBORNE VIRGINIA E					
305 HOLLY DRIVE					
OXFORD, NC 27565		CERTAINTED LLC REFUND RECIPIENT: WILLIAM O CLAIBORNE GARNISHMENT OVERPAYMENT 305 HOLLY DR OXFORD NC 27565			
80604116	2023-202101	PERSONAL PROPERTY	40.66	TYRELL	5/6/2024 3:31:46 PM

RUN DATE: 5/7/2024 9:44 AM

GRANVILLE COUNTY REFUND REPORT

NAME	BILL NUMBER	PAYMENT TYPE	AMOUNT	OPER	DATE TIME
JONES LUCAS JOSEPH					
4577 JG MORTON RD					
OXFORD, NC 27565		CERTAINTED LLC			
		REFUND RECIPIENT: LUCAS JONES			
		GARNISHMENT OVERPAYMENT			
		4066 JG JONES RD			
		OXFORD NC 27565			
67499201	2023-201466	PERSONAL PROPERTY	46.38	TYRELL	5/6/2024 3:32:57 PM
COOK BRAD JOSEPH					
104 DELLA STREET					
OXFORD, NC 27565		CERTAINTED LLC			
		REFUND RECIPIENT: BRAD COOK			
		GARNISHMENT OVERPAYMENT			
		104 DELLA			
		OXFORD NC 27565			
28534301	2023-19070	RP: 183300292848	335.58	TYRELL	5/6/2024 3:40:33 PM
MARCHESE ROBERT					
MARCHESE JOANNA					
697 OXFORD RIDGE DR					
WAKE FOREST, NC 27587		SYNOPSIS INC			
		REFUND RECIPIENT: JOANNA MARCHESE			
		GARNISHMENT OVERPAYMENT			
		697 OXFORD RIDGE DR			
		WAKE FOREST NC 27587			
55069301	2023-25059	RP: 190000017118	237.70	TYRELL	5/6/2024 3:43:34 PM
GREEN LUTHER					
GREEN TOYA DAYE					
2209 LAUREN MILL DRIVE					
OXFORD, NC 27565		CORMETECH INC			
		REFUND RECIPIENT: LUTHER GREEN			
		GARNISHMENT OVERPAYMENT			
		2290 LAUREN MILL DR			
		OXFORD NC 27565			
2894	2023-200352	PERSONAL PROPERTY	83.24	TYRELL	5/6/2024 3:46:57 PM
BENVAMIN WILMER					
PADILLA GALVEZ					
810 E C ST LOT 48					
BUTNER, NC 27509-2468		WELLS FARGO - BANK ATTACHMENT - BENVAMIN WILMER			

RUN DATE: 5/7/2024 9:44 AM

GRANVILLE COUNTY REFUND REPORT

NAME	BILL NUMBER	PAYMENT TYPE	AMOUNT	OPER	DATE TIME
REFUND RECIPIENT: BENVAMIN WILMER GARNISHMENT OVERPAEMNT 810 E C ST LOT 48 BUTNER NC 27509					
1008243	2023-26927	RP: 088913033706	146.74	TYRELL	5/6/2024 3:49:31 PM
MANTE INVESTMENTS INC					
105 ADLETT LN					
DURHAM, NC 27703-7150					
UNITED COMMUNITY - BANK ATTACHMENT REFUND RECIPIENT: MANTE INVESTMENTS BANK ATTACHMENT OVERPAYMENT 105 ADLETTE LN BUTNER NC 27703					
1976	2023-200376	PERSONAL PROPERTY	410.80	TYRELL	5/6/2024 3:56:14 PM
REYES JHORDY					
1563 DANIEL RD					
CREEDMOOR, NC 27522					
WELLS FARGO - BANK ATTACHMENT -JHORDY REYES REFUND RECIPIENT: JHORDY REYES BANK ATTACHMENT OVERPAYMENT 1563 DANIEL RD creedmoor NC 27522					
21400111	2023-35351	PERSONAL PROPERTY	45.32	CTH	5/6/2024 4:33:02 PM
TAYLOR ALFRED WAYNE SR					
5618 TABBS CREEK CH RD					
OXFORD, NC 27565					
WASTE INDUSTRIES USA INC REFUND RECIPIENT: ALFRED WAYNE TAYLOR SR GARNISHMENT OVERPAYMENT 5618 TABBS CREEK CH RD OXFORD NC 27565					
TOTAL REFUNDS PRINTED:		4,717.74			
TOTAL VOID REFUNDS:		-241.47			
TOTAL:		4,476.27			

VOIDED REFUND AMOUNTS OF REFUNDS NOT IN 4/25/2024 - 5/6/2024

NAME	BILL NUMBER	AMOUNT	OPER	PAYMENT TYPE	DATE	TIME	REFUND DATE
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TOTAL VOID REFUNDS:

PARAMETERS SELECTED FOR FINANCE RELEASES REPORT:

TRANSACTION DATE RANGE: 04/25/2024 12:00:00 AM - 05/06/2024 12:00:00 AM

BILL TYPE: Both

BILL YEAR/NUMBER RANGE:

PRINT TOTALS ONLY: No

USER/OPERATOR:

EXCLUDE USERS/OPERATORS:

SORT ORDER: Name

REPORT TITLE:

1 Granville County Tax	365.16
Fire Rescue	26.08
Total	391.24

Release Refund Detail					
Name	Bill#	Reason	District		Amount
REYES JHORDY	2023-200375	DISCOVERED IN ERROR. PREVIOUS MH WAS A 2013 OAKWOOD AND IS NOW A 1982 SENT.	C	ADVL TAX	162.86
REYES JHORDY	2023-200375	DISCOVERED IN ERROR. PREVIOUS MH WAS A 2013 OAKWOOD AND IS NOW A 1982 SENT.	C	PEN FEE	32.57
REYES JHORDY	2023-200376	DISCOVERED IN ERROR. PREVIOUS MH WAS 2013 OAKWOOD AND NOW MH IS 1982 SENT	C	ADVL TAX	154.30
REYES JHORDY	2023-200376	DISCOVERED IN ERROR. PREVIOUS MH WAS 2013 OAKWOOD AND NOW MH IS 1982 SENT	C	PEN FEE	15.43
REYES JHORDY	2023-200375	DISCOVERED IN ERROR. PREVIOUS MH WAS A 2013 OAKWOOD AND IS NOW A 1982 SENT.	FR	ADVL TAX	11.63
REYES JHORDY	2023-200376	DISCOVERED IN ERROR. PREVIOUS MH WAS 2013 OAKWOOD AND NOW MH IS 1982 SENT	FR	ADVL TAX	11.02
REYES JHORDY	2023-200375	DISCOVERED IN ERROR. PREVIOUS MH WAS A 2013 OAKWOOD AND IS NOW A 1982 SENT.	FR	PEN FEE	2.33
REYES JHORDY	2023-200376	DISCOVERED IN ERROR. PREVIOUS MH WAS 2013 OAKWOOD AND NOW MH IS 1982 SENT	FR	PEN FEE	1.10

PARAMETERS SELECTED FOR ACTIVITY REPORT:

TRANSACTION DATE RANGE: 04/25/2024 12:00:00 AM - 05/06/2024 12:00:00 AM
PAYMENT DATE RANGE:
BATCH KEY RANGE:
BILL TYPE: Both
BILL YEAR/NUMBER RANGE:
DISTRICT/TYPE/FEE:
TRANSACTION TYPE:
TOWNSHIP:
CITY:
STATUS:
EXCLUDE STATUS:
USER/OPERATOR:
HISTORY TYPE: 07 - Underpayment
EXCLUDE USER/OPERATOR:
PAYMENT SOURCE TYPE:
PRINT TOTALS ONLY: No
SORT ORDER: Transaction Date
PRINT COMMENTS: N

ACCOUNT#:
ACCOUNT NAME:
LOCATION:
Print Payment Breakdown:No
CHECK NUMBER:
TRANS AMOUNT FROM:
TRANS AMOUNT TO:

DATE	TIME	BILL#	Statuses	ACCOUNT	NAME	OPER	TYPE	PYMT DATE	SOURCE	CHK#	TAX	INTEREST	TOTAL
04/25/2024	10:40:53	2023-19779	MGAR	39458301	TINGEN MICHAEL THOMAS	CTH	Payment	04/25/2024	mail	0000003438	0.63		0.63
											TOTAL TRANSACTION:		0.63
04/29/2024	09:19:44	2023-200690	G	29937201	HUAROCO JORGE	Autoagent	Payment	04/29/2024	Other		0.60		0.60
											TOTAL TRANSACTION:		0.60
04/29/2024	10:04:28	2023-25850	DL	76798301	HILL GEORGE W	CTH	Payment	04/29/2024	mail	01661	0.02		0.02
											TOTAL TRANSACTION:		0.02
04/30/2024	11:14:24	2023-10315	MGAR	5251302	CHAVIS LUCY MAE	TJT	Payment	04/30/2024	mail	00033284	0.69		0.69
											TOTAL TRANSACTION:		0.69
04/30/2024	11:36:23	2023-35649	DL	77082101	WEST SIDE BODY SHOP	TJT	Payment	04/30/2024	mail	005668	0.13		0.13
											TOTAL TRANSACTION:		0.13
04/30/2024	23:00:11	2023-14124	MGAR	1018583	ELLINGTON SHELLY PAIGE	ARCLEAR	Write Off	04/30/2024			1.91		1.91
											TOTAL TRANSACTION:		1.91
04/30/2024	23:00:11	2023-7401	MGAR	55971302	JOHNSON CLINTON W	ARCLEAR	Write Off	04/30/2024			1.71		1.71
											TOTAL TRANSACTION:		1.71
04/30/2024	23:00:11	2023-18190	MGAR	3715301	HARRISON KENNETH	ARCLEAR	Write Off	04/30/2024			1.69		1.69
											TOTAL TRANSACTION:		1.69
04/30/2024	23:00:11	2023-32405	BA	1087663	BRAGG BARRY M	ARCLEAR	Write Off	04/30/2024			1.69	0.01	1.70
											TOTAL TRANSACTION:		1.70
04/30/2024	23:00:11	2023-393	MGAR	16871301	OAKLEY ELEANOR A	ARCLEAR	Write Off	04/30/2024			1.09		1.09
											TOTAL TRANSACTION:		1.09
04/30/2024	23:00:11	2023-22249	MGAR	10919302	HARRIS LESLIE O	ARCLEAR	Write Off	04/30/2024			1.05		1.05
											TOTAL TRANSACTION:		1.05
04/30/2024	23:00:11	2023-8930	MGAR	77092301	DANIEL JASON M	ARCLEAR	Write Off	04/30/2024			1.80	0.01	1.81
											TOTAL TRANSACTION:		1.81
04/30/2024	23:00:11	2023-14089	MGAR	25032301	SMITH DERRICK	ARCLEAR	Write Off	04/30/2024			1.87		1.87
											TOTAL TRANSACTION:		1.87
04/30/2024	23:00:11	2023-22436		14407302	LEWIS STACY B JR	ARCLEAR	Write Off	04/30/2024			1.41		1.41
											TOTAL TRANSACTION:		1.41
04/30/2024	23:00:11	2023-5503	MGAR	8504301	EVANS DEONNE DANIEL	ARCLEAR	Write Off	04/30/2024			1.53		1.53
											TOTAL TRANSACTION:		1.53
04/30/2024	23:00:11	2023-5822	MGAR	25159301	GREENE LESA H	ARCLEAR	Write Off	04/30/2024			1.77		1.77
											TOTAL TRANSACTION:		1.77
04/30/2024	23:00:11	2023-16532	MGAR	49127301	TAYLOR SHERRA J	ARCLEAR	Write Off	04/30/2024			1.73		1.73
											TOTAL TRANSACTION:		1.73
04/30/2024	23:00:11	2022-254201		31072201	ADVANCED MOBILE WELDING	ARCLEAR	Write Off	04/30/2024			1.47		1.47
											TOTAL TRANSACTION:		1.47
04/30/2024	23:00:11	2023-200183	G	2918	POE BONNIE	ARCLEAR	Write Off	04/30/2024			0.61		0.61
											TOTAL TRANSACTION:		0.61
04/30/2024	23:00:11	2023-400272		86144301	CURRIN ANSEL P	ARCLEAR	Write Off	04/30/2024			1.80		1.80
											TOTAL TRANSACTION:		1.80
05/01/2024	08:52:52	2023-200134	DL	81074201	AVENDANO HUGO	Autoagent	Payment	05/01/2024	Other		0.47		0.47
											TOTAL TRANSACTION:		0.47
05/01/2024	08:52:52	2023-201411	DL	55294201	CARPENTER TIMOTHY R	Autoagent	Payment	05/01/2024	Other		0.02		0.02
											TOTAL TRANSACTION:		0.02
05/01/2024	08:52:52	2022-28649	DL	96948301	WYNDTREE HOMEOWNERS ASSOC	Autoagent	Payment	05/01/2024	Other		0.06		0.06
											TOTAL TRANSACTION:		0.06

DATE	TIME	BILL#	Statuses	ACCOUNT	NAME	OPER	TYPE	PYMT DATE	SOURCE	CHK#	TAX	INTEREST	TOTAL
05/01/2024	08:52:52	2023-28649	DL	96948301	WYNDTREE HOMEOWNERS ASSOC	Autoagent	Payment	05/01/2024	Other		0.04		0.04
											TOTAL TRANSACTION:		0.04
05/02/2024	10:42:24	2023-20458		1059033	AFN ABSPPROP001 LLC	TYRELL	Payment	05/02/2024	mail	83005144	0.04		0.04
											TOTAL TRANSACTION:		0.04
05/02/2024	10:43:51	2023-200959	BA	52915301	BOWEN SEAN P	TYRELL	Payment	05/02/2024	mail	1040159579	0.27		0.27
											TOTAL TRANSACTION:		0.27
05/02/2024	10:45:00	2023-200213	BA	46262201	DOMINGUEZ OSCAR C	TYRELL	Payment	05/02/2024	mail	1040159584	0.90		0.90
											TOTAL TRANSACTION:		0.90
05/02/2024	10:46:19	2023-200187	BA	82379201	BANEGAS ALICIA	TYRELL	Payment	05/02/2024	mail	1040159585	0.60		0.60
											TOTAL TRANSACTION:		0.60
05/03/2024	13:10:58	2023-200382	G	1981	ORTIZ JUAN	TYRELL	Payment	05/03/2024	walk-in	10028	0.26		0.26
											TOTAL TRANSACTION:		0.26
05/06/2024	12:11:04	2023-44140		82380150	WILTON EXPRESS FOOD MART INC	CTH	Payment	05/06/2024	mail	00005303	1.00		1.00
											TOTAL TRANSACTION:		1.00
05/06/2024	12:15:51	2023-40884	G	1179	STEWART MICHAEL GARY	CTH	Payment	05/06/2024	mail	105042	0.69		0.69
											TOTAL TRANSACTION:		0.69
05/06/2024	12:54:43	2023-201182	MGAR	1308	TAYLOR TYRON SHAQUAN	CTH	Payment	05/06/2024	mail	49481876			0.00
05/06/2024	12:54:43	2023-201184	MGAR	1308	TAYLOR TYRON SHAQUAN	CTH	Payment	05/06/2024	mail	49481876			0.00
05/06/2024	12:54:43	2023-201185	MGAR	1308	TAYLOR TYRON SHAQUAN	CTH	Payment	05/06/2024	mail	49481876	0.55		0.55
05/06/2024	12:54:43	2020-243130	DL, MGAR	1308	TAYLOR TYRON SHAQUAN	CTH	Payment	05/06/2024	mail	49481876			0.00
											TOTAL TRANSACTION:		0.55
05/06/2024	13:55:02	2023-38251	G,M	19472300	ROYSTER KEVIN	CTH	Payment	05/06/2024	mail	49449173	0.24		0.24
											TOTAL TRANSACTION:		0.24
05/06/2024	13:57:55	2023-202425	MGAR	82878201	MILLER BRANDON HENRY	CTH	Payment	05/06/2024	mail	49449174			0.00
05/06/2024	13:57:55	2023-202426	MGAR	82878201	MILLER BRANDON HENRY	CTH	Payment	05/06/2024	mail	49449174			0.00
05/06/2024	13:57:55	2023-202427	MGAR	82878201	MILLER BRANDON HENRY	CTH	Payment	05/06/2024	mail	49449174	0.48		0.48
											TOTAL TRANSACTION:		0.48
											30.82	0.02	30.84
GRAND TOTALS											30.82	0.02	30.84

USER	TOTALS
ARCLEAR	23.15
Autoagent	1.19
CTH	3.61
TJT	0.82
TYRELL	2.07

All Payments

TAX YEAR	TOTALS
2023	29.31
2022	1.53
2020	0.00



Granville County

122 Williamsboro Street
Oxford, NC 27565
(919) 603-1331

To: Board of Commissioners
From: Barry Baker
Department: Planning and Zoning
Date: May 20, 2024
Title: **Approval of CAMPO Memorandum of Understanding**

PURPOSE:

The Capital Area Metropolitan Planning Organization (CAMPO) has asked every CAMPO local government member to approve the updated Memorandum of Understanding (MOU) that has been adopted by CAMPO's Executive Board.

BACKGROUND:

Population growth as found in the 2020 Census has expanded the Urbanized Area of CAMPO. The Planning area of CAMPO must cover the full urbanized area and the area believed by CAMPO and the State DOT to become urbanized over the next 20 years and local governments in the expanded area agree to be included. As a result, the Towns of Coats and Lillington and a portion of County of Chatham have been added to the membership of governments in CAMPO. CAMPO also found that several federal references in the MOU needed updating and made the changes.

4/30/2024 Email

At the April 17, 2024 Executive Board meeting, the updated Memorandum of Understanding (MOU) was approved for local adoption. The MOU changes include adding our newest members (Lillington, Coats and Chatham County) as well as some administrative updates to reflect current codes and practices. The final version is attached as both a PDF and Word document. We request that you endeavor to adopt this MOU at your local board by June 30, 2024 in order to facilitate the completion of this work by the start of Fiscal Year 2025 on July 1, 2024. After all parties have locally adopted the MOU, the State will provide the final adoption, thus finalizing the process.

If you have any questions, or if you would like to have a CAMPO staff member provide a presentation or update to your board for this adoption process, please contact Shelby Powell (Shelby.Powell@campo-nc.us).

Please return one copy of your final signature page with signatures to myself, Star Rogers @ Star.Rogers@campo-nc.us

COMPLIANCE WITH CONTRACT & PURCHASING POLICY:

Requires no purchase.

FUNDING LINE ITEM:

No funding required specifically for this item.

RECOMMENDATION:

Planning Director recommends adopting the updated CAMPO memorandum of understanding and having the Board Chair and County Manager sign the Granville County page in the MOU.

ATTACHMENTS:

PowerPoint Presentation

MAP of CAMPO area

ACTION TAKEN:

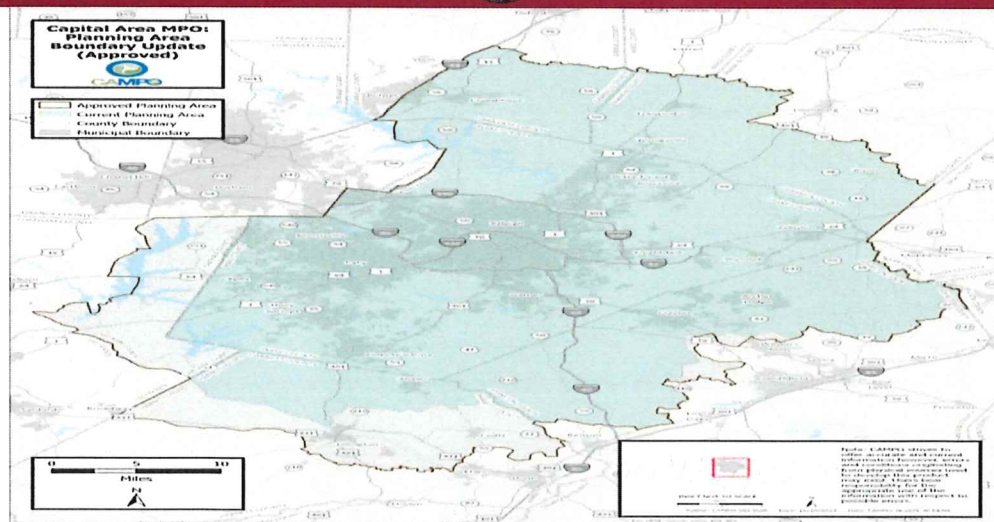


CAMPO MOU

Update

May 20, 2024

1



May 20, 2024 CAMPO MOU Update

2



CAMPO Memorandum of Understanding Update

- The Capital Area Metropolitan Planning Organization (CAMPO) has asked every CAMPO local government member to approve the updated Memorandum of Understanding (MOU) that has been adopted by CAMPO's Executive Board.

MAY 20, 2024 CAMPO MOU Update

3



CAMPO Memorandum of Understanding Update

- Population growth as found in the 2020 Census has expanded the Urbanized Area of CAMPO. The planning area of CAMPO must cover the full urbanized area and the area believed by CAMPO and the State DOT to become urbanized over the next 20 years and local governments in the expanded area agree to be included. As a result, the Towns of Coats and Lillington and a portion of Chatham County have been added to the membership after agreeing to be included in CAMPO.

MAY 20, 2024 CAMPO MOU Update

4



CAMPO Memorandum of Understanding Update

- Action requested by CAMPO: Approve the updated MOU which adds the Towns of Coats and Lillington and the County of Chatham to CAMPO and that updated several federal references in the document.

MAY 20, 2024 CAMPO MOU Update

5



Questions?

6



Granville County Administration

104 Belle Street
Oxford, NC 27565
(919) 693-5240

To: Board of Commissioners
From: Debra Weary
Department: Administration
Date: May 20, 2024
Title: Public Comments

PURPOSE:

The Granville County Board of Commissioners is committed to allowing members of the public an opportunity to offer comments and suggestions for the efficient and effective administration of government.

Public comments are limited to 3 minutes.

ACTION TAKEN:



Granville County Administration

104 Belle Street
Oxford, NC 27565
(919) 693-5240

To: Board of Commissioners
From: Debra Weary
Department: Administration
Date: May 20, 2024
Title: Public Hearing on Proposed FY 2024-2025 Budget

PURPOSE:

North Carolina General Statute 159-12(b) requires that county governments hold at least one public hearing on the annual budget to receive comments from the public.

BACKGROUND:

The public hearing has been advertised in the manner required by law. The Manager's recommended budget was presented to the Granville County Board of Commissioners on May 6, 2024, and the Board held budget work sessions on Monday, May 13, 2024 and Wednesday, May 15, 2024.

RECOMMENDATION:

Hold the required budget public hearing to receive public comments on the proposed budget.

ATTACHMENTS:

Public Hearing Notice

ACTION TAKEN:

**Public Hearing
on Proposed Budget for
FY 2024-2025**

The proposed 2024-2025 budget for Granville County has been submitted to the Granville County Board of Commissioners in accordance with the Local Government Budget and Fiscal Control Act. A copy of the proposed budget is available for public inspection in the Office of the Clerk to the Board and at the Richard H. Thornton Library and other library branches. The proposed budget is also available on the Granville County website:

<https://www.granvillecounty.org/government/finance-department/comprehensive-annual-financial-reports-budget-documents/>

The Board of Commissioners will conduct a Public Hearing to receive comments on the proposed budget on Monday, May 20, 2024, at 7:00 p.m. or shortly thereafter in the Auditorium, Granville Convention and Expo Center, 4185 US Highway 15 South in Oxford.

Debra A. Weary
Clerk to the Granville County Board
of Commissioners



Granville County Finance

104 Belle Street
Oxford, NC 27565
(919) 693-5240

To: Board of Commissioners
From: Steve McNally
Department: Finance
Date: May 20, 2024
Title: **FY 2024 Audit Contract**

PURPOSE:

To award a contract for the FY 2024 Independent Audit for Granville County.

BACKGROUND:

Thompson, Price, Scott, Adams and Co. (TPSA) has provided financial audit services for Granville County since Fiscal Year 2019-20. They have informed the Granville County Finance Department that they would like to provide the services for FY 2023-24.

Attached is a copy of the audit contract for the fiscal year ended June 30, 2024, as well as the corresponding engagement letter.

Annual audit contracts are required by NC General Statutes.

FUNDING LINE ITEM:

This expenditure will be coded to 10-4310-191 Finance Department – Audit Fees

RECOMMENDATION:

Finance Director recommends approval

ATTACHMENTS:

FY 2024 Audit Contract and Engagement Letter

ACTION TAKEN:

The	Governing Board BOARD OF COMMISSIONERS
of	Primary Government Unit GRANVILLE COUNTY
and	Discretely Presented Component Unit (DPCU) (if applicable) N/A

Primary Government Unit, together with DPCU (if applicable), hereinafter referred to as Governmental Unit(s)

and	Auditor Name THOMPSON, PRICE, SCOTT, ADAMS & CO, P.A.
	Auditor Address 1626 S MADISON STREET, WHITEVILLE, NC 28472

Hereinafter referred to as Auditor

for	Fiscal Year Ending 06/30/24	Date Audit Will Be Submitted to LGC 10/31/24
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Must be within four months of FYE

hereby agree as follows:

1. The Auditor shall audit all statements and disclosures required by U.S. generally accepted auditing standards (GAAS) and additional required legal statements and disclosures of all funds and/or divisions of the Governmental Unit(s). The non-major combining, and individual fund statements and schedules shall be subjected to the auditing procedures applied in the audit of the basic financial statements and an opinion shall be rendered in relation to (as applicable) the governmental activities, the business- type activities, the aggregate DPCUs, each major governmental and enterprise fund, and the aggregate remaining fund information (non-major government and enterprise funds, the internal service fund type, and the fiduciary fund types). The basic financial statements shall include budgetary comparison information in a budgetary comparison statement, rather than as RSI, for the General Fund and any annually budgeted Special Revenue funds.

2. At a minimum, the Auditor shall conduct the audit and render the report in accordance with GAAS. The Auditor shall perform the audit in accordance with *Government Auditing Standards (GAGAS)* if the Governmental Unit expended \$100,000 or more in combined Federal and State financial assistance during the reporting period. The auditor shall perform a Single Audit if required by Title 2 US Code of Federal Regulations Part 200 *Uniform Administration Requirements, Cost Principles, and Audit Requirements for Federal Awards, Subpart F* (Uniform Guidance) or the State Single Audit Implementation Act. This audit and all associated audit documentation may be subject to review by Federal and State agencies in accordance with Federal and State laws, including the staffs of the Office of State Auditor (OSA) and the Local Government Commission (LGC). If the audit requires a federal single audit in accordance with the Uniform Guidance (§200.501), it is recommended that the Auditor and Governmental Unit(s) jointly agree, in advance of the execution of this contract, which party is responsible for submission of the audit and the accompanying data collection form to the Federal Audit Clearinghouse as required under the Uniform Guidance (§200.512).

Effective for audits of fiscal years beginning on or after June 30, 2023, the LGC will allow auditors to consider whether a unit qualifies as a State low-risk auditee based upon federal criteria in the Uniform Guidance §200.520(a), and (b) through (e) as it applies to State awards. In addition to the federal criteria in the Uniform Guidance, audits must have been submitted timely to the LGC. If in the reporting year, or in either of the two previous years, the unit reported a Financial Performance Indicator of Concern that the audit was late, then

the report was not submitted timely for State low-risk auditee status. Please refer to "Discussion of Single Audits in North Carolina" on the LGC's website for more information.

If the audit and Auditor communication are found in this review to be substandard, the results of the review may be forwarded to the North Carolina State Board of CPA Examiners (NC State Board).

3. If an entity is determined to be a component of another government as defined by the group audit standards, the entity's auditor shall make a good faith effort to comply in a timely manner with the requests of the group auditor in accordance with AU-6 §600.41 - §600.42.

4. This contract contemplates an unmodified opinion being rendered. If during the process of conducting the audit, the Auditor determines that it will not be possible to render an unmodified opinion on the financial statements of the unit, the Auditor shall contact the LGC Staff to discuss the circumstances leading to that conclusion as soon as is practical and before the final report is issued. The audit shall include such tests of the accounting records and such other auditing procedures as are considered by the Auditor to be necessary in the circumstances. Any limitations or restrictions in scope which would lead to a qualification should be fully explained in an attachment to this contract.

5. If this audit engagement is subject to the standards for audit as defined in *Government Auditing Standards*, 2018 revision, issued by the Comptroller General of the United States, then by accepting this engagement, the Auditor warrants that he/she has met the requirements for a peer review and continuing education as specified in *Government Auditing Standards*. The Auditor agrees to provide a copy of the most recent peer review report to the Governmental Unit(s) and the Secretary of the LGC prior to the execution of an audit contract. Subsequent submissions of the report are required only upon report expiration or upon auditor's receipt of an updated peer review report. If the audit firm received a peer review rating other than pass, the Auditor shall not contract with the Governmental Unit(s) without first contacting the Secretary of the LGC for a peer review analysis that may result in additional contractual requirements.

If the audit engagement is not subject to *Government Auditing Standards* or if financial statements are not prepared in accordance with U.S. generally accepted accounting principles (GAAP) and fail to include all disclosures required by GAAP, the Auditor shall provide an explanation as to why in an attachment to this contract or in an amendment.

6. It is agreed that time is of the essence in this contract. All audits are to be performed and the report of audit submitted to LGC Staff within four months of fiscal year end. If it becomes necessary to amend the audit fee or the date that the audit report will be submitted to the LGC, an amended contract along with a written explanation of the change shall be submitted to the Secretary of the LGC for approval.

7. It is agreed that GAAS include a review of the Governmental Unit's (Units') systems of internal control and accounting as same relate to accountability of funds and adherence to budget and law requirements applicable thereto; that the Auditor shall make a written report, which may or may not be a part of the written report of audit, to the Governing Board setting forth his/her findings, together with his recommendations for improvement. That written report shall include all matters defined as "significant deficiencies and material weaknesses" in AU-C 265 of the *AICPA Professional Standards (Clarified)*. The Auditor shall file a copy of that report with the Secretary of the LGC.

For GAAS or *Government Auditing Standards* audits, if an auditor issues an AU-C §260 report, commonly referred to as "Governance Letter," LGC staff does not require the report to be submitted unless the auditor cites significant findings or issues from the audit, as defined in AU-C §260.12 - .14. This would include issues such as difficulties encountered during the audit, significant or unusual transactions, uncorrected misstatements, matters that are difficult or contentious reviewed with those charged with governance, and other significant matters. If matters identified during the audit were required to be reported as described in AU-C §260.12-.14 and were communicated in a method other than an AU-C §260 letter, the written documentation must be submitted.

8. All local government and public authority contracts for audit or audit-related work require the approval of the Secretary of the LGC. This includes annual or special audits, agreed upon procedures related to internal controls, bookkeeping or other assistance necessary to prepare the Governmental Unit's records for audit, financial statement preparation, any finance-related investigations, or any other audit-related work in the State of North Carolina. Approval is also required for the Alternative Compliance Examination Engagement for auditing the Coronavirus State and Local Fiscal Recovery Funds expenditures as allowed by US Treasury. Approval is not required on audit contracts and invoices for system improvements and similar services of a non-auditing nature.
9. Invoices for services rendered under these contracts shall not be paid by the Governmental Unit(s) until the invoice has been approved by the Secretary of the LGC. This also includes any progress billings [G.S. 159-34 and 115C-447]. All invoices for audit work shall be submitted in PDF format to the Secretary of the LGC for approval. The invoice marked 'approved' with approval date shall be returned to the Auditor to present to the Governmental Unit(s) for payment. This paragraph is not applicable to contracts for audits of hospitals.
10. In consideration of the satisfactory performance of the provisions of this contract, the Governmental Unit(s) shall pay to the Auditor, upon approval by the Secretary of the LGC if required, the fee, which includes any costs the Auditor may incur from work paper or peer reviews or any other quality assurance program required by third parties (federal and state grantor and oversight agencies or other organizations) as required under the Federal and State Single Audit Acts. This does not include fees for any pre-issuance reviews that may be required by the NC Association of CPAs (NCACPA) Peer Review Committee or NC State Board of CPA Examiners (see Item 13).
11. If the Governmental Unit(s) has/have outstanding revenue bonds, the Auditor shall submit to LGC Staff, either in the notes to the audited financial statements or as a separate report, a calculation demonstrating compliance with the revenue bond rate covenant. Additionally, the Auditor shall submit to LGC Staff simultaneously with the Governmental Unit's (Units') audited financial statements any other bond compliance statements or additional reports required by the authorizing bond documents, unless otherwise specified in the bond documents.
12. After completing the audit, the Auditor shall submit to the Governing Board a written report of audit. This report shall include, but not be limited to, the following information: (a) Management's Discussion and Analysis, (b) the financial statements and notes of the Governmental Unit(s) and all of its component units prepared in accordance with GAAP, (c) supplementary information requested by the Governmental Unit(s) or required for full disclosure under the law, and (d) the Auditor's opinion on the material presented. The Auditor shall furnish the required number of copies of the report of audit to the Governing Board upon completion.
13. If the audit firm is required by the NC State Board, the NCACPA Peer Review Committee, or the Secretary of the LGC to have a pre-issuance review of its audit work, there shall be a statement in the engagement letter indicating the pre-issuance review requirement. There also shall be a statement that the Governmental Unit(s) shall not be billed for the pre-issuance review. The pre-issuance review shall be performed prior to the completed audit being submitted to LGC Staff. The pre-issuance review report shall accompany the audit report upon submission to LGC Staff.

14. The Auditor shall submit the report of audit in PDF format to LGC Staff. For audits of units other than hospitals, the audit report should be submitted when (or prior to) submitting the final invoice for services rendered. The report of audit, as filed with the Secretary of the LGC, becomes a matter of public record for inspection, review and copy in the offices of the LGC by any interested parties. Any subsequent revisions to these reports shall be sent to the Secretary of the LGC. These audited financial statements, excluding the Auditors' opinion, may be used in the preparation of official statements for debt offerings by municipal bond rating services to fulfill secondary market disclosure requirements of the Securities and Exchange Commission and for other lawful purposes of the Governmental Unit(s) without requiring consent of the Auditor. If the LGC Staff determines that corrections need to be made to the Governmental Unit's (Units') financial statements and/or the compliance section, those corrections shall be provided within three business days of notification unless another deadline is agreed to by LGC Staff.

15. Should circumstances disclosed by the audit call for a more detailed investigation by the Auditor than necessary under ordinary circumstances, the Auditor shall inform the Governing Board in writing of the need for such additional investigation and the additional compensation required therefore. Upon approval by the Secretary of the LGC, this contract may be modified or amended to include the increased time, compensation, or both as may be agreed upon by the Governing Board and the Auditor.

16. If an approved contract needs to be modified or amended for any reason, the change shall be made in writing and pre-audited if the change includes a change in audit fee (pre-audit requirement does not apply to hospitals). This amended contract shall be completed in full, including a written explanation of the change, signed and dated by all original parties to the contract. It shall then be submitted to the Secretary of the LGC for approval. No change to the audit contract shall be effective unless approved by the Secretary of the LGC.

17. A copy of the engagement letter, issued by the Auditor and signed by both the Auditor and the Governmental Unit(s), shall be attached to this contract, and except for fees, work, and terms not related to audit services, shall be incorporated by reference as if fully set forth herein as part of this contract. In case of conflict between the terms of the engagement letter and the terms of this contract, the terms of this contract shall take precedence. Engagement letter terms that conflict with the contract are deemed to be void unless the conflicting terms of this contract are specifically deleted in Item 30 of this contract. Engagement letters containing indemnification clauses shall not be accepted by LGC Staff.

18. Special provisions should be limited. Please list any special provisions in an attachment.

19. A separate contract should not be made for each division to be audited or report to be submitted. If a DPCU is subject to the audit requirements detailed in the Local Government Budget and Fiscal Control Act and a separate audit report is issued, a separate audit contract is required. If a separate report is not to be issued and the DPCU is included in the primary government audit, the DPCU shall be named along with the primary government on this audit contract. DPCU Board approval date, signatures from the DPCU Board chairman and finance officer also shall be included on this contract.

20. The contract shall be executed, pre-audited (pre-audit requirement does not apply to hospitals), and physically signed by all parties including Governmental Unit(s) and the Auditor, then submitted in PDF format to the Secretary of the LGC.

21. The contract is not valid until it is approved by the Secretary of the LGC. The staff of the LGC shall notify the Governmental Unit and Auditor of contract approval by email. The audit should not be started before the contract is approved.

22. Retention of Client Records: Auditors are subject to the NC State Board of CPA Examiners' Retention of Client Records Rule 21 NCAC 08N .0305 as it relates to the provision of audit and other attest services, as well as non-attest services. Clients and former clients should be familiar with the requirements of this rule prior to requesting the return of records.

23. This contract may be terminated at any time by mutual consent and agreement of the Governmental Unit(s) and the Auditor, provided that (a) the consent to terminate is in writing and signed by both parties, (b) the parties have agreed on the fee amount which shall be paid to the Auditor (if applicable), and (c) no termination shall be effective until approved in writing by the Secretary of the LGC.

24. The Governmental Unit's (Units') failure or forbearance to enforce, or waiver of, any right or an event of breach or default on one occasion or instance shall not constitute the waiver of such right, breach or default on any subsequent occasion or instance.

25. There are no other agreements between the parties hereto and no other agreements relative hereto that shall be enforceable unless entered into in accordance with the procedure set out herein and approved by the Secretary of the LGC.

26. E-Verify. Auditor shall comply with the requirements of NCGS Chapter 64 Article 2. Further, if Auditor utilizes any subcontractor(s), Auditor shall require such subcontractor(s) to comply with the requirements of NCGS Chapter 64, Article 2.

27. **Applicable to audits with fiscal year ends of June 30, 2020 and later.** For all non-attest services, the Auditor shall adhere to the independence rules of the AICPA Professional Code of Conduct and *Government Auditing Standards, 2018 Revision* (as applicable). Financial statement preparation assistance shall be deemed a "significant threat" requiring the Auditor to apply safeguards sufficient to reduce the threat to an acceptable level. If the Auditor cannot reduce the threats to an acceptable level, the Auditor cannot complete the audit. If the Auditor is able to reduce the threats to an acceptable level, the documentation of this determination, including the safeguards applied, must be included in the audit workpapers.

All non-attest service(s) being performed by the Auditor that are necessary to perform the audit must be identified and included in this contract. The Governmental Unit shall designate an individual with the suitable skills, knowledge, and/or experience (SKE) necessary to oversee the services and accept responsibility for the results of the services performed. If the Auditor is able to identify an individual with the appropriate SKE, s/he must document and include in the audit workpapers how he/she reached that conclusion. If the Auditor determines that an individual with the appropriate SKE cannot be identified, the Auditor cannot perform both the non-attest service(s) and the audit. See "Fees for Audit Services" page of this contract to disclose the person identified as having the appropriate SKE for the Governmental Unit.

28. **Applicable to audits with fiscal year ends of June 30, 2021 and later.** The auditor shall present the audited financial statements including any compliance reports to the government unit's governing body or audit committee in an official meeting in open session as soon as the audited financial statements are available but not later than 45 days after the submission of the audit report to the Secretary. The auditor's presentation to the government unit's governing body or audit committee shall include:

- a) the description of each finding, including all material weaknesses and significant deficiencies, as found by the auditor, and any other issues related to the internal controls or fiscal health of the government unit as disclosed in the management letter, the Single Audit or Yellow Book reports, or any other communications from the auditor regarding internal controls as required by current auditing standards set by the Accounting Standards Board or its successor;
- b) the status of the prior year audit findings;
- c) the values of Financial Performance Indicators based on information presented in the audited financial statements; and
- d) notification to the governing body that the governing body shall develop a "Response to the Auditor's Findings, Recommendations, and Fiscal Matters," if required under 20 NCAC 03 .0508.

29. Information based on the audited financial statements shall be submitted to the Secretary for the purpose of identifying Financial Performance Indicators and Financial Performance Indicators of Concern. See 20 NCAC 03 .0502(c)(6).

30. All of the above paragraphs are understood and shall apply to this contract, except the following numbered paragraphs shall be deleted (See Item 17 for clarification).

31. The process for submitting contracts, audit reports and invoices is subject to change. Auditors and units should use the submission process and instructions in effect at the time of submission. Refer to the N.C. Department of State Treasurer website at <https://www.nctreasurer.com/state-and-local-government-finance-division/local-government-commission/submitting-your-audit>

32. All communications regarding audit contract requests for modification or official approvals will be sent to the email addresses provided on the signature pages that follow.

33. Modifications to the language and terms contained in this contract form (LGC-205) are not allowed.

FEES FOR AUDIT SERVICES

1. For all non-attest services, the Auditor shall adhere to the independence rules of the AICPA Professional Code of Conduct (as applicable) and *Government Auditing Standards, 2018 Revision*. Refer to Item 27 of this contract for specific requirements. The following information must be provided by the Auditor; contracts presented to the LGC without this information will be not be approved.

Financial statements were prepared by: ☒ Auditor ☐ Governmental Unit ☐ Third Party

If applicable: Individual at Governmental Unit designated to have the suitable skills, knowledge, and/or experience (SKE) necessary to oversee the non-attest services and accept responsibility for the results of these services:

Name:

Title and Unit / Company:

Email Address:

JENNIFER BAIRD

Finance Director / Granville County

jennifer.baird@granvillecounty.org

OR Not Applicable ☐ (Identification of SKE Individual on the LGC-205 Contract is not applicable for GAAS-only audits or audits with FYEs prior to June 30, 2020.)

2. Fees may not be included in this contract for work performed on Annual Financial Information Reports (AFIRs), Form 990s, or other services not associated with audit fees and costs. Such fees may be included in the engagement letter but may not be included in this contract or in any invoices requiring approval of the LGC. See Items 8 and 13 for details on other allowable and excluded fees.

3. The audit fee information included in the table below for both the Primary Government Fees and the DPCU Fees (if applicable) should be reported as a specific dollar amount of audit fees for the year under this contract. If any language other than an amount is included here, the contract will be returned to the audit form for correction.

4. Prior to the submission of the completed audited financial report and applicable compliance reports subject to this contract, or to an amendment to this contract (if required) the Auditor may submit interim invoices for approval for services rendered under this contract to the Secretary of the LGC, not to exceed 75% of the billings for the unit's last annual audit that was submitted to the Secretary of the LGC. All invoices for services rendered in an audit engagement as defined in 20 NCAC .0503 shall be submitted to the Commission for approval before any payment is made. Payment before approval is a violation of law. (This paragraph not applicable to contracts and invoices associated with audits of hospitals).

Primary Government Unit	GRANVILLE COUNTY
Audit Fee (financial and compliance if applicable)	\$ 43,950
Fee per Major Program (if not included above)	\$
Additional Fees Not Included Above (if applicable):	
Financial Statement Preparation (incl. notes and RSI)	\$ 4,000
All Other Non-Attest Services	\$
TOTAL AMOUNT NOT TO EXCEED	\$ 47,950

Discretely Presented Component Unit	N/A
Audit Fee (financial and compliance if applicable)	\$
Fee per Major Program (if not included above)	\$
Additional Fees Not Included Above (if applicable):	
Financial Statement Preparation (incl. notes and RSI)	\$ 0
All Other Non-Attest Services	\$
TOTAL AMOUNT NOT TO EXCEED	\$ 0

SIGNATURE PAGE

AUDIT FIRM

Audit Firm* THOMPSON, PRICE, SCOTT, ADAMS & CO, P.A.	
Authorized Firm Representative (typed or printed)* ALAN W. THOMPSON	Signature* 
Date* 04/17/24	Email Address* alanthompson@tpsacpas.com

GOVERNMENTAL UNIT

Governmental Unit* GRANVILLE COUNTY	
Date Governing Board Approved Audit Contract* (Enter date in box to right)	
Mayor/Chairperson (typed or printed)* 	Signature* 
Date 	Email Address* 

 Chair of Audit Committee (typed or printed, or "NA")	Signature
Date	Email Address

GOVERNMENTAL UNIT – PRE-AUDIT CERTIFICATE

Required by G.S. 159-28(a1) or G.S. 115C-441(a1). Not applicable to hospital contracts.

This instrument has been pre-audited in the manner required by The Local Government Budget and Fiscal Control Act or by the School Budget and Fiscal Control Act.

Sum Obligated by This Transaction:	\$ 47,950
Primary Governmental Unit Finance Officer* (typed or printed) JENNIFER BAIRD	Signature* 
Date of Pre-Audit Certificate* 	Email Address* jennifer.baird@grandvillecounty.org



April 17, 2024

Granville County
PO Box 1286
Oxford, NC 27565

To Management and Those Charged With Governance:

We are pleased to confirm our understanding of the services we are to provide Granville County for the year ended June 30, 2024.

Audit Scope and Objectives

We will audit the financial statements of the governmental activities, business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information, including the disclosures, which collectively comprise the basic financial statements, of Granville County as of and for the year ended June 30, 2024. Accounting standards generally accepted in the United States provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Granville County's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Granville County's RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited:

1. Management's discussion and analysis.
2. Law Enforcement Officers' Special Separation Allowance Schedule of Total Pension Liability (Asset) and Schedule of Total Pension Liability (Asset) as a Percentage of Employee Payroll
3. Schedule of Changes in the Total OPEB Liability and Related Ratios
4. Schedule of the Proportionate Share of the Net Pension Liability (Asset) and Schedule of County Contributions – LGERS
5. Schedule of the Proportionate Share of the Net Pension Liability (Asset) and Schedule of County Contributions – ROD

We have also been engaged to report on supplementary information other than RSI that accompanies Granville County's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS, and we will provide an opinion on it in relation to the financial statements as a whole in a report combined with our auditors' report on the financial statements:

Members

American Institute of CPAs - N.C. Association of CPAs – AICPA's Private Companies Practice Section

1. Schedule of Expenditures of Federal and State Awards.
2. Combining and Individual Fund Financial Statements, Budgetary Schedules, and Other Schedules

The following other information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and our auditor's report will not provide an opinion or any assurance on that other information.

1. Introductory and Statistical Schedules (prepared for Annual Comprehensive Financial Report presentation)

Our responsibility for other information included in documents containing the entity's audited financial statements and auditors' report does not extend beyond the financial information identified in the report. We have no responsibility for determining whether such other information contained in these documents is properly stated.

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and issue an auditors' report that includes our opinions about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP, and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually, or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements. The objective also includes reporting on-

- Internal control over financial reporting and compliance with the provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

Auditors' Responsibilities for the Audit of the Financial Statements and Single Audit

We will conduct our audit will be conducted in accordance with GAAS; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with the Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that

come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts and may include tests of the physical existence of inventories (if material), and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will also require certain written representations from you about your responsibilities for the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

We may from time to time, and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

Our audit of financial statements does not relieve you of your responsibilities.

Audit Procedures-Internal Controls

We will obtain an understanding of the entity and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. Test of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

Audit Procedures-Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Granville County's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an

opinion on overall compliance, and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of Granville County's major programs. For federal programs that are included in the Compliance Supplement, our compliance and internal control procedures will relate to the compliance requirements that the Compliance Supplement identifies as being subject to audit. The purpose of these procedures will be to express an opinion on Granville County's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

Responsibilities of Management for the Financial Statements and Single Audit

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for (1) designing, implementing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including internal controls over federal and State awards, and for evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal and State awards, and all accompanying information in conformity with U.S. generally accepted accounting principles; and for compliance with applicable laws and regulations (including federal statutes), rules, and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

You are also responsible for making drafts of the schedule of expenditures of federal awards, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance, (3) additional information that we may request for the purpose of the audit, and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements; schedule of expenditures of federal and State awards; federal or State award programs; compliance with laws, regulations, contracts, and grant agreements; and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud or illegal acts affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud or illegal acts could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws, regulations, contracts, agreements, and grants. You are also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings;

and prepare a summary schedule of prior audit findings and a separate corrective action plan. The summary schedule of prior audit findings should be available for our review by June 1, 2024.

You are responsible for identifying all federal and State awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal and State awards (including notes and noncash assistance received, and COVID-19-related concepts, such as lost revenues, if applicable) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal and State awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal and State awards. You also agree to make the audited financial statements readily available to intended users of schedules of expenditures of federal and State awards no later than the date the schedule of expenditures of federal awards is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal and State awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal and State awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal and State awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles (GAAP). You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information. With regard to publishing the financial statements on your website, you understand that websites are a means of distributing information and, therefore, we are not required to read the information contained in those sites or to consider the consistency of other information on the website with the original document.

Other Services

We will also assist in preparing the financial statements, schedule of expenditures of federal and State awards, and related notes of Granville County in conformity with accounting principles generally accepted in the United States of America and the Uniform Guidance based on information provided by you. We may also assist in preparing year end cash to accrual entries. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements, schedule of expenditures of federal awards, and related notes services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities. It is your responsibility to ensure that the trial balance is properly adjusted before providing it to us. If outside assistance is needed to assist with year-end close out entries, that service should be outsourced with another firm prior to providing us with a final trial balance.

You agree to assume all management responsibilities relating to the financial statements, schedules of expenditures of federal and State awards, related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, schedule of expenditures of federal and State awards, and related notes and that you have reviewed and approved the financial statements, the schedule of expenditures of federal awards, and related notes prior to their issuance and

have accepted responsibility for them. Likewise, you will review and accept responsibility for any adjusting journal entries proposed. Further, you agree to oversee the nonaudit services by designating an individual, (Jennifer Baird), who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Engagement Administration, Fees, and Other

You may request that we perform additional services not addressed in this engagement letter. If this occurs, we will communicate with you regarding the scope of the additional services and the estimated fees. We also may issue a separate engagement letter covering the additional services. In the absence of any other written communication from us documenting such additional services, our services will continue to be governed by the terms of this engagement letter.

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing. We will schedule the engagement based in part on deadlines, working conditions, and the availability of your key personnel. We will plan the engagement based on the assumption that your personnel will cooperate and provide assistance by performing tasks such as preparing requested schedules, retrieving supporting documents, and preparing confirmations. If for whatever reason your personnel are unavailable to provide the necessary assistance in a timely manner, it may substantially increase the work we have to do to complete the engagement within the established deadlines, resulting in an increase in fees over our original fee estimate.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. If applicable, we will provide copies of our report for you to include with the reporting package you will submit to pass-through entities. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditors' report or nine months after the end of the audit period.

We will provide copies of our reports to the Board; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Thompson, Price, Scott, Adams & Co., P.A. and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request in a timely manner to Oversight Agencies (or its designee), a federal agency provided direct or indirect funding, or the U.S. Government Accounting Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Thompson, Price, Scott, Adams & Co., P.A. personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the federal cognizant agency. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party contesting the audit finding for guidance prior to destroying the audit documentation.

Alan Thompson is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. We expect to begin our audit by approximately June 1, 2024, and to issue our reports no later than October 31, 2024. Our audit engagement ends on delivery of our audit report. Any follow-up services that might be required will be a separate, new engagement. The terms and conditions of that new engagement will be governed by a new, specific engagement letter for that service.

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses, should not exceed \$47,950. Also, any excessive additional fees incurred in obtaining required audit evidence (i.e. bank confirmations) will be billed directly to the Board. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm

policies, work may be suspended if your account becomes 60 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report(s). You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit.

If additional programs are required to be tested that have not been identified as major programs for testing in previous years, additional fees may be charged at standard hourly rates. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. However, we believe our contract as it is will be sufficient to cover but we do want to reserve the right to discuss this issue.

Reporting

We will issue written reports upon completion of our Single Audit. Our reports will be addressed to the Board of Commissioners and management of Granville County. We will make reference to the Component Auditor's audits of Granville Health System and Granville County ABC Board in our report on your financial statements. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditors' report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement. If circumstances occur related to the condition of your records, the availability of sufficient appropriate audit evidence, or the existence of a significant risk of material misstatement of the financial statements caused by error, fraudulent financial reporting, or misappropriation of assets, which in our professional judgment prevent us from completing the audit or forming an opinion on the financial statements, we retain the right to take any course of action permitted by professional standards, including declining to express an opinion or issue a report, or withdrawing from the engagement.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will state that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will include a paragraph that states that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

We appreciate the opportunity to be of service to Granville County and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,



Alan W. Thompson, CPA
Thompson, Price, Scott, Adams & Co., P.A.

RESPONSE:

This letter correctly sets forth the understanding of Granville County.

Management signature: _____

SIGN HERE

Title: _____ ✓

Date: _____ ✓

Governance signature: _____

SIGN HERE

Title: _____ ✓

Date: _____ ✓

CC: Board of Commissioners



Granville County

104 Belle Street
Oxford, NC 27565
(919) 693-5240

To: Board of Commissioners
From: Debra Weary
Department: Administration
Date: May 20, 2024
Title: Creedmoor Planning Board - Extraterritorial Member

PURPOSE:

To make an appointment/reappointment to the Creedmoor Planning Board – Extraterritorial Members.

BACKGROUND:

The function of the Planning Agency is to make and adopt a suggested master plan for the physical development of the municipality, in accordance with present and future needs. This plan is known as the Comprehensive Development Plan of the City of Creedmoor. The City of Creedmoor Planning Board was created to provide for continuous, cooperative, comprehensive planning for the city and its extraterritorial jurisdiction. This Board is created pursuant to the authority of Article 20, Part 1, of Chapter 160A of the North Carolina General Statutes.

Five (5) representatives who reside within the city limits, appointed at-large by the City Board of Commissioners, and three (3) representatives who reside inside of the extraterritorial planning jurisdiction (ETJ), appointed at-large by the Granville County Board of Commissioners.

County appointees must live within the one-mile jurisdiction of the City of Creedmoor.

The term of Robert Gorham has expired and Dennis Lester Jr. has resigned from the Board. Creedmoor Board of Commissioners voted to recommend the reappointment of Robert Gorham at their May 8, 2024 meeting.

Others serving: Mitchell J. "Mike" Allen
Vacant
Vacant

RECOMMENDATION:

The City of Creedmoor Board of Commisisoners recommends the reappointment of Robert Gorham to the Creedmoor Planning Board – Extraterritorial Member.

ATTACHMENTS:

Recommendation Letter - Robert Gorham

ACTION TAKEN:



CITY OF CREEDMOOR

P.O. Box 765
111 MASONIC STREET
CREEDMOOR, NC 27522
WWW.CITYOFCREEDMOOR.ORG
(919) 528-3332

MAYOR
ROBERT V. WHEELER

CITY MANAGER
MICHAEL O. TURNER

COMMISSIONERS
EMMA ALBRIGHT
EDWARD GLEASON
GEORGANA KICINSKI
ROBERT WAY
ARCHER WILKINS

May 8, 2024

Debra Weary
104 Belle Street
Oxford, NC 27565

Debra,

The City of Creedmoor Board of Commissioners voted at their meeting on May 8, 2024 to recommend the reappointment of Robert Gorham to the City of Creedmoor Planning Board County ETJ position for a three-year term ending May 2027. I am requesting that the Granville County Board of Commissioners consider confirmation of this reappointment at their May 20, 2024 meeting if possible.

Please feel free to contact me at (919) 764-1010 or brouse@cityofcreedmoor.org if you have any questions.

Sincerely,

Barbara Rouse
City Clerk/Public Information Officer
City of Creedmoor



Granville County

104 Belle Street
Oxford, NC 27565
(919) 693-5240

To: Board of Commissioners
From: Debra Weary
Department: Administration
Date: May 20, 2024
Title: Granville-Vance District Board of Health

PURPOSE:

To appoint a pharmacist and an at-large member to the Granville-Vance District Board of Health.

BACKGROUND:

A district board of health shall be the policymaking, rule-making, and adjudicatory body for a district health department. The County Board of Commissioners of each County in the district shall appoint one county commissioner to the district board of health. The county commissioner members of the district board of health shall appoint the other members of the board, including at least one physician licensed to practice medicine in this State, one licensed dentist, one licensed optometrist, one licensed veterinarian, one registered nurse, one engineer and one licensed pharmacist. The composition of the board shall reasonably reflect the population make-up of the entire district and provide equitable district-wide representation. All members shall be residents of the district.

The term of Dr. Dianne Kapherr (Pharmacist) expired in January and Dr. Peter Johnson (At-Large appointed by District 5) has resigned.

Others serving:	Zelodis Jay	Commissioner
	Dr. Robert Currin	Optometrist appointed by District 2
	Melissa Gillespie	Engineer appointed by District 2
	Dr. Bridget Waters	Veterinarian appointed by District 2
	Sharon Pittman	At-Large appointed by District 1
	Carolyn White	At-Large appointed by District 2
	Amy Jacobs	At-Large appointed by District 3
	Vacant	Pharmacist
	Vacant	At-Large

ACTION TAKEN:



Granville County

104 Belle Street
Oxford, NC 27565
(919) 693-5240

To: Board of Commissioners
From: Debra Weary
Department: Administration
Date: May 20, 2024
Title: **Vance-Granville Community College Board of Trustees**

PURPOSE:

To make an appointment to the Vance-Granville Community College Board of Trustees.

BACKGROUND:

The trustees of each Community College institution shall constitute the local administrative board of such institution, with such powers and duties as are provided in General Statute 115D-20 and as delegated to it by the State Board of Community Colleges.

The following information is taken from the attached letter received from VGCC Vice Chair/Acting Chair Xavier L. Wortham and President Rachel Desmarais.

During the last biennium budget passed by the North Carolina General Assembly, changes to the composition of community college board of trustees were made. These changes can be found in NC General Statute 115D-12. For all community colleges, Governor appointments and local school board appointments were converted to legislative appointments at reappointment time. Each Board of Trustees will now have eight trustees appointed by the General Assembly.

Because Vance-Granville Community College (VGCC) serves four counties, it has a special provision for county appointments to the VGCC Board of Trustees [S.L. 2023-134, Section 6.10(t)]. Vance County Board of Commissioners shall elect four trustees; Granville County Board of Commissioners shall elect three trustees; Franklin County Board of Commissioners shall elect two trustees; and Warren County Commissioners shall elect one Trustee.

*Currently, Granville County Commissioners have one appointment for the VGCC Board of Trustees. The new legislation gives Granville County two additional appointments for a total of three appointments made by Granville County Commissioners. G.S. 115D-13 indicates that terms should be staggered. In order to comply with the law, we are suggesting that the Granville County Commissioners make one of their new appointments this year and the second appointment in 2025. (The current Granville County appointment held by Sabine Stovall renews in 2027, as appointments are made for 4 years.) **Therefore, we are requesting that the Granville County Board of***

Commissioners makes a trustee appointment to the VGCC Board of Trustees to begin July 1, 2024.

As a reminder, G.S. 115-D makes the following rules for appointments made by the county board of commissioners:

- All appointees shall be residents of the county*
- Only one appointee can be a county commissioner*
- Appointees may not have been employed full-time by the college within the past 5 years, and no spouse or child of a current full-time employee can be appointed*
- A board of commissioners may delegate the election of one or more of its trustees to the local school board (but this appointment must be made by May 1 of the appointing year, or the appointment responsibility reverts back to the board of commissioners)*

Others serving:	Sabine Stovall	Appointed by the County Commissioners
	Dr. Dorwin Howard	Appointed by the Governor
	Barbara Cates Harris	Appointed by the Board of Education
	New Position in 2024	To be appointed by County Commissioners
	New Position in 2025	To be appointed by County Commissioners

RECOMMENDATION:

The Granville County Board of Commissioners needs to appoint one additional member to the Vance-Granville Community College Board of Trustees to begin serving July 1, 2024.

ATTACHMENT:

Letter from VGCC

ACTION TAKEN:



March 27, 2024

Mr. Timothy Karan, Chair
Granville County Commissioners

Dear Mr. Karan:

During the last biennium budget passed by the North Carolina General Assembly, changes to the composition of community college board of trustees were made. These changes can be found in NC General Statute 115D-12. For all community colleges, Governor appointments and local school board appointments were converted to legislative appointments at reappointment time. Each Board of Trustees will now have eight trustees appointed by the General Assembly.

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- All appointees shall be residents of the county
- Only one appointee can be a county commissioner
- Appointees may not have been employed full-time by the college within the past 5 years, and no spouse or child of a current full-time employee can be appointed
- A board of commissioners may delegate the election of one or more of its trustees to the local school board (but this appointment must be made by May 1 of the appointing year, or the appointment responsibility reverts back to the board of commissioners)

Thank you for the support provided to VGCC over the years. Please let us know if there are any questions we can answer on this matter.

Sincerely,

Xavier L. Wortham, Vice Chair/Acting Chair
Vance-Granville Community College

Rachel M. Desmarais, Ph.D., President
Vance-Granville Community College

pc: Drew Cummings, Granville County Manager

Main Campus

P.O. Box 917,
Henderson, NC 27536
(252) 492-2061
Fax: (252) 430-0460

South Campus

P.O. Box 39
Creedmoor, NC 27522
(919) 528-4737
Fax: (919) 528-1201

Franklin Campus

P.O. Box 777
Louisburg, NC 27549
(919) 496-1567
Fax: (919) 496-6604

Warren Campus

P.O. Box 207
Warrenton, NC 27589
(252) 257-1900
Fax: (252) 257-3612



Granville County Human Resources

104 Belle Street
Oxford, NC 27565
(919) 693-5240

To: Board of Commissioners
From: Korena Weichel, Deputy County Manager
Department: Human Resources
Date: May 20, 2024
Title: Revisions to Granville County Personnel Policy

PURPOSE:

To approve revisions to the Granville County Personnel Policy.

BACKGROUND:

Periodic amendments to the Personnel Policy are necessary to address the County's growth and changing needs, to provide additional clarification on application of specific policies, and/or to reflect the most current employment law legislation.

Throughout the past year as staff consulted the policy for guidance on various personnel matters, county administration and human resources analyzed the current policy to identify where updates or clarification were indicated.

A notice regarding proposed revisions was provided to employees along with the draft policy and summary of key changes on April 29, 2024. Employees were given the opportunity to review the proposed revisions and submit comments during a comment period that closed on May 10. Suggestions were made to expand the Community Service Leave to include all recognized educational institutions and this change was incorporated into the final draft.

Included with this agenda item are a summary of key revisions and a "redline" version of the proposed draft policy utilizing the track changes feature to ensure changes are easily recognizable to the reader.

RECOMMENDATION:

To provide time for Board review, no action is anticipated at this meeting. The policy revisions will be presented for approval at the next regular Board meeting on June 3.

ATTACHMENTS:

Summary of Key Revisions to Personnel Policy
Granville County Personnel Policy (Redline Draft)

ACTION TAKEN:

SUMMARY OF KEY REVISIONS TO PERSONNEL POLICY

May 2024

Periodic updates to Granville County's Personnel Policy are necessary in order to address changing needs, to provide additional clarification on the application of specific policies, and/or to reflect the most current employment law legislation. Key changes proposed to the policy are listed below for quick reference.

	Article	Section Title	Page	Recommended Modification
1.	III.	Administration and Maintenance	6	Increases county manager's authority for mid-year pay adjustments.
2.	V.	Outside Engagements and Secondary Employment	17	Provides additional clarification and implements new disclosure requirements for both current and new employees.
3.	V.	Employment of Relatives	18	Implements new disclosure requirements for relatives working or hired into Granville County employment.
4.	V.	Travel Policy (Meal Reimbursement)	31	Updated to provide a new flat rate meal reimbursement applicable for overnight travel and clarifies eligibility guidelines for non-overnight travel. Non-overnight meal reimbursement must be approved in advance and will be treated as wage and subject to taxation per IRS regulations.
5.	V.	Travel Policy (Mileage Reimbursement)	32	Provides written policy format for existing practice that requires employees to deduct normal commuting miles from total mileage reimbursement requests.
6.	V.	Travel Policy (Non-Exempt Travel Time)	33	Provides information regarding what time is compensable when traveling outside the normal home-to-work commute per NC Department of Labor Fact Sheet #22.
7.	V.	Conflict of Interest	35	New policy establishes guidelines for identifying and disclosing actual, potential, or perceived conflicts of interest.
8.	VII.	Family and Medical Leave	48	Defines and establishes policies for intermittent and/or reduced schedule leave.
9.	VII.	FMLA Medical Certification	49	Clarifies and expands on policies for returning to work following FMLA leave.
10.	VII.	Pregnancy Accommodations	50	Direction regarding reasonable accommodations for known limitations related to pregnancy, childbirth, or related medical conditions.
11.	VII.	Community Service Leave	52	Clarified definition of acceptable use for community service leave and outlines proper procedures to utilize the leave.



GRANVILLE COUNTY PERSONNEL POLICY

Effective January 16, 2021

Revised February 25, 2022

Revised July 10, 2023

Revised Month DD, 2024

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**GRANVILLE COUNTY
PERSONNEL POLICY**

BE IT RESOLVED by the Granville County Board of Commissioners that the following policies apply to the appointment, classification, benefits, salary, promotion, demotion, dismissal, and conditions of employment for the employees of the County.

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ARTICLE I. GENERAL PROVISIONS

SECTION 1. PURPOSE OF THE POLICY

This Personnel Policy (~~hereinafter~~ "Policy") is established under authority of NC General Statutes §153A, Article 5 and §126. The purpose of the Policy and the rules and regulations set forth herein is to establish a fair and uniform system of personnel management for all County employees under the administration of the county manager, sheriff, register of deeds, Board of Elections, Soil and Water Conservation Board, or Social Services Board as governed by Chapter 108A of the North Carolina General Statutes. These are the official appointing authorities covered by this Policy.

For positions subject to the State Human Resources Act, state requirements will supersede this document whenever there is a conflict. Employees holding those positions should consult Chapter 126 of the North Carolina General Statutes, "The State Human Resources Act", and 25 NCAC 11.

SECTION 2. MERIT PRINCIPLES

Subject to the County's discretion, ~~All~~ appointments and promotions will be made ~~based~~ solely based on merit ~~and these decisions are within the County's discretion~~. Positions requiring performance of the same duties and fulfillment of the same responsibilities will be assigned to the same class and same salary range. No applicant for employment or employee will be deprived of employment opportunities or otherwise adversely affected as an employee because of such individual's race, religion, color, sex, national origin, sexual orientation, gender identity, transgender status, age, veteran status, marital status, political affiliation, non-disqualifying disability, genetic information, or on the basis of actual or perceived gender as expressed through dress, appearance, or behavior.

SECTION 3. RESPONSIBILITIES OF THE COUNTY BOARD OF COMMISSIONERS

The Granville County Board of Commissioners (~~herein referred to as~~ "Board of Commissioners") will be responsible for establishing and approving the Personnel Policy and the Position Classification and Pay Plan and may change the policies and benefits ~~as necessary~~ from time to time. The Board of Commissioners will also make and confirm appointments when so specified by the General Statutes.

SECTION 4. RESPONSIBILITIES OF THE COUNTY MANAGER

The county manager is responsible to the Board of Commissioners for the administration and technical direction of the human resources program. The county manager or his/her designee will appoint, suspend, and remove all County officers and employees except those elected by the people or whose appointment is otherwise provided for by law as shown in Section 9 of this Article. The county manager will make appointments, dismissals, and suspensions in accordance with state statutes and other policies and procedures spelled out in this Policy.

The county manager is responsible for performing or overseeing the following duties:

- (a) recommending policies and revisions to the personnel system to the Board of Commissioners;
- (b) making changes as necessary to maintain an up to date and accurate Position Classification Plan;
- (c) recommending necessary revisions to the Pay Plan;
- (d) determining which employees are subject to overtime provisions of the Fair Labor Standards Act (FLSA);
- (e) developing and administering such recruiting programs as may be necessary to obtain an adequate supply of competent applicants to meet the County's needs;
- (f) carrying out other duties not inconsistent with this Policy as assigned by the Board of Commissioners; and
- (g) appointing an employee to the role of human resources director or serve in that role for the County.

SECTION 5. RESPONSIBILITIES OF THE HUMAN RESOURCES DIRECTOR

The county manager will appoint a human resources director or perform this role himself or herself. If serving in the role of human resources director, the manager may delegate any or all these responsibilities as he or she may deem necessary and proper.

The human resources director is responsible for the following:

- (a) recommending policies and revisions to the personnel system to the county manager;
- (b) recommending changes as necessary to maintain an up to date and accurate Position Classification Plan;
- (c) recommending necessary revisions to the Pay Plan;
- (d) recommending which employees will be subject to the overtime provisions of FLSA;
- (e) maintaining a roster of all persons in County service;
- (f) establishing and maintaining a list of authorized positions at the beginning of each budget year which identifies all authorized positions, class titles, salary ranges, any changes in class title and status, and other such data as may be useful;
- (g) developing and administering such recruiting programs as may be necessary to obtain an adequate supply of competent applicants to meet the County's needs;
- (h) developing and coordinating training and educational programs for County employees;
- (i) investigating the operation and effect ~~of the personnel provisions~~ of this Policy;
- (j) ensuring the County complies with various human resources related laws and regulations;
- (k) performing other duties as may be assigned by the county manager not inconsistent with this Policy;
- (l) identifying and working to resolve barriers to employee engagement and effective performance;
- (m) providing consultation to employees, department heads, and elected officials regarding legal and current human resources practices, employee relations and morale, equal treatment of employees, and other issues; and
- (n) ensuring all employees receive and acknowledge receipt or access to this Policy and any- revisions.

SECTION 6. RESPONSIBILITIES OF SUPERVISORS AND MANAGERS

Supervisors will meet their responsibilities as directed by the Board of Commissioners and ~~for~~ the county manager, being guided by this Policy and County Ordinances. The County will require all supervisors to meet their responsibilities by:

- (a) dealing with all employees in a fair and equitable manner and upholding the principles of equal employment opportunity;
- (b) developing and motivating employees to reach their fullest potential through continued education and training;
- (c) communicating clear performance expectations and making objective evaluations of individual work performance at least annually and discussing these evaluations with each employee to facilitate effective employee performance and bring about any needed improvements;
- (d) ~~keeping-informing~~ employees ~~informed~~ of their role in accomplishing the work of their unit and of conditions or changes affecting their work; and
- (e) making every effort to resolve employee problems and grievances and advising employees of their rights and privileges.

SECTION 7. APPLICATION OF POLICIES, RULES, AND REGULATIONS

This Policy and all rules and regulations adopted pursuant thereto will be binding on all County employees. The county manager, county attorney, elected officials, and appointed members of the County's advisory boards and commissions will be exempted except in sections where specifically included. An employee violating any provisions of this Policy will be subject to appropriate disciplinary action, as well as prosecution under any civil or criminal laws that may have been violated. All employees are expected to fully cooperate with any investigations conducted by the County.

SECTION 8. DEPARTMENTAL RULES AND REGULATIONS

Because of specific personnel and operational requirements of various departments, each department is authorized to establish supplemental rules and regulations applicable only to the personnel of that department. All such rules and regulations must not in any way conflict with the provisions of this Policy but will be considered as a supplement to this Policy. For instances when department-specific policies conflict with provisions of this Policy, this Policy shall take precedence.

Department-specific policies must be approved by the county manager and/or the respective departments' governing boards and the current version must be kept on-file in the human resources department.

SECTION 9. DEFINITIONS

For the purposes of this Policy, the following words and phrases will have the meanings respectively ascribed to them by this section:

Appointing Authority. The county manager will be designated as the appointing authority with the following exceptions:

- (a) The sheriff shall be the appointing authority for positions in the Sheriff's Office;
- (b) The register of deeds shall be the appointing authority for positions in the Register of Deeds Office;
- (c) The Board of Elections which is governed by Chapter 163 of the North Carolina General Statutes;
- (d) The Department of Social Services is governed by Chapter 108A of the North Carolina General Statutes;
- (e) The Soil and Water Conservation Board is governed by Chapter 139 of the North Carolina General Statutes; and
- (f) Others as designated by the county manager.

Full-time employee. An employee who is in a position for which an average work week ~~equals~~ is at least 37.5 hours and continuous employment of at least 12 months is required. Such employees are eligible for benefits.

Limited service. An employee appointed to a position for which continuous employment required is less than 12 months. Such employees are not eligible for benefits other than FICA and workers' compensation with the exception that employees scheduled to work more than 30 hours per week for more than three consecutive months are eligible for health insurance under the Affordable Care Act.

Part-time employee. An employee who is in a position for which continuous employment of at least 12 months is required and an average work week over the course of a year is less than 37.5 hours. Eligibility for benefits and enrollment in the North Carolina Local Governmental Employees' Retirement System are dependent on the hours worked over the course of a calendar year.

- (a) Positions requiring an average work week of less than 20 hours (i.e., less than 1,000 hours of work in a calendar year) are not eligible for benefits other than FICA and workers' compensation.
- (b) Positions requiring an average work week of at least 20 hours but less than 30 hours (i.e., at least 1,000 hours of work in a calendar year) are not eligible for benefits other than FICA and workers' compensation. As a condition of employment, such employees shall join the North Carolina Local Governmental Employees' Retirement System as outlined in this Policy. This classification of part-time employees is not currently authorized for use except as may be specifically authorized by the county manager.
- (c) Part-time employees in positions with an average work week of at least 30 hours, but less than 37.5 hours, are eligible for FICA, workers' compensation, health insurance under the Affordable Care Act, and pro-rated holiday, annual, and sick leave as outlined in this Policy. As a condition of employment, such employees shall join the North Carolina Local Governmental Employees' Retirement System as outlined in this Policy. This classification of part-time employees is not currently authorized for use except as may be specifically authorized by the county manager.

Permanent position. A position authorized for a full 12 months and budgeted for 20 or more hours per week. All County positions are subject to budget review and approval each year by the Board of Commissioners and all employees' work and conduct must meet County standards; therefore, reference to "permanent" positions or employment should not be construed as a contract or right to perpetual funding or employment.

Probationary employee. An employee appointed to a full or part-time regular position who has not yet successfully completed the designated probationary period. Persons in trainee appointments are a probationary employee for the full duration of their appointment in that status.

Regular employee. An employee appointed to a full or part-time position who has successfully completed the designated probationary period.

Work Against Appointment. The County will follow the requirements of the State Human Resources Act where required. When qualified applicants are unavailable and there is no trainee provision for the classification of the vacancy, the appointing authority may appoint an employee below the level of the regular classification in a "work against" appointment. This appointment is for the purpose of allowing the employee to gain the qualifications needed for the full class through on-the-job experience. A "work against" appointment may not be made without clear justification when applicants are available who meet the training and experience requirements for the class in the position being recruited.

ARTICLE II. POSITION CLASSIFICATION PLAN

SECTION 1. PURPOSE

The Position Classification Plan ("Classification Plan") provides a complete inventory of all authorized and permanent positions in County service, and a description and specification for each class of employment. The Classification Plan standardizes job titles, each of which is indicative of a defined range of duties and responsibilities. All positions are classified according to assigned duties, responsibilities, qualifications needed, and other required factors. In order to ensure its continuing value as a personnel management tool, the Classification Plan will be maintained to reflect the current work assignments and other conditions and requirements which are factors in proper classification and allocation of regular positions.

Positions in the Department of Social Services will be classified by the NC Office of State Human Resources in compliance with the rules and regulations under the State Human Resources Act.

SECTION 2. COMPOSITION OF THE POSITION CLASSIFICATION PLAN

The Classification Plan will consist of:

- (a) a grouping of positions in classes which are approximately equal in difficulty and responsibility, which call for the same general qualifications, and which can be equitably compensated within the same range of pay under similar working conditions;
- (b) class titles descriptive of the work of the class;
- (c) written specifications for each class of positions; and
- (d) an allocation list showing the class title of each position in the classified service.

SECTION 3. USE OF THE POSITION CLASSIFICATION PLAN

The Classification Plan is a guide for recruiting and examining applicants for employment; for determining lines of promotion and developing employee training programs; for determining salaries for various types of work; for determining personnel service items in departmental budgets; and for providing uniform job terminology.

SECTION 4. ADMINISTRATION OF THE POSITION CLASSIFICATION PLAN

The county manager will be responsible for administration of the Classification Plan and the human resources director will assist in allocating each position to its appropriate class. The Classification Plan will be reviewed periodically, and revisions recommended when warranted to ensure that classifications accurately reflect current job duties and responsibilities.

The Office of State Human Resources shall administer a position classification plan for employees who are subject to the State Human Resources Act.

SECTION 5. AUTHORIZATION OF NEW POSITIONS AND THE POSITION CLASSIFICATION PLAN

New positions will be established upon approval of the Board of Commissioners. New positions will be recommended with a class title and will be allocated into the appropriate existing class, or the Classification Plan will be revised to establish a new class to which the new position(s) may be allocated. The Classification Plan, along with any new positions or classifications, will be approved by the Board of Commissioners and kept on file with the human resources director. Copies will be available to all employees for review upon request.

SECTION 6. REQUEST FOR RECLASSIFICATION

Any employee who considers their position classification to ~~in which he or she is classified to~~ be improper must submit a written request for reclassification to their immediate supervisor, who will transmit the request to the human resources director through the chain of command. The human resources director will study the request, determine its merit, and recommend any changes to the county manager for consideration.

ARTICLE III. THE PAY PLAN

SECTION 1. DEFINITION

The Pay Plan is adopted by the Board of Commissioners and includes the assignment of classes to salary grades and ranges as well as the salary schedule which consists of minimum and maximum rates of pay for each job classification. Salary increases within the pay range shall be based on criteria established by the county manager and approved by the Board of Commissioners.

SECTION 2. ADMINISTRATION AND MAINTENANCE

The county manager will be responsible for the administration and maintenance of the Pay Plan. All employees covered by the Pay Plan will be paid at a rate within the salary range established for the respective position classification, except for employees in trainee status or employees whose existing salaries are above the established maximum rate following transition to a new Pay Plan.

The Pay Plan is intended to provide equitable compensation for all positions, reflecting differences in duties and responsibilities, the comparable rates of pay for positions in public employment within the geographic area, changes in the cost of living, the financial conditions of the County, and other factors. To this end, from time to time the county manager, assisted by the human resources director, will make comparative studies of all factors affecting the level of salary ranges and may make ~~minor~~ adjustments in the allocation of positions to salary grades. When major adjustments encompassing numerous positions are needed, or when a general adjustment is needed to the Pay Plan, the county manager will recommend to the Board of Commissioners such changes in salary ranges.

To accommodate inequities, special performance or achievements, employee retention, or other appropriate reasons that become apparent during a fiscal year, the county manager may approve position reclassifications of up to two salary grades and as well as in-range salary adjustments not to exceed ~~ten~~ twenty percent. As part of the annual budget process, the Board of Commissioners will make a determination regarding the adoption of ~~adopt~~ the salary schedule and assignment of job classes to salary grades, including any ~~adjustments made by the county manager during the previous budget year.~~

Periodically, the county manager will recommend that ~~individual~~ salary ranges be studied and adjusted as necessary to maintain market competitiveness. Such adjustments will be made by increasing or decreasing the assigned salary grade for the class and adjusting the rate of pay for employees in the class ~~when the action is approved by the Board of Commissioners~~ according to the process outlined in this section.

SECTION 3. STARTING SALARIES

All persons hired in positions approved in the Position Classification Plan will usually be employed at the minimum rate for the classification in which they are employed. On the recommendation of the department head and human resources director, and with the approval of the county manager or designee, employee salaries may be approved above the minimum of the pay range. Reasons for hiring above the minimum rate include education and experience qualifications of the applicant, a shortage of qualified applicants, and/or the refusal of qualified applicants to accept employment at the minimum rate. The human resources director and department head will consider internal equity of other department employees when making a recommendation above the minimum rate.

Elected officials (i.e., the sheriff and register of deeds) shall be paid upon initial election or appointment at the rate of pay of the previous incumbent, less 1% for each year of service in the position by the previous incumbent.

SECTION 4. TRAINEE DESIGNATION AND PROVISIONS

Applicants being considered for employment or employees who do not meet all of the requirements for the position for which they are being considered may be hired, promoted, demoted, or transferred by the appointing authority to a "trainee" status, or under the State Human Resources Act job classes as a "work

against". In such cases, the supervisor must prepare a Trainee Progress Report which tracks progress in training competencies and identifies a specific time period for the employee to meet the minimum qualifications for the job classification. A report must be completed at least every 90 days and submitted to the human resources department for the duration of the trainee period. An employee will remain at the trainee or "work against" salary level until the department head certifies that the employee is qualified to assume full responsibilities of the position and the county manager or human resources director approves the certification. The department head will review the progress of each employee in a trainee or "work against" status every six months or more frequently as necessary to determine when the employee is qualified to assume full responsibilities of the position.

"Trainee" salaries may be two grades below the minimum rate established for the position for which the person is being trained (Note: Positions subject to the State Human Resources Act may be assigned no more than two grades below for trainee purposes). The actual assignment should be reviewed and approved by the human resources director. A new employee designated as a "trainee" appointment will remain in probationary status until all requirements for the full job class are met.

If the training is not successfully completed as planned, the employee will be transferred, demoted, or dismissed. If the training is successfully completed, the employee will be paid at least the minimum rate established for the job class.

SECTION 5. PERFORMANCE PAY

Upward movement within the established salary range for an employee is not automatic but rather based upon specific performance criteria. Procedures for determining performance levels and performance pay increases will be established and approved by the county manager, consistent with budgets approved by the Board of Commissioners. Employees at or above the maximum of the range are not eligible for a performance pay increase but may be eligible for a performance bonus.

SECTION 6. PERFORMANCE BONUS

Employees who are at or above the maximum amount of the salary range for their position classification will be eligible to be considered for a performance bonus when performance pay has been authorized and budgeted. Performance bonuses will be awarded based upon the employee's performance as described in the performance evaluation and will be the same percentage of annual salary as [other](#) employees within the [same](#) salary range [and](#) with the same performance level. Performance bonuses do not become part of base pay and are awarded in a lump sum payment.

SECTION 7. SALARY EFFECT OF PROMOTIONS, DEMOTIONS, TRANSFERS, AND RECLASSIFICATIONS

See [Article IV](#) for definition of promotions, demotions, and transfers as used in this Policy.

Promotions. The purpose of the promotional pay increase is to recognize and compensate an employee for assuming increased responsibility. When an employee is promoted to a position with a higher salary grade, the employee's salary will usually be advanced to the minimum rate of the new position or to a salary which provides an increase of at least 5% over the employee's salary before the promotion, whichever is greater.

In the event of highly-skilled and qualified employees, shortage of qualified applicants, or for other reasons related to the merit principle of employment, the county manager may set the salary at an appropriate rate in the range of the position to which the employee is promoted that best reflects the employee's qualifications for the job and relative worth to the County, taking into account the range of the position and relative qualifications of other employees in the same classification. In no event will the new salary exceed the maximum rate of the new salary range.

The amount of the salary adjustment should be based upon:

- (a) the employee's related education, training, and experience;
- (b) the nature and magnitude of the change in jobs;

- (c) budget availability;
- (d) consistency with similar situations in the past;
- (e) internal equity within the work unit; and
- (f) other relevant issues.

Cost of living (or market adjustment) and other in-range increases cannot take the place of a promotional increase. The position of the employee's adjusted salary within the new salary range will not exceed the position of the employee's salary in the current range.

Demotions. When an employee is voluntarily demoted or requests to be moved to a position for which he or she qualifies, the salary will be set at the rate in the lower pay range which provides a salary commensurate with the employees' qualifications to perform the job. If the current salary is within the new range, the employee's salary may be retained at the previous rate, if appropriate. Consideration should be given to whether the employee is receiving the same pay for decreased workload or responsibility level and internal equity of the pay rate of other employees in the same classification.

If the demotion is the result of disciplinary action, the salary will be decreased at least 5% and may be no greater than the maximum of the new range.

Transfers. The salary of an employee reassigned to a position in the same salary grade will not be changed by the reassignment.

Reclassifications. An employee whose position is reclassified to a class having a higher salary range will receive a pay increase of approximately 5% or an increase to the minimum rate of the new pay range, whichever is greater. If the position is reclassified to a lower pay range, the employee's salary will remain the same. If the employee's salary is above the maximum established for the new range, the salary of that employee will be maintained at the current level until the range is increased above the employee's salary.

SECTION 8. SALARY EFFECT OF SALARY RANGE REVISIONS

When a class of positions is assigned to a higher salary range as a result of labor market conditions, employees in that class will receive a 5% increase for each salary grade increase, if such increases do not exceed the midpoint of the new range. At a minimum, the employee will receive a 5% increase for the range revision even if such an increase takes the employee above the midpoint of the new range. When a class of positions is assigned to a lower salary range, the salaries of employees in that class will remain unchanged. If the assignment to a lower salary range results in an employee being paid at a rate above the maximum established for the new class, the employee's salary will be maintained at that level until such time as the salary range is increased above the employee's current salary.

SECTION 9. TRANSITION TO A NEW PAY PLAN

The following principles will govern the transition to a new pay plan:

- (a) No employee will receive a salary reduction as a result of the transition to a new pay plan.
- (b) Employees being paid at a rate lower than the minimum rate established for their respective classes will have their salaries raised to the new minimum rate for their classes. The only exception will be those employees currently being paid at a trainee rate, or in a "work against" status. These employees will remain in their same relative pay status in the new salary grade assigned.
- (c) Employees being paid at a rate above the minimum rate and below the maximum rate are considered as being paid at a competitive rate for the job class and may receive any approved pay plan implementation increases as authorized by the Board of Commissioners.
- (d) Employees being paid at a rate above the maximum rate established for their respective classes will be maintained at that salary level with no increase in base pay until such time as the salary range is increased above the employees' current salary (i.e., no performance/merit pay increase, market adjustment/cost of living increase, or any other increase to the base pay until the employee is within the appropriate salary range).

SECTION 10. EFFECTIVE DATE OF SALARY CHANGES

Salary changes approved after the first working day of a pay period will become effective at the beginning of the next pay period, or at an alternative date as may be approved by the county manager.

SECTION 11. OVERTIME PAY PROVISIONS

County employees can be requested and may be required to work overtime hours as necessitated by the needs of the County and determined by the supervisor. All overtime work must be authorized in advance and properly documented on the employee's time sheet.

Supervisors will attempt to arrange employee work and schedules to accomplish the required work within the standard workweek to avoid incurring overtime. The standard workweek begins at 12:00 am on Sunday and ends at 11:59 pm on Saturday, unless the county manager designates an alternate schedule.

The County will comply with the provisions of the Fair Labor Standards Act (FLSA). The county manager will determine, based on the recommendation of the human resources director, which jobs are "Non-Exempt" and are therefore subject to the Act in areas such as hours of work and work periods, rates of overtime compensation, and other provisions.

Non-Exempt Employees. Employees are expected to work during all assigned periods except during scheduled breaks or mealtimes. Except in emergency situations, employees are not to perform work at any time not scheduled unless they receive prior approval from their department head or supervisor.

Non-exempt employees will be paid a straight time rate for hours up to the FLSA established limit for their position (usually 40 hours in a seven-day period; or 171 hours in a 28-day cycle for sworn law enforcement and detention officers). Hours worked beyond the FLSA established limit will be compensated in time or pay at the appropriate overtime rate. In determining eligibility for overtime in a work period, only hours actually worked will be considered: annual leave, sick leave, holidays, or hours not worked while serving in on-call status (subject to applicable laws) are not included in the computation of physically worked hours for FLSA purposes.

Whenever practical, instead of permitting non-exempt employees to work overtime, departments will schedule time off on an hour-for-hour basis within the applicable workweek or work period. When time off within the applicable workweek or work period cannot be granted, overtime worked will be given in the form of compensatory time or paid time in accordance with the FLSA.

Earned compensatory time may be granted whenever feasible and determined by the department head, based on recommendations from the supervisor. As of the adoption date of this Policy, the FLSA permits non-exempt employees to accumulate a maximum of 240 hours of compensatory time (sworn law enforcement officers may accumulate a maximum of 480 hours).

Whenever possible, supervisors should approve the use of compensatory time within three months of it being earned. In all cases, employees must use accrued compensatory time before using any accrued annual or sick leave. Non-exempt employees separating from employment will be paid for their compensatory time balances.

In a declared local, state, or federal state of emergency where employees are required to work long and continuous hours over multiple days, to ensure safe working conditions the county manager is authorized to approve compensation at a rate up to double time for those hours worked in excess of 40 hours per week and/or grant time off with pay for rest and recuperation. This provision applies to both exempt and non-exempt employees including the county manager.

Exempt Employees. Employees in positions determined to be "Exempt" from the FLSA ([including](#) executive, administrative, or professional staff) will not receive pay for hours worked in excess of their normal work periods. Exempt employees may be granted compensatory leave by their supervisor on an hour for hour basis where the convenience of the department allows and in accordance with procedures established by the county manager. Exempt employees will not receive pay for compensatory leave balances. Compensatory time is not

guaranteed to be taken and ~~ends without compensation upon~~ is forfeited at separation from employment.

Elected Positions. Elected sheriff or register of deeds positions are not eligible for compensatory leave.

SECTION 12. ON-CALL AND CALL-BACK COMPENSATION

The County provides continuous service to citizens 24 hours a day, seven days a week; therefore, it is necessary for certain employees to respond to reasonable requests for duty at any hour of the day or night. One of the conditions of County employment is the acceptance of a share of the responsibility for continuous service in accordance with the nature of each job. If an employee fails to respond to reasonable calls for emergency service, either special or routine, the employee may be subject to disciplinary action up to and including dismissal.

On-Call/Standby. On-call (standby) time consists of scheduled non-work hours in excess of the standard work period when an employee is required (1) to be available to be called back to work on a regular or emergency basis; (2) to respond within a reasonable period of time; and (3) to be free from the influence of alcohol or narcotics and able to work. To be eligible for on-call/standby status, departments must have a need for on-call service wherein its employees are required to be on standby for at least one out of every six weeks or more frequently. Compensation for serving in on-call/standby status will be provided on a per day basis according to a standard weekday or weekend rate as established by the county manager. Departmental on-call/standby positions and schedules must be submitted and kept on file in the human resources department where a list of employees who are approved for on-call compensation arrangements will be maintained.

When non-exempt employees are required to be on-call and the time is not substantially restricted, employees may be compensated according to the procedures outlined above. Hours actually worked while on stand-by include up to 30 minutes of travel time each way for time spent traveling between their home location and the work site. Hours worked and up to a maximum of 60 minutes of travel time are added to the regular total hours worked for the week.

Employees who must remain on the employer's premises, near an established telephone, or otherwise substantially restrict personal activities in order to be ready to respond when called are required by the FLSA to be compensated with regular pay for the on-call time. An employee who is required to remain on-call at home or at a location of their choice, or who is allowed to leave a message where he/she can be reached, is not working while on-call (in most cases) and is not required to be compensated. See U.S. Department of Labor Wage and Hour Division Fact Sheet #22.

Call-back. Call-back time consists of actual time spent when called into work to handle an emergency or urgent situation. When not in on-call/standby status, non-exempt employees are guaranteed a minimum of two hours of pay for being called back to work outside of normal working hours. Call-back provisions do not apply when serving in on-call/standby status, for remote work, or for previously scheduled overtime work, training, meetings, etc. (scheduled one or more days in advance).

SECTION 13. PAYROLL SCHEDULE AND DEDUCTIONS

The payroll schedule will be established by the county manager and administered by the finance department. Full-time sworn law enforcement and detention officers observe a 28-day work period with a pay date every 28 days. All other full-time and part-time employees observe a bi-weekly work period and bi-weekly pay date. If a pay date falls on a Saturday, Sunday, or holiday, employees will be paid on or before the last working day prior thereto.

Deductions will be made from each employee's salary as required by law. Additional deductions may be made upon the employee's request and upon determination by the county manager in consult with the finance director as to the capability of payroll systems and appropriateness of the deduction.

SECTION 14. HOURLY RATE OF PAY

Employees scheduled to work less than 30 hours per week in a part-time or limited-service capacity will be compensated at the pay rates approved in the Granville County Part-Time Pay Schedule.

Employees scheduled to work at least 30 hours per week in a part-time or limited-service capacity with the same duties as full-time employees will work at a rate in the same salary range as full-time employees.

SECTION 15. TIMESHEET ROUNDING RULE

Employees are required to record their time accurately; however, recording time a few minutes before or a few minutes after a regularly scheduled workday can create recordkeeping difficulties when tracking time worked to the exact minute. The Fair Labor Standards Act (FLSA) permits employers to utilize the 'rounding rule' to round an employee's time to the nearest quarter hour (see 29 CFR 785.48 (b)); therefore, to simplify payroll processing, the County has elected to utilize the 'rounding rule' and round employee worked time to the nearest quarter hour.

This practice of computing working time must be applied consistently so that it does not result in failure to compensate employees properly for time they have actually worked. Employee time *from 1 to 7 minutes is rounded down* to the nearest 15-minute increment and is not counted as hours worked. Employee time *from 8 to 14 minutes is rounded up* to the nearest 15-minute increment and is counted as a quarter hour of work time.

~~Employees should enter totals in quarter hour increments (i.e., .00, .25, .50, or .75). For example, if an employee records time in as 8:31 am and time out as 5:10 pm with a one hour lunch break, total time worked for the day would be entered as 7.75 hours.~~ Supervisors must give careful attention to ensure the rounding does not inadvertently result in ~~excessive overtime or undertime calculations~~ over or under reporting of hours worked.

~~For departments utilizing time clocks, minor variations can be expected based on the nature of time clocks; however, e~~ Employees are instructed to clock-in as close to the scheduled start of their work shift as possible and clock-out as close to the end of their scheduled shift as possible. Similarly, non-exempt employees should not begin work earlier or stay later than their normal work schedule for the purpose of accumulating additional compensatory time or pay. Work time should only be recorded once actual work has begun for the day (i.e., arriving early or staying late is not counted as work time when it is used to care for personal convenience or needs).

SECTION 16. PAY FOR AN INTERIM ASSIGNMENT IN A HIGHER-LEVEL CLASSIFICATION

An employee who is formally designated to perform the duties of a job that is assigned to a higher salary grade than the employee's regular classification for a period of at least one month will receive an increase for the duration of the interim assignment. The employee will receive a salary adjustment to the entry level (minimum rate) of the job in which the employee is acting or an increase of 10%.

Criteria involved in determining the amount of compensation will includes:

- (a) the difference between the existing job and that being filled on a temporary basis, and
- (b) the degree to which the employee is expected to fulfill all the duties of the temporary assignment.

The salary increase will be temporary; upon completion of the assignment, the employee will go back to the salary he or she would have had if not assigned to the interim or acting role taking into account any increase the employee would have received if not placed in the interim or acting role.

SECTION 17. DIRECT DEPOSIT

Employees will be paid by electronic transfer to their designated bank account(s) and must furnish sufficient information to effectuate the direct deposit. Employees will receive electronic documentation of their wages, deductions, and leave balances each pay period.

SECTION 18. CERTIFICATION AND EDUCATIONAL INCENTIVES

Certifications. Note: This Section does not apply to the certification structure in place for the Inspections Department.

An employee may be requested or required to obtain an initial certification, or to attain additional certification levels that exceed the requirements on the position classification specification in order to fill a need identified by the department head as approved by the county manager.

In recognition of the additional level of responsibility, employees are eligible for a 2.5% salary increase for each level of certification or specific certification(s) attained as outlined in this section. Employees who receive a pay incentive based on this policy must maintain the level of certification achieved. If the certification lapses, is suspended, or the employee changes roles within the organization and the certification is no longer utilized, any pay incentive(s) may be removed at the discretion of the county manager. See [Article V, Section 13](#) for requirements to report lapses, sanctions, suspensions, revocations, or other loss of credentials.

Pay incentives subject to this Section do not apply in the following situations:

- (a) When the certification or designation is solely based on participation or attendance at seminars or other similar events;
- (b) When the certification or designation does not require continuing education hours or documentation of participation in other learning opportunities in order to maintain it;
- (c) When the certification is or was a required condition of an employment offer;
- (d) When the certification is or was a requirement of the employee's position classification specification upon acceptance of an employment offer (pay for certification requirements and related levels of responsibility are considered when assigning positions to salary grades); or
- (e) When an employee independently obtains certifications for his or her own personal or professional development without being requested or required and does not obtain prior approval from the County.

The County will pay for one certification school and up to two attempts at an exam for a single certification level. If the employee is unsuccessful in passing the exam after two attempts, no further payment for schools or exams for that certification level will be made; any additional attempts will be the employee's financial responsibility. Copies of all correspondence and certificates must be provided to human resources.

The County will pay for renewal of required certifications in accord with Section 13 of [Article V](#).

To request consideration for a certification increase, the department head must submit a written notice to human resources as far in advance of the employee obtaining training or applying for the certification as possible. The written notice will be forwarded to the county manager for approval. To ensure proper budget planning, certification increases will usually be applied only at the beginning of a fiscal year; however, under certain circumstances, as when notification is given in advance of the current budget cycle or when salary reserves are available, the county manager may make an exception and apply the incentive at a time other than the start of the fiscal year.

Advanced Education Degrees. The County recognizes the importance of advanced education in the professional development of employees and the benefits such education brings to the organization. To that end, non-probationary full-time employees pursuing a degree in higher education related to their current position or employees who are requested to obtain a degree by their department head in order to pursue a promotion within County service are eligible for pay incentives as outlined in this section.

Pay incentives subject to this Section will not apply in the following situations:

- (a) When the education level or degree is or was a required condition of an employment offer; or
- (b) When the education level or degree is or was a requirement of the employee's position classification specification upon acceptance of an employment offer (pay for educational requirements and related levels of responsibility are considered when assigning positions to salary grades).

College courses should usually be taken outside of regular work hours; courses during work hours are typically not permitted but may be considered by the county manager on a case-by-case basis if the work time can be

made-up with minor schedule adjustments. Employees will not be paid for time spent in courses; however, employees may be eligible for reimbursement for tuition, registration fees, laboratory fees, and books upon successful completion of the individual course(s) as outlined in the Tuition Reimbursement Policy found in Section 10 of [Article VI](#).

Pre-Enrollment Considerations. Not all degrees received by employees will be eligible for this policy; therefore, employees pursuing an advanced education degree who intend to apply for a pay incentive should consult with their respective department head *prior to* enrollment.

To request consideration for a future pay incentive, the employee must submit a written statement to their department head that includes:

- (a) The name of the higher education institution;
- (b) The type of degree being pursued;
- (c) Major/Minor fields of study;
- (d) An explanation of how the degree relates to the employee's current position and/or future advancement opportunities with the County; and
- (e) Expected date of completion.

If the department head agrees that the degree is relevant to the employee's current position or is needed to pursue a promotion, the department head must provide a supporting statement and submit all documents to the human resources director who will make a recommendation to the county manager for approval or denial. Human resources will notify the employee and department head of the county manager's decision in writing.

Eligibility Criteria. Employees will be eligible for a pay incentive when the following conditions are met:

- (a) The employee has been employed full-time with Granville County on a continuous basis for a minimum of two years;
- (b) All steps and eligibility factors outlined in this section have been observed; and
- (c) At least 50% of the coursework to attain the degree was completed while employed by Granville County on a full-time basis.

The employee must submit a written statement requesting the pay incentive to the department head along with (1) a copy of the approval notification received from human resources; (2) college transcripts; and (3) a copy of the degree certificate. The documentation will be forwarded to human resources to review for eligibility and processing.

Pay Incentives. Eligible employees will receive approved pay incentives as an addition to their base pay in the amount of 2.5% upon earning an associate degree (two-year); and/or 2.5% upon earning a bachelor's degree (four-year); and/or 2.5% upon earning a master's degree (post-secondary). The total maximum allowable pay incentive under this policy is 7.5% which would apply in the case of an eligible employee who did not possess any advanced degrees prior to applying for an incentive under this section.

To ensure proper budget planning, pay incentives will usually be applied only at the beginning of a fiscal year; however, under certain circumstances, as when notification is given in advance of the current budget cycle or when salary reserves are available, the county manager may make an exception and apply the incentive at a time other than the start of the fiscal year.

ARTICLE IV. RECRUITMENT AND EMPLOYMENT

SECTION 1. EQUAL EMPLOYMENT OPPORTUNITY POLICY

County policy is to foster, maintain, and promote equal employment opportunity. Employees shall be selected on the basis of the applicant's qualifications for the job and be awarded, with respect to compensation and opportunity for training and advancement including promotions, without regard to race, religion, color, sex, national origin, sexual orientation, [gender identity, transgender status](#), age, veteran status, marital status, political affiliation, disability, genetic information, or on the basis of actual or perceived gender as expressed through dress, appearance, or behavior. Applicants with physical disabilities shall be given equal consideration with other applicants for positions in which their disabilities do not represent an unreasonable barrier to satisfactory performance of essential duties with or without reasonable accommodation.

SECTION 2. IMPLEMENTATION OF EQUAL EMPLOYMENT OPPORTUNITY POLICY

All personnel responsible for recruitment and employment will continue to regularly review the implementation of this Policy and relevant practices to ensure that equal employment opportunity based on reasonable, job-related requirements is being actively observed to the end that no employee or applicant for employment shall suffer discrimination because of race, religion, color, sex, national origin, sexual orientation, [gender identity, transgender status](#), age, veteran status, marital status, political affiliation, disability, genetic information, or on the basis of actual or perceived gender as expressed through dress, appearance, or behavior. Notices regarding equal employment matters shall be posted in conspicuous places on County premises in places where notices are customarily posted.

SECTION 3. RECRUITMENT, SELECTION, AND HIRING

Recruitment Sources. When position vacancies occur, human resources will publicize these opportunities for employment, including applicable salary information and employment qualifications. Information on job openings and hiring practices may be published on the County website or in local news media as necessary to inform the community and create a qualified and diverse pool of applicants. Notice of vacancies may also be posted at designated conspicuous sites within departments. Individuals will be recruited for an adequate period and from a geographic area as wide as necessary to ensure that well-qualified applicants are obtained. The North Carolina Division of Employment Security may also be used as a recruitment source. In rare situations because of emergency conditions, high turnover, etc., the County may hire or promote without advertising upon approval of the county manager.

Job Advertisements. Employment advertisements will contain assurances of equal employment opportunity and will comply with federal and state statutes.

Application for Employment. All persons expressing interest in County employment will be given the opportunity to file an employment application for positions which are currently being recruited.

Application Reserve File. Applications will be kept for a period of two years in accordance with Equal Employment Opportunity Commission guidelines.

Selection. Department heads, with the assistance of the human resources director, will make such investigations and conduct such examinations as necessary to accurately assess the knowledge, skills, and experience qualifications required for the position. All selection devices administered by the County will be valid measures of job performance.

References and Background Investigations. Before any commitment is made to an applicant, the County will conduct reference checks regarding the employee's qualifications and work performance. Physical

examinations, drug screening, and criminal background investigations may also be performed. Conviction of a crime is not automatically disqualifying; the severity of the crime, degree to which the crime is job-related, and length of time since the conviction will be considered to determine the degree to which there is a business necessity for choosing not to hire the applicant. In accord with Session Law 2021-138, psychological screening examinations will also be required for justice officers as defined by N.C.G.S. §17E-2.

Hiring. Before any verbal or written commitment is made to an internal or external applicant, the department head will submit a Request to Hire Form to human resources with their recommendation including the reasons for selecting the candidate over other candidates. The reference check section must be completed and the candidate's application and supporting documentation attached (i.e., degrees, F-3 forms, etc.). The human resources director will notify the department head of the approval of all potential new hires along with the starting salary. The county manager will have the final authority to approve negotiated salaries and benefits above the recommendation provided by human resources. All employment offers will be confirmed in writing by human resources and these documents will become part of the new employee's personnel file.

SECTION 4. PROBATIONARY PERIOD

An employee appointed or promoted to a regular position will serve a probationary period. Sworn law enforcement personnel and department heads will serve a 12-month probationary period and all other employees will serve a 6-month probationary period. Employees in trainee or "work against" appointments will have specific time frames established for their probationary period.

During the probationary period, supervisors will monitor an employee's performance and communicate with the employee concerning performance progress. Employees will have a probationary review at the end of their probationary period. Employees serving a 12-month probation will have a probationary review at the end of six months, as well as before the end of 12 months.

An important purpose of the probationary period is to provide an opportunity for the appointee to adjust to the new job. Likewise, it serves as a trial period during which the employee demonstrates his or her ability to perform the work, to demonstrate good work habits, and to work well with the public and coworkers. Before the end of the probationary period, the supervisor will conduct a performance evaluation conference with the employee to determine whether the employee is meeting job expectations. The employee's progress (accomplishments, strengths, and areas for improvement) will be discussed with the employee and a summary of this discussion should be documented in the employee's personnel file. The department head will recommend in writing to the county manager and human resources director whether the probationary period should be completed, extended, or the employee transferred, demoted, or dismissed. With approval of the county manager or human resources director, probationary periods may be extended for a maximum of six months.

Disciplinary action, including demotion and dismissal, may be taken at any time during the probationary period of a new hire without following the steps outlined in this Policy.

A promoted employee who does not successfully complete the probationary period may be transferred or demoted to a position in which the employee shows promise of success. If no such position is available, the employee will be dismissed. Promoted employees will retain all other rights and benefits such as the right to use grievance procedures.

SECTION 5. DEFINITION OF PROMOTIONS, DEMOTIONS, AND TRANSFERS

See Article III, [Section 8](#) for salary effect of promotions, demotions, transfers, and reclassifications.

Promotion. Promotion is the movement of a regular employee from their current position to a vacant position in a class assigned to a higher salary range. It is the County's policy to create career opportunities for employees whenever possible; therefore, when a current regular employee applying for a vacant position is best suited of all applicants, that applicant will be promoted to the position. The County will balance three goals in the

employment process:

- (a) the benefits to employees and the organization of promotion from within;
- (b) providing equal employment opportunity and a diversified workforce to the community; and
- (c) obtaining the best possible employee who will provide the most productivity in that position.

The County will consider external and internal candidates rather than automatically promoting from within except in situations where previous County experience is essential or exceptional qualifications of an internal candidate so indicate. Candidates for promotion will be chosen based on their qualifications and their work records. Internal candidates will apply for promotions using the same application process as external candidates. Promotions for employees subject to Office of State Human Resources must comply with the rules and regulations of the State Human Resources Act.

Employees promoted into sworn law enforcement or department head positions will serve a 12-month probationary period; all other promoted employees will serve a 6-month probationary period (see Section 4 of this Article).

Demotion. Demotion is the movement of an employee from their current position to a position in a class assigned to a lower salary range. Demotions may be voluntary or involuntary. An employee whose work or conduct in the current position is unsatisfactory may be involuntarily demoted provided that the employee shows promise of becoming a satisfactory employee in the lower position. Such demotion will follow the disciplinary procedures outlined in this Policy. Demoted employees may appeal this decision based on the Grievance Process outlined in this Policy.

An employee may request a voluntary demotion when a vacant position is available. Employees may request voluntary demotions in order to accept a position with less complex duties and reduced responsibilities, to change career paths, or for other reasons. A voluntary demotion is not a disciplinary action and is made without using the above-referenced disciplinary procedures.

To determine effect on salaries, follow procedures established in Article III, Section 7 of this Policy.

Transfer. Transfer is the movement of an employee from their current position to a position in a class in the same salary grade. If a vacancy occurs, interested employees will apply for the transfer using the same application process as for external candidates. A department head wishing to transfer an employee to a different department or classification will make a recommendation to the county manager or human resources director with the consent of the receiving department head. Any employee transferred without requesting the action may appeal the action in accordance with the grievance procedure outlined in this Policy. Employees who are transferred to a different department will serve a six-month probationary period.

ARTICLE V. CONDITIONS OF EMPLOYMENT

SECTION 1. WORK SCHEDULE

With approval of the county manager, department heads will establish work schedules which meet the operational needs of the department in the most cost-effective manner possible.

SECTION 2. POLITICAL ACTIVITY

Each employee has a civic responsibility to support good government by every available means and in every appropriate manner. Employees may join or affiliate with civic organizations of a partisan or political nature, may attend political meetings, and may advocate and support the principles or policies of civic or political organizations in accordance with the Constitution and laws of the State of North Carolina and in accordance with the Constitution and laws of the United States. However, no employee will:

- (a) Engage in any political or partisan activity while on duty;
- (b) Use official authority or influence for the purpose of interfering with or affecting the result of a nomination or an election for office;
- (c) Be required to contribute funds for political or partisan purposes as a duty of employment or as condition for employment, promotion, or tenure of office;
- (d) Coerce or compel contributions from another employee for political or partisan purposes;
- (e) Use any supplies or equipment of the County for political or partisan purposes; or
- (f) Be a candidate for nomination or election to the office of County Commissioner.

Any violation of this section will be deemed improper conduct and will subject the employee to disciplinary action under this Policy.

SECTION 3. EXPECTATION OF ETHICAL CONDUCT

Proper operation of County government requires public officials and employees to be independent, impartial, and responsible to the people; governmental decisions and policy be made in the proper channels of the governmental structure; public office not be used for personal gain; and the public has confidence in the integrity of its government. It is particularly important that inspectors, contracting officers, and law enforcement officers guard against relationships that might be construed as evidence of favoritism, coercion, unfair advantage, or collusion.

As stewards of public resources and holders of public trust, County employees are expected to uphold the highest standards of ethical conduct while fulfilling their job duties and responsibilities. No County employee shall accept any gift, favor, or thing of value (more than \$50) from organizations, business firms, or individuals with whom they have official relationships because of County business. Whenever possible, free gifts or other incentives offered through merchant purchasing programs should be selected solely on the basis that they can be utilized by the department for County business. If items that meet this criterion are unavailable and the value of the free gift or incentive is not greater than \$50, documented departmental procedures must establish how the item was used. Any items valued over \$50 must be turned in to the human resources department to log and distribute through established employee incentive programs. Departments may request such items back at a later date by submitting a written request identifying the public purpose for which the item(s) will be used. Upon adoption, this policy supersedes all other previously published policies.

These limitations do not prohibit the acceptance of articles of negligible value which are distributed generally, nor prohibit employees from accepting social courtesies that provide good public relations, and do not prohibit employees from obtaining loans from public lending institutions.

SECTION 4. OUTSIDE ENGAGEMENTS AND SECONDARY EMPLOYMENT

Also see Section 24: Conflict of Interest Policy.

The work of the County will have precedence over other occupational interests of employees. All other employment, including self-employment, is considered secondary employment and must be disclosed at the

point of hire (if the secondary employment is already in place when the employee is hired by Granville County) or before taking secondary employment (if the employee is currently employed with Granville County and wishes to take on secondary employment). Outside engagements including service on boards or entities with which Granville County conducts business or provides funding must also be disclosed.

All outside engagements and secondary employment for salaries, wages, or commissions and all self-employments must be reported on the Request to Work Outside Employment form. The form must be submitted to the appointing authority who will approve or disapprove after a review is conducted by human resources for possible conflicts of interest. The form will be placed in the employee's personnel file.

Secondary employment approval may be denied or withdrawn by an employee's supervisor for any of the following reasons:

- (a) The secondary employment has a present or possible conflict of interest with the employee's primary employment;
- (b) The supervisor believes that the secondary employment has caused the employee's overall work performance to drop below an acceptable level; or
- (c) The supervisor becomes aware of secondary employment that the employee has not reported and there is evidence that the failure to report has been willful.

Outside employment must be suspended if the employee's work status with Granville County is sick leave, FMLA leave, workers compensation leave, or restricted duty.

Conflicting ~~and/or~~ unreported outside engagements or secondary employment or failure to comply with the policy in any way are grounds for disciplinary action up to and including dismissal.

SECTION 5. DUAL EMPLOYMENT

Employees are prohibited from holding more than one position in the organization without approval of the county manager. This includes any combination of full-time, part-time, or limited service employment. FLSA regulations will be reviewed in any potential dual employment case to ensure regulations are followed.

SECTION 6. EMPLOYMENT OF RELATIVES

Hiring and employment of immediate family members within the same work unit is prohibited if such employment would result in one family member supervising or auditing the work of another, create a conflict of interest with either relative and the County, create the potential or perception of favoritism, or if one family member would occupy a position of influence over another's employment or any condition of employment. Examples of potential influence include, but are not limited to, hiring, promotion, salary administration, and disciplinary action.

Employment of any person who is an immediate family member of individuals holding a position of county commissioner, county manager, deputy county manager, human resources director, clerk to the board, finance officer, or county attorney is also prohibited.

For the purposes of this Article, immediate family is defined as spouse, child, parent, sibling, grandparent, and grandchild to include in-law, step, and half relationships, and includes individuals living in the same household who share a relationship comparable to immediate family members.

If there is a situation that would result in the perception of or the possibility of a conflict of interest in carrying out the duties of a position, satisfactory safeguards that remove the possibility of conflict shall be enacted and approved by the county manager. This includes situations where a member of the County workforce is in the chain of command but not otherwise supervised directly by a person with whom they are related.

For situations where the circumstances of employment change due to marriage or a domestic partner relationship, those involved are required to document the relationship and notify the human resources department immediately. ~~In response, human resources will take such actions as necessary to remedy the situation, as outlined above, potential conflicting employment situation or conflict of interest.~~

This clause shall not be retroactive concerning any relative currently working for the County or anyone who has filed for election at the time of adoption; however, it does require that an employee resign should an immediate family member be elected as county commissioner.

Disclosure must be made by both family members upon initial employment of the second~~a~~ family member in any capacity utilizing the Conflict of Interest Disclosure Form, ~~as available through~~from the human resources department.

This section also prohibits the sheriff, register of deeds, social services director, and elections director from employing immediate family members in the departments they supervise without prior approval of the Board of Commissioners.

SECTION 7. HARASSMENT PREVENTION

The County prohibits harassment on the basis of race, religion, color, sex, national origin, sexual orientation, gender identity, transgender status, age, veteran status, marital status, political affiliation, disability, genetic information, or on the basis of actual or perceived gender as expressed through dress, appearance, or behavior. Harassment is defined as conduct that culminates in tangible employment action or is sufficiently severe or pervasive as to create a hostile work environment.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when (a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Any employee who believes that he or she may have a complaint of harassment may follow the Grievance Procedure described in this Policy or may file the complaint directly with the county manager, human resources director, or any department head who will advise the county manager or county attorney. The employee may file the complaint directly with the county manager if it involves a department head. The human resources director will ensure that an investigation is conducted into any allegation of harassment and advise the employee and appropriate management officials of the outcome of the investigation.

Employees witnessing harassment must also report such conduct to an appropriate County official. Employees making complaints of harassment are protected against retaliation from alleged harassers or others.

SECTION 8. USE OF COUNTY TIME, EQUIPMENT, SUPPLIES, AND VEHICLES

County equipment, materials, tools, and supplies are not available for personal use and are not to be removed from County property except when conducting official County business, unless approved by the county manager. Employees shall not use County purchase accounts to purchase equipment or supplies for personal use. Use of County time, supplies, or equipment for personal or other purposes not related to the employee's duties and responsibilities is prohibited and will subject the employee to disciplinary action, up to and including dismissal.

All employees who use County vehicles are required to follow applicable motor vehicle and safety requirements. Violation or misuse of vehicles also subjects the employee to disciplinary action, up to and including dismissal. Employees are required to abide by the *Granville County Vehicle Use Policy* adopted separately from this Policy.

Other policies expounding on the use of information technology, social media, cell phones, and email are included in subsequent sections of this Article.

Surrender of Property. An employee who terminates employment will be required to return all items of equipment, including uniforms, owned by the County. Failure to do so may result in a deduction from the employee's final paycheck for replacement costs.

SECTION 9. TELEWORK POLICY

Teleworking allows an employee to work at home or in a remote location as requested by the employee or the County. Specific terms and conditions for the individual teleworker will be identified in a Teleworking Agreement which must be signed by the employee, direct supervisor, and department head and forwarded for approval of the human resources director and county manager. The Agreement will be placed in the employee's personnel file.

Teleworking is a temporary arrangement approved on an as-needed basis with no expectation that such the arrangement is permanent. As such, employees are not entitled to or guaranteed the opportunity to telework. Consideration of a teleworking agreement will require an evaluation of appropriateness based on job responsibilities, employee suitability, equipment needs, and tax and other implications.

Individuals requesting teleworking arrangements must have been regularly employed with the County for a minimum of 12 full-time continuous months and without any disciplinary actions during the previous 12 months. Full-time employees who have not completed their probationary period or part-time employees are not eligible for teleworking unless specific approval is received from the county manager.

Teleworking does not change the terms and conditions of "at-will" employment and the teleworker will continue to be subject to all County policies and procedures. Salary, benefits, and job responsibilities do not change because an employee teleworks, except as they might have changed under non-teleworking conditions. Teleworkers agree to comply with all existing job requirements and are expected to work within their standard workday; work hours must be reflected on the time sheet according to standard County policy. Teleworkers may not work more than the regularly scheduled hours in their normal work week as this would result in comp time and/or overtime which are not permitted while teleworking unless specifically requested by the county manager or department head. If specifically requested to work beyond their regularly scheduled hours, the purpose for the comp time and/or overtime must be clearly documented on the employee timesheet and initialed by the department head.

For the purposes of this policy, essential personnel are defined as employees who provide essential services to support efforts to restore the health, safety, and welfare of the County and its citizens during an emergency. The county manager will determine which individuals are essential personnel expected to be at their assigned workplace unless they have been specifically excused by the department head. Failure to work when and where directed may result in disciplinary action up to and including dismissal.

Teleworking is not to be viewed as a substitute for dependent care, and teleworkers are expected to arrange for someone to provide child and other dependent care, if applicable. The County recognizes that one advantage of working at home is the opportunity to have more time with dependents, but it is the responsibility of each teleworker to ensure that they are fully able to complete their work assignments as required. Teleworkers are encouraged to discuss expectations of teleworking with family members.

Extended temporary teleworking will be considered (1) while working on a short-term project; (2) for employees on family or medical leave (to the extent practical for the employee and the organization and with the consent of the employee's health care provider); and (3) other similar circumstances including but not limited to pandemics, natural disasters, etc.

Teleworking may be discontinued at any time at the request of either the teleworker or the county manager and providing there is available workspace.

SECTION 10. PERFORMANCE REVIEWS

Department heads and/or supervisors will conduct performance reviews with employees under their supervision at least once a year utilizing the standardized schedule approved by the county manager. As part of the annual review process, department heads will ensure that changes in employee duties are reviewed and incorporated into a current job description.

New employees will receive a probationary review at the completion of their probationary period. Employees serving a twelve-month probationary period will receive a probationary review at the end of six months, as

well as before the end of twelve months. Employees are not placed in regular status until they have successfully completed their probationary period. Procedures for the performance review program will be published by the human resources director with the approval of the county manager.

Regular status employees will receive a performance review on an annual cycle which begins May 1 and ends May 31 each year. The annual review cycle correlates to the award of merit increases for eligible employees when approved as part of the County's fiscal operating budget. Employees who have not successfully completed their probationary period prior to May 31 will not participate in the annual review cycle nor be eligible for a merit increase during that year's cycle.

The performance review process for elected officials and employees who report to an independent Board shall be as follows:

- (a) Performance reviews for the register of deeds and sheriff shall be performed annually within the County's established review cycle by the Board of County Commissioners. The resulting performance ratings will be used to determine any applicable merit or other pay increase at a level that does not exceed the level available for all other county employees.
- (b) Performance reviews for employees who report to an independent board shall be performed annually within the County's established review cycle by their individual Boards. The independent Board shall submit the results of the annual review to the Board of County Commissioners who will consider the results, along with any other relevant information, to determine any applicable merit or other pay increase at a level that does not exceed the level available for all other county employees.

Reference: Sheriff and Register of Deeds § 153A-92; Social Services Director § 108A-13; Elections Director § 163-35; Library Director § 153A-267; Natural Resources Conservations (Soil & Water Conservation District) § 139-7.

For all employees, final documentation of any merit pay increase must be submitted to the human resources department by June 15 in order to be effective with the first full pay period in the new fiscal year.

A new supervisor will be responsible for evaluating performance of transfers or promotions within his or her department and should work with the previous supervisor to obtain feedback on the employee's performance prior to the transfer or promotion.

The completed performance evaluation form will be archived in the payroll software program.

SECTION 11. SAFETY POLICY

Granville County is committed to the safety and welfare of all employees with a goal of reducing workplace accidents through prevention, education, and awareness. To enhance the County's safety program, a Safety Committee comprised of department heads, appointed officials, and internal employees has been established to support the safety mission and encourage employees to participate in the safety process.

Each level of County government has a role in ensuring a safe work environment: departments must develop and administer safety programs that make safety a matter of continuing concern, equal in importance to all other operational considerations; supervisors are responsible for conveying and providing safety training to personnel under their supervision; and employees are charged with the responsibility for cooperating with, and supporting, the safety program and its objectives.

Furthermore, as a condition of employment, every employee is expected to be concerned with personal safety, safety of fellow workers, and safety of the general public. This means willing acceptance and active support of approved safety rules and procedures, as well as participation in safety training. It is important that employees be constantly alert to potential hazards which are not referred to in any written practices, but which may result in injuries or property damage. Department heads and supervisors are responsible for ensuring safe work procedures, including the use of all required personal protective equipment, and providing necessary safety training programs. Employees who violate safety policies and procedures will be subject to disciplinary action up to and including dismissal.

The Emergency Management division is responsible for establishing and maintaining the Safety Program as contained within the comprehensive Risk Control Manual. Department heads are responsible for providing employees with required safety education and training in harmony with the manual. A summary of the policy is excerpted herein merely to provide employees with general information about the Safety Policy; employees must refer to the Risk Control Manual for comprehensive guidance on specific safety policies.

The manual itself contains detailed policies, procedures, and plans specific to:

- (a) Hazard control and self-inspection activities;
- (b) Emergency procedures consisting of an emergency action plan, basic emergency evacuations, and plans for special or unusual risks;
- (c) Claims management, incident reporting, and investigation measures;
- (d) Protective clothing and equipment;
- (e) Housekeeping;
- (f) Materials handling and lifting;
- (g) Fire prevention;
- (h) Hazard communication;
- (i) Motor vehicle safety;
- (j) Office safety;
- (k) Ladders and scaffolding;
- (l) Hand tools & power tools;
- (m) Cell phones;
- (n) Bloodborne pathogens;
- (o) Terrorist/bomb threats; and
- (p) Severe weather

New Employee Training. New employees must be trained on safety policies and specific program components relevant to their position prior to undertaking certain duties requiring specific safety training as identified at the department level and/or within 45 days of employment for certain duties not requiring specific safety-related training. Following training, an acknowledgement form stating that they have received training and agree to abide by the items outlined in the policy must be signed by the employee and department head and forward to human resources for inclusion with the employee's personnel file.

At a minimum, the new hire process will cover the following fundamentals during safety orientation:

- (a) Safety program and committee structures;
- (b) Employee's responsibility to work safely;
- (c) Accident prevention;
- (d) Dress codes and safe dress;
- (e) Safe lifting;
- (f) Emergency plan and fire prevention;
- (g) Fire extinguishers;
- (h) How to make safety suggestions;
- (i) Situational awareness;
- (j) Bomb-threat protocol;
- (k) General hazard communication;
- (l) Smoking regulations;
- (m) How to report unsafe conditions; and
- (n) Accident reporting procedures

In addition, the following department-specific training will be provided at the department level:

- (a) Personal protective equipment (PPE) requirements, and how to use and maintain for job duties;
- (b) Department emergency procedures;
- (c) Authorization to use machinery/equipment;
- (d) Safety procedures/hazard controls for the specific job;

- (e) Job-specific Hazard Communication Training (SDS's);
- (f) Safe lifting specific to department equipment; and
- (g) Other specialized training (bloodborne pathogens, electrical safety, ergonomics, safe driving, etc.)

Supervisors are required to meet with each new employee at the end of their probationary period to discuss their performance and to give them the opportunity to ask questions and state concerns. Safety should be an important element in these reviews.

General Safety Procedures. Employees are required to abide by safety rules, act in a safe manner, and be knowledgeable of potential hazards related to their job. Job specific safety procedures must be developed by each department. The following general safety rules apply to employees at all locations and will be enforced through the disciplinary process as outlined in [Article IX](#). Employees must:

- (a) report all personal injuries, no matter how minor, to his or her immediate supervisor as soon as possible. This must be done regardless of whether the injury results in lost time from work or requires medical attention.
- (b) not take any unnecessary chances or work under hazardous conditions. If an employee does not fully understand the job or task, they should consult with their supervisor for further instruction.
- (c) avoid horseplay and practical jokes on the job. Any participation in such activities will be subject to immediate disciplinary action.
- (d) not drink alcoholic beverages or use illegal drugs on the job during working hours. Any employee reporting to work under the influence of alcohol or drugs shall be subject to procedures contained in the Substance Abuse Policy found in Section 12 of this Article.
- (e) obey all safety rules, signs, warnings, and instructions.
- (f) work at a speed consistent with safety. Running on the job is prohibited, except in obvious extreme emergencies.
- (g) use handrails on stairs or on elevated places.
- (h) use an appropriate ladder or other climbing device to reach elevated work, and not jump down from an elevation such as a ladder, bench, or platform.
- (i) inspect tools and equipment before use. Report defects to supervisors and other potential users. Do not use defective tools or equipment.
- (j) work clear of suspended loads; if a load is moved above where the employee is working, he or she must stand aside until it has passed by.
- (k) operate only the machinery or equipment for which he or she has been authorized and trained to operate safely.
- (l) remove jewelry such as rings, identification bracelets, etc. in work involving climbing, materials handling, or operating mechanical equipment.
- (m) never reach over moving parts of machinery or equipment.
- (n) never operate machinery or equipment with guards removed.
- (o) report to work in appropriate clothing suitable for the type of work performed. This includes footwear designed to protect feet and avoid slipping. Avoid wearing loose-fitting clothing or jewelry near machinery or equipment with moving parts. Loose hair longer than shoulder length must be tied back behind the shoulders when working around machinery.
- (p) always use the safety equipment and personal protective equipment provided.
- (q) practice good housekeeping to prevent accidents. Do not allow waste to accumulate in the work area. Dispose of waste materials properly.
- (r) report any unsafe conditions or unsafe acts to supervisors immediately.
- (s) observe all health and sanitation rules for the welfare and consideration of other employees.

Additional detailed procedures regarding safety, worker's compensation, injury, and infection control may be established by the county manager. The detailed policies and procedures shall be the final authority in any instance where such policies and procedures conflict with the summary information in this Policy.

SECTION 12. SUBSTANCE ABUSE POLICY

Granville County has an obligation to its employees and the public to take reasonable and appropriate steps to prevent substance abuse by its employees in or affecting the workplace. This policy is based in substantial part on the County's concern regarding the safety, health, and welfare of its employees, their families, and the community. Since it is impossible to anticipate every situation that may arise, before initiating any action supervisors or department heads should contact the county manager or human resources director to resolve any situation not addressed herein.

Before a drug and/or alcohol screening test ("Test") is administered, subjects must sign an Authorization for Drug &/or Alcohol Test form and permit release of results to County officials with a need to know. A final applicant who refuses to consent will have the employment offer withdrawn; An employee who refuses to consent is subject to disciplinary action up to and including dismissal.

Employees using prescribed medications under a physician's direction, or an over-the-counter medication that could alter their ability to perform their duties and responsibilities, are required to notify their supervisor. The department head will consult with the human resources director to determine if the employee should be required to take sick leave or be allowed to continue to work and in what capacity. Notification of the employee's medication use and work status determination must be provided to human resources for inclusion with the employee's confidential medical file. Failure to notify the County regarding such prescribed medications is subject to disciplinary action up to and including dismissal.

Prohibited Conduct. The following conduct is expressly prohibited. Violations will result in disciplinary action up to and including dismissal:

- (a) Possession, consumption, manufacturing, distribution, dispensation or being under the influence of an unauthorized controlled substance, an illegal drug, drug paraphernalia, or alcohol while on duty, on County premises, in County-owned vehicles, or in any County work area. Law enforcement will be notified, as appropriate, where criminal activity is suspected.
- (b) Sale, use, or possession of illegal drugs; or possession with intent to sell illegal drugs.
- (c) Off-premises abuse of alcohol or controlled substances when these activities adversely affect job performance, job safety, or the public's confidence in an employee's ability to perform their duties in an adequate and effective manner.

Screening Criteria. Testing may be conducted under the following circumstances:

1. **Pre-Employment.** Applicants who have been offered employment will be required to undergo a Test as part of the hiring process, and the offer of employment will be withdrawn if results reveal the presence of illegal drugs or prescription drugs without a valid prescription.
2. **Post-Accident/Incident.** Employees will be tested when any of the following occur:
 - (a) An accident/incident results in a fatality;
 - (b) An employee causes or contributes to an accident that seriously damages County-owned vehicle(s), machinery, equipment or property, or results in an injury to themselves or another person requiring off-site medical attention; and
 - (c) Any other time where there is reasonable suspicion that the accident/incident was caused by impairment from alcohol or drug use.

In any of these instances, the investigation and subsequent testing should take place within two hours but no more than eight hours following the accident, if not sooner. The employee will not be allowed to drive himself or herself to the testing facility under any circumstances.

3. **Reasonable Suspicion.** If a department head and/or supervisor suspects that an employee on duty has alcohol or drugs in their system, they should immediately contact human resources. Reasonable suspicion must be based on specific, objective facts, or reasonable inferences drawn from facts that would cause a reasonable person to suspect that the employee is or has been using drugs or alcohol.

Facts supporting a reasonable suspicion determination include, but are not limited to, any one or more of the following:

- (a) Direct observation of prohibited drug or alcohol use or possession of same;
- (b) Slurred speech;
- (c) Odor or visible signs of a controlled substance or alcohol about the person;
- (d) Physical or verbal altercation;
- (e) Behavior that is so unusual that it warrants summoning a supervisor or other authority (i.e. confusion, disorientation, lack of coordination, irrational behavior);
- (f) A report of prohibited drug or alcohol use provided by a reliable and credible source; or
- (g) Arrests, citations, and deferred prosecutions associated with drugs or alcohol.

- 4. **Federal or State-Mandated Testing.** Employees who are subject to federal or state-mandated testing will be tested pursuant to such requirements notwithstanding this policy.
- 5. **Random Testing.** An employee that is entrusted with preserving public or employee health/safety has a special responsibility to maintain physical and mental fitness for duty while on the job. Random testing may be conducted on employees that hold safety-sensitive positions, chosen by a method that provides an equal probability that any employee from a group will be selected.

County positions defined as safety-sensitive include:

- (a) Sworn law enforcement and telecommunications personnel;
- (b) Positions requiring the consistent and frequent operation of heavy equipment or motor vehicles as a primary task;
- (c) Positions working around large equipment or with potential for hazards;
- (d) Positions working with youth and/or those required to drive citizens or clients;
- (e) Positions requiring the handling of hazardous materials, the mishandling of which may place the employee, fellow employees, or the public at risk of serious injury, or the nature of which would create a security risk in the workplace; and
- (f) Positions as required by law or as designated by the human resources director due to specific safety-sensitivity.

- 6. **Return-to-Duty and Follow-Up Testing.** Testing is conducted when an employee has violated policy standards and returns to performing duties following evaluation by substance abuse professionals and treatment, if necessary. Testing is conducted prior to the return to work and on an unannounced/random basis for up to two years. An employee who receives another positive drug and/or alcohol test after counseling and/or rehabilitation is subject to immediate dismissal.

Employees tested under the post-accident/incident, reasonable suspicion, or random testing provisions of this policy will be escorted by a supervisor or other County official to the testing site ensuring that the employee does not eat or ingest anything or acquire “clean” urine from another person. Once at the testing facility, medical staff are responsible for collection and chain of custody procedures. To ensure the employee’s privacy, the County official will not be a witness to the collection.

After the sample is obtained, the County official will either escort the employee home (or to some other requested destination) or obtain transportation for the employee if necessary.

Testing Facility Requirements. All testing must be conducted in compliance with the Controlled Substance Examination Act in N.C. General Statutes Chapter 95 Article 20. The County will select a medical facility or laboratory site to conduct the testing that has testing procedures that ensure privacy consistent with the prevention of tampering, methods of analysis that ensure reliable test results, chain of custody procedures to ensure proper identification and handling of samples, and storage procedures to ensure reliable results on confirmatory test of original samples.

Relief from Duty. An employee may be placed on administrative leave for the balance of the work shift for

post-accident/incident testing or placed on administrative leave pending results for reasonable suspicion testing. In either situation, employees will usually be placed on annual leave or leave without pay during the administrative leave time (since the employee is considered to be awaiting disciplinary action if the test is positive, use of sick leave is not authorized during this period).

Positive Test Results. A test that yields a positive result will be given a second or “confirmation” test using a gas chromatography/mass spectrometry test and a portion of the same sample used in the first test. If the confirmation results are positive, the applicant or employee will be notified and given the opportunity to rebut the results verbally or in writing; this rebuttal or explanation may be considered in making any employment decision.

After notice of a confirmed positive test, an applicant or employee may request yet a third retest of the original sample *at his or her expense* by notifying the County in writing of their intent within five working days after receipt of the confirmed positive test results. The retest of the original sample will be conducted with the same criteria used in the original test. If the retest does not confirm the original positive test result, no adverse employment action based upon the original test will be taken.

Confidentiality. Information from an applicant or employee’s drug and/or alcohol test is confidential and only those with a need to know are informed of the results; disclosure to any other person or organization is prohibited unless written authorization is obtained from the applicant or employee.

SECTION 13. CREDENTIALS AND CERTIFICATIONS

Some duties assigned to positions in local government service may be performed only by persons who are duly licensed, registered, or certified as required by the relevant law, rule, or regulation. Employees in such classifications are responsible for maintaining current, valid credentials. Annual or other periodic renewal fees for approved job-required certifications will be paid by the County.

Employees are required to notify their supervisor immediately upon notice of any pending disciplinary action, sanction or loss of privileges, suspension, revocation, lapse, or loss of any credentials that make them eligible to perform their duties or for which they have received a pay incentive based on [Article III, Section 18](#) of this Policy. While each situation will be assessed based on its specific circumstances, failure to obtain or maintain required credentials in good standing may deem an employee unqualified for their job duties. In such cases, the employee may be subject to immediate dismissal without warning. A written statement of the reason for the action and appeal rights will be provided.

SECTION 14. USE OF TOBACCO PRODUCTS

Smoking and the use of tobacco products are prohibited in all county-owned or leased buildings and vehicles. Smoking is also prohibited within 50 feet of a public entrance unless a variance is issued by the county manager; when granted, smoking areas will be clearly designated. The prohibition against tobacco products includes e-cigarettes or other devices which provide a vapor or nicotine substance and inhaler devices that simulate smoking.

SECTION 15. LACTATION SUPPORT FOR NURSING MOTHERS

The County is committed to family-friendly policies and accommodates breastfeeding mothers who wish to express breast milk when separated from their newborn during the workday. The County provides reasonable break times to express breast milk for the child for up to one year after the child’s birth.

When placed in a workplace refrigerator, breast milk must be labeled with the name of the employee and date of expressing the breast milk. Non-conforming products stored in the refrigerator may be removed. The employee storing milk in the refrigerator assumes all responsibility for the safety of the milk and the risk of harm for any reason, including improper storage, refrigeration, and/or tampering.

Nursing mothers should work with human resources to identify a room in the employee’s work area where employees may express milk. Employees who work off-site or in other locations will also be accommodated in

a private area as necessary.

For more information, see the FLSA guidelines regarding lactation provisions in Section 7(r) of the Fair Labor Standards Act of 1938 (29 U.S.C. 207) and Fact Sheet #73.

SECTION 16. DRIVER'S LICENSE

All employees who are in positions required on the class specification and any employee who drives a County vehicle must maintain an active driver's license as a condition of employment. The human resources department will obtain signed authorization forms from these employees to monitor driving records for violations. If the driver's license is not in good standing, the employee may be transferred, suspended, demoted, or dismissed.

SECTION 17. INFORMATION TECHNOLOGY POLICY

The Information Technology (I.T.) Policy is designed to protect the integrity and reputation of County government and ensure that the County's digital footprint is secure and in line with a consistent brand image.

All new employees must read the I.T. Policy (available on the County website or from human resources) and sign an acknowledgement form stating that they agree to abide by the policy. Applicable sections of the policy are excerpted herein merely to provide employees with general information about the I.T. Policy. Employees must refer to the full I.T. Policy for comprehensive guidance on specific policies.

Records Management. Management of electronic public records is a matter of legal, ethical, and organizational importance. An electronic record is a record that is created or reproduced in any medium by means of any system requiring aid of electronic technology to make the record intelligible, and which is dependent upon a combination of hardware, software, and computer files. Electronic records retention must meet the same legal requirements as paper (see NCGS §132).

Without the consent of the NC Department of Cultural Resources, no public official may destroy, sell, loan, or otherwise dispose of any public record, except in accordance with NCGS §121-5 and §130A 99.

Acceptable Use. County information systems include, but are not limited to, desktop PC's, mobile devices such as laptops and tablets, County-owned/issued cell phones, and other data devices (including MiFi's), county email systems, county Wi-Fi, and Internet [access systems and devices](#). Granville County owns all property rights to any content or other matter created, received, transmitted, stored on, or deleted from any County information system; therefore, users should have no expectation of privacy from use of these systems. [Storage of personal records on County information systems is prohibited. If personal storage items are discovered on the County's information systems, they will be removed without notice and the violator reported to the appropriate supervisor.](#)

Access to County ~~equipment~~ [information systems and equipment](#) may be monitored and audited at any time by the IT department and/or the internal auditor.

Prohibited Use. Except in cases where the county manager determines it necessary for the performance of the user's official duties, activities such as accessing, downloading, transmitting, printing, or storing information with sexually explicit content; downloading or transmitting defamatory, harassing, or discriminatory messages or images; and accessing or downloading gambling sites or illegal software are prohibited.

Lost, Misplaced, and Damaged Equipment. Lost or stolen equipment must be reported to the IT department immediately along with a disclosure of what sensitive information could reside on the equipment. Damaged equipment must be reported at the earliest opportunity.

Software Licensing and Usage. Software installs shall be performed by the software vendor or the I.T. department to ensure connectivity and functionality.

The I.T. department will maintain all software licenses to ensure standardization. Software agreements shall be between the third party and the County (not individual departments) except for necessary arrangements between the sheriff's office, emergency communications, and cooperative extension (as required).

Common Shared Folders and Interdepartmental Folders. Sensitive and confidential documents must be stored in protected department folders, not in commonly shared folders that are accessible by any employee. Sensitive information typically includes personal identifying information such as names, addresses, Social Security numbers, banking or credit card information, and government-issued IDs, as well as financial and medical information, criminal records, and any other data that could be used to identify or track an individual. Shared scanner files can be accessed by all County offices; therefore, use extra caution when scanning confidential information. Any such documents must be removed from the shared folder and transferred to a protected department folder immediately upon scanning.

All other (non-sensitive) scanned files must be removed to their appropriate location within twenty-four hours of scanning as the scanned folder files will be cleared routinely.

Website Administration. The County website will be governed by an administrator appointed by the county manager. Each department is responsible for the actual content of web pages pertaining to their department; thus, department heads should have a plan for providing regular content updates to the website administrator.

[Key Cards/Fobs and Door Systems.](#) The I.T. department is responsible for maintaining systematic and effective control of all key cards/fobs that access door systems on County buildings.

[Users are permitted to use their key card/fob only for their own personal access to the area. Enabling others to gain access is considered a misuse of privileges.](#)

[Requests to change or remove access levels must be submitted to the I.T. department by the requesting department head.](#)

[Keys cards/fobs are the property of Granville County and must be returned upon termination of employment. Obsolete or unneeded key cards/fobs must be returned to the I.T. department for disposal.](#)

SECTION 18. SOCIAL MEDIA POLICY

County government uses social media as a tool to broadcast information and actively engage stakeholders in order to have a more fluid and informal method of communicating. To achieve these goals, staff are expected to maintain a consistent agency and organizational identity established by Granville County Government.

Additional information, administrator regulations, and operational guidelines are published in the complete County Social Media Policy posted on the County website or available from [HRthe human resources department](#). Applicable sections of the policy are excerpted herein merely to provide employees with general information about the rights and responsibilities for using social media platforms and for representing the County in the social media sphere. Employees must refer to the full Social Media Policy for comprehensive guidance on specific policies.

Official Sites. All proposed official social media and networking sites must be sanctioned by the department head and submitted to the county manager for approval. County administration will ensure county-wide brand consistency is maintained and applicable policies are followed. The public information officer (PIO) will periodically review accounts and may require administrators to adjust content. The PIO shall also serve as back-up administrator for all social media accounts for emergency situations.

Employee Use of Personal Accounts. Employees are prohibited from using personal accounts to conduct official County business. The transaction of County business via social media is subject to public records laws and retention schedules as noted below. In addition, this practice risks confusing residents and visitors as to the content that is public business and the content that is of a personal nature; therefore, if an employee is contacted about government business via a personal account, they must redirect communication through an official County channel.

When accessing personal accounts during and outside of work hours:

- (a) When commenting or reposting a post that relates to the government or to the employee's job, whether on a personal or professional site, the employee must include a disclaimer that the post reflects their own opinion and not that of Granville County government;
- (b) Policies that relate to conduct and ethics, privacy and confidentiality, harassment, retaliation, and other relevant conduct apply; and
- (c) Employees have no reasonable expectation of privacy when using government technology.

Public Record. With few exceptions, anything created in the course of public business is subject to public records laws regardless of format; hence, records created by staff on personal devices or personal social media/email accounts are public records if content involves public business (NCGS §132).

Non-employees may be unaware that social media sites are public record; therefore, social media pages must include language that identifies the content as subject to public records laws.

Content Retention. Retention schedules for social media may vary by department and/or topic. Content created by social media account administrators and content created by the public on County social media accounts are subject to state retention schedules. Department heads must notify IT of all account administrators so that the proper retention software may be applied.

SECTION 19. CELL PHONE POLICY

Cell phone technology is a valuable communication tool for use in transacting official business. Knowledge and understanding of the public records implications is critical to ensure users do not violate state laws.

Records created by government staff on personal devices are public records if the content involves public business. Any record made or received in the transaction of public business is subject to public access unless an exception applies. In certain circumstances it is possible for an employee to be required to turn their cell phone over to County administration, law enforcement, and/or the court system.

Electronic content created by staff, elected officials, appointed board members, and volunteers conducting county business is subject to state retention schedules.

Additional information and procedural details are published in the complete County Cell Phone Policy posted on the County website or available from human resources. Applicable sections of the policy are excerpted herein merely to provide employees with general information about the different types of cell phones covered by the policy. Employees must refer to the full Cell Phone Policy for comprehensive guidance on specific policies.

Stipend Eligibility and Requirements. Employees requiring cell phones to perform their work will receive a stipend to compensate for business use of their employee-owned cell phone. Stipend eligibility requirements are outlined in the complete Cell Phone Policy.

County-Owned, Employee-Operated Cell Phones. If an employee requires a cell phone to perform their work but does not wish to use a personal phone, the County may provide one. Incidental personal use of County equipment should be kept to a minimum and in compliance with I.T. policies.

County-Owned, Department or Group-Use Cell Phones. Cell phones maintained by departments for group use that are not assigned to specific individuals will require a detailed log for employees to check in/check out the assigned phone. The log will be subject to review by the internal auditor.

SECTION 20. EMAIL POLICY

County employees, elected officials, interns, and volunteers rely on electronic mail (email) as a communication tool to carry out government business. Most email messages have administrative, fiscal, legal, reference, and/or archival value. The Email Policy ensures that records created, sent, and received through email are managed in accordance with established laws for all government records and helps to ensure that email messages are available for public records requests.

Procedural details and additional information are published in the complete County Email Policy posted on the County website or available from the human resources department. Applicable sections of the policy are excerpted herein merely to provide employees with general information about rights and responsibilities of utilizing the County email system. Employees must refer to the full Email Policy for comprehensive guidance on specific policies.

An email message is public record (defined by NC General Statutes 121-2(8) and 132-1(a)) when made or received pursuant to law or ordinance in connection with the transaction of public business. It is the content of the email message and not the system or account used to create the email message that matters when it comes to the legal framework involving public records and retention.

Email messages created or received on County email systems are owned by the County; employees who use government equipment and systems should have no expectation of privacy. The County email system should be used primarily to carry out government business. Inappropriate use of email messages can merit legal action and can also result in a negative reputation, negative publicity, and lost productivity.

Use of personal email accounts to conduct official government business is prohibited; if it does occur for an unavoidable reason, employees are required to forward all email messages to their government email account.

SECTION 21. TRAVEL POLICY

This policy provides for use of a County-issued credit card or expense reimbursement for employees or officials who are required to travel in performance of their duties or in the interest of County affairs. Department heads are responsible for administering policy provisions and may approve travel reimbursements for employees under their supervision except where otherwise stated. Under certain conditions, volunteers who provide significant service to the County may be eligible for reimbursement under this policy at the discretion of the county manager.

General Policy

The County recognizes that employees and officials are required to travel both inside and outside of North Carolina for the purpose of representing the County at meetings and professional associations, as well as for training to enhance their skills in performing various positions. An individual traveling on official County business is expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business and expending personal funds. Excess costs, indirect routes, delays, or luxury accommodations and services unnecessary, unjustified, or solely for convenience or personal preference are not acceptable under this standard. Travelers will be held responsible for unauthorized costs and additional expenses incurred for personal preference or convenience. No payment shall be made for normal commuting time between an individual's home and his or her office or customary worksite.

Procedures

For purchases made with a County-issued credit card, a fully executed *Travel Approval Form* must accompany receipts submitted with the credit card statement.

To request reimbursement of personal funds, a fully executed *Travel Approval Form* and completed *Statement of Travel Expense Form* or *Reimbursement for Non-Overnight Travel Form* must be submitted to the finance office within 10 calendar days of the employee's return along with itemized receipts for lodging, meals, registration, and/or transportation. Itemized receipts for parking, taxis, buses, etc. may not be available or provided; however, those should be included whenever possible. The finance department will review the request to ensure compliance with applicable policies. Any extraordinary travel costs or expenses not addressed by this policy will be forwarded to the county manager for review and approval.

Payment of mileage allowance or public transportation costs will be applied as applicable. If rental vehicles are used for both business and non-business purposes, the non-business portion will not be paid by the County.

If an employee cancels an approved trip after the County has paid airfare, registration, and/or other related fees or has issued a travel advance, a memo must be submitted to the finance office to explain the cancellation.

The traveler and approving department head will be responsible for any refunds due to the County. Non-refundable expenditures will be reviewed on a case-by-case basis by the county manager.

Authorized Travel Modes

1. County-Owned Vehicle. A County vehicle is to be used whenever one is available.
2. Privately-Owned Vehicle. When a County vehicle is not available for use, a personal vehicle may be used if authorized by the department head. If a County vehicle is available for use but the traveler chooses to use his or her personal vehicle instead, mileage reimbursement will only be permitted when approved in advance.
3. Common Carrier. Expenses for air, rail, or bus fare are limited to coach fare and must be substantiated by an itemized receipt. This type of expense requires the county manager's signature on the Travel Approval Form prior to purchasing a ticket.
4. Rental Vehicle. Rental expenses require the county manager's signature on the Travel Approval Form. If a rental vehicle is approved, it should be secured at the lowest practical cost.

Payment for Travel Expenses.

All requests for travel reimbursement of personal funds must be submitted on the *Statement of Travel Expense Form* (for overnight travel) or the *Reimbursement for Non-Overnight Travel Form*.

1. **Extraordinary Travel or Cost.** In instances of travel not covered by this policy or when actual necessary costs exceed the maximum permitted and the travel is in the best interest of the County, the county manager may approve actual cost beyond the maximums stated herein.
2. **Lodging.** A statement with itemized lodging costs must be submitted. If the destination is less than 60 miles from the employee's work location, the *Travel Approval Form* signed by the county manager or deputy county manager must also be attached.
3. **Meal Reimbursement.** Unless a different schedule is published by the county manager, the cost of meals in connection with overnight travel on County business will be reimbursed [according to the rates published on the reimbursement form \(rates will reflect North Carolina average based on GSA Per Diem Rates\)](#). Meals included in registration costs will not be reimbursed to employees who choose to eat on their own elsewhere. Non-employee companion meals must be paid for with personal funds.

[Use of a county-issued credit card for meal purchases is prohibited; meals must be purchased with personal funds and itemized receipts submitted to the finance department on the appropriate form. Finance staff will review the reimbursement request and determine appropriate taxable treatment under Internal Revenue Service regulations.](#)

~~Meal reimbursement rates listed below include any tip(s).~~

~~(a) Breakfast: Less than or equal to \$10.~~

~~(b) Lunch: Less than or equal to \$17.~~

~~(c) Dinner: Less than or equal to \$25.~~

(a) Meal Reimbursement Rates for Overnight Travel

[IRS regulations stipulate meal reimbursements for overnight travel are not taxable when \(1\) the employee must be traveling away from home substantially longer than an ordinary day's work, and \(2\) the employee requires an overnight stay while away from home. See also IRC Section 162\(a\)\(2\). Meal reimbursement rates are published on the current *Statement of Travel Expense form*. The rates are reviewed annually and updated on the form as needed.](#)

(b) Meal Reimbursement Rate for Non-Overnight Travel

[Occasionally, employees may receive a county-paid meal while traveling even though the travel does not involve an overnight stay.](#)

[When approved in advance, lunch may be reimbursed for employees traveling on business outside of Granville County in which a return to the County for lunch would be both time and cost](#)

prohibitive.

In accordance with Internal Revenue Code 162 (a)(2), non-overnight travel reimbursements will be processed through payroll and applicable taxes withheld. Meal reimbursement rates are published on the current *Reimbursement for Non-Overnight Travel Form*. The rates are reviewed annually and updated on the form as needed.

4. **Mileage Reimbursement.** Mileage reimbursement is meant to cover only those miles incurred above and beyond the employee's normal commute to his/her work site. Thus, if a starting or ending point of business travel is an employee's home location, reimbursement is provided only for the miles traveled above the normal daily commute and using the shortest route mileage.

Example 1: If an employee's normal commute round trip is 10 miles and the employee travels for county business on a trip that covers 50 miles round trip, only the incremental 40 miles are reimbursable.

Example 2: For overnight travel, normal commuting miles are applied for each day the employee would normally have traveled to work; therefore, if the 50 miles in Example 1 were incurred over two travel days with a non-travel day in between, the incremental reimbursable miles would be 30 [50 round trip miles – (2 days x 10 round trip commuting miles)].

Example 3: If an employee's normal commute round trip is 10 miles and the employee drives from their home location to a meeting and back to their home location on a round trip that covers 5 miles, the mileage is not reimbursable because the travel was shorter than the employee's normal commute.

If it is necessary for the employee to report to their normal work site *before leaving for their travel destination*, the normal one-way commuting miles would not be deducted. Similarly, if it is necessary for the employee to report to their normal work site *after returning from their travel destination*, the normal one-way commuting miles would not be deducted.

Reimbursement requests must be submitted on the *Statement of Travel Expense Form*. Space is provided to enter commuting miles which are then automatically deducted from the total eligible mileage in the Excel file. Employees who complete a handwritten form must perform the calculation themselves to deduct normal commuting miles from the total mileage.

The mileage reimbursement rate is published on the *Statement of Travel Expense Form* and updated as needed.

5. **Non-Reimbursable Items.** Items which are ineligible for reimbursement include, but are not limited to, the following:
 - (a) Expenses not supported by a receipt.
 - (b) Travel to and from workplace.
 - (c) Items purchased for door prizes or raffle items.
 - (d) Non-employee expenses.
 - (e) Alcoholic beverages.
 - (f) Personal preference, convenience, or luxury items not necessary for conducting County business.
 - (g) Any traffic fines.
6. **Other Costs.** When appropriate, reasonable parking fees, tolls, taxi charges, and expenses of a similar nature are permissible upon submission of adequate documentation. The county manager must approve or disapprove all questionable expenses or those not clearly defined in the policy.
7. **Registration Cost.** Registration costs should be paid directly by the County whenever possible. If an employee pays registration fees with personal funds, an itemized receipt must be attached to the

reimbursement request. Registration costs for additional recreational or entertainment activities will not be paid by the County.

8. **Travel (Local).** Employees authorized to regularly travel within the County due to the customary nature of their duties are eligible for monthly reimbursement of transportation expenses. All reimbursement requests not related to customary duties must follow the guidelines listed above.
9. **Travel (Outside of Granville County).** Approved expenses for travel outside of the county must be within policy limits for transportation, lodging, meals, registration, and/or necessary incidental expenses (parking, tolls, etc.). If the destination is less than 60 miles from the employee's work location, lodging must be authorized by the county manager on the Travel Approval Form.
10. **Travel Advances.** Hotel accommodations may be paid for in advance. An itemized receipt must be submitted along with the credit card statement or reimbursement request. Any other travel advance must be approved by the county manager.
11. **Travel with Others.** When two or more employees are traveling to the same destination, maximum use must be made of any group travel discounts as well as joint use of transportation modes. Sharing travel with other governmental unit representatives is encouraged whenever possible.

Recording Travel Time as Work Hours (Non-Exempt Employees Only)

The Fair Labor Standards Act (FLSA) regulations require employers to pay for travel time for non-exempt employees in some circumstances. Generally, time spent traveling is compensable unless it is normal home-to-work commute time, or when travel requires an overnight stay and the time spent traveling as a passenger falls outside of the employee's normal work hours. See quick reference chart below and more detailed information on the NC Department of Labor Fact Sheet #22.

Type of Travel	Compensable	Not Compensable
Home-to-Work Travel Normal commuting time to an employee's regular worksite.		✓
Travel to Different Worksites during the Workday Time spent traveling to and from different worksites during the day.	✓	
Travel to a Different City, Returning the Same Day When an employee must travel out of town for work but returns home the same day, all time spent traveling during the day is compensable, regardless of the employee's regular work hours. However, an employer may deduct the time the employee would have spent commuting to his or her regular work location.	✓	
Travel that Requires an Overnight Stay When travel requires an overnight stay, any time traveling as a passenger that falls <i>within the employee's normal work hours</i> is compensable, regardless of what day of the week the travel takes place. (e.g., traveling between 8:30 am – 5:00 pm on Sunday).	✓	
		✓
When travel requires an overnight stay, any time traveling as a passenger that falls <i>outside the employee's normal work hours</i> is not compensable, regardless of what day of the week the travel takes place unless the employee is required to perform work during this travel time (e.g., driving to the airport before 8:30 am or traveling after 5:00 pm).		✓

Driving that is Required by the Employer When employees are required to drive themselves or others, all driving time is compensable. However, when an employee is traveling to an overnight stay and has the option to use public transportation (i.e., airplane, train, bus, etc.) but chooses to drive his or her own vehicle instead, the employer can either choose to pay for all time spent traveling or pay only the travel time that occurs during normal work hours, regardless of what day of the week the employee travels (CFR 785.40). If an employee volunteers to drive others in his or her own vehicle to the overnight stay, an employee's time could be unpaid for those travel hours outside the normal work hours.	✓	
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SECTION 22. PROFESSIONALISM, APPEARANCE, AND GROOMING POLICY

The County is committed to upholding a high standard of professionalism by all employees in the performance of their duties. Employees are expected to conduct themselves in a manner which exemplifies courtesy and respect to all.

The department head and/or supervisor will discuss personal appearance with any employee who does not comply with the standards described herein. Any employee deemed to be inappropriately dressed or groomed will be asked to return home in order to correct the infraction. Non-exempt employees will not be compensated for the time they do not work unless annual leave or compensation time is used. Repeated violations of this policy will be subject to disciplinary action as outlined in [Article IX](#).

Professionalism. Individual and team adherence to high ethical standards is critical for the continuance of public trust and confidence in our local government. County employees are expected to maintain a positive image in the workplace and in the community. Employees should exemplify personal integrity, honesty, fairness, and observance of all applicable laws and regulations as a duty to the County, its citizens, customers, and all members of the local government.

Appearance and Grooming. This policy establishes guidelines for the appearance of County employees in the performance of their duties and in conducting business for the County. It ensures all employees project and maintain a positive public image. Regulations pertaining to acceptable attire and grooming are flexible due to the changing nature of fashion; however, there are certain expected norms of professional appearance, personal neatness, cleanliness, and good grooming which are applicable to all employees.

Employees are expected to represent the County in an exemplary manner both in conduct and appearance and therefore, should be well-groomed and dressed in a manner suitable for public service and in attire that allows the employee to work comfortably in the workplace.

While the County observes a business casual dress environment, there may be situations which require a more formal attire. When conducting or attending a meeting, seminar, conference, etc., where an employee is in contact with other business professionals or customers, the employee is expected to represent the County in a professional manner and dress appropriately. Departments may establish more specific guidelines consistent with this professional image standard.

Minimum guidelines for appropriate dress and grooming include:

- (a) Clothing should be neat, clean, and in good condition in keeping with the nature of the duties performed.
- (b) Clothing with words, terms, or pictures that may be offensive to other employees is unacceptable.
- (c) Clothing that promotes alcoholic beverages, tobacco, controlled substances, violence, or is of a sexual or political nature is inappropriate.
- (d) Clothing that is revealing that shows an employee's back, chest, stomach, or underwear is not appropriate for a place of business.
- (e) Dresses and skirts should be at a length where the wearer can sit comfortably in public

without being revealing.

- (f) Employees in departments that require uniforms must adhere to the uniform code of dress appropriate for that department.
- (g) Reasonable accommodations will be considered for employees who request a waiver of a particular part of this policy for dress or appearance because of a sincerely held religious belief of a recognized religious organization, cultural heritage, or medical reason. A written waiver request must be approved by the county manager based on the recommendation of the department head.

Examples of appropriate and inappropriate dress are included below. This list is not all-inclusive; Employees should apply the principles of this policy when considering their dress.

APPROPRIATE

- (a) Dress slacks, trousers, or crop/capri pants.
- (b) Casual dresses, skirts, or jumpers.
- (c) Casual (golf type polo) or dress shirts.
- (d) Sweaters or turtlenecks.
- (e) Suit or sport jackets.
- (f) Athletic/walking shoes, loafers, or deck-type shoes.
- (g) Dress shoes, heels, clogs, boots, flats, tennis shoe, or sandals (open or closed toe).

INAPPROPRIATE

- (a) Jeans or t-shirts unless approved for a specific job task or Casual Fridays (no holes or fraying).
- (b) Sweatshirts, sweatpants, exercise wear, or jogging suits unless approved for a specific job task.
- (c) Shirts with offensive or inappropriate writing.
- (d) Shorts or cutoffs.
- (e) Tank tops, spaghetti straps, or tops with bare shoulders unless worn under another article of clothing (e.g., blouse, shirt, or jacket).
- (f) Clothing with inappropriate cutouts or see-through elements, or that does not cover the back, waist, or midriff.
- (g) Flip-flops or slides.

Daily baths, shaving, use of deodorant, and daily mouth hygiene are essential to providing a professional image. Some employees may be allergic to chemicals in perfumes and make-up; therefore, these substances should be worn with restraint.

Visible body piercing should be limited. Wearing of facial jewelry such as nose rings, tongue rings, and lip and eyebrow rings are not permitted at work or at any County function. Tattoos bearing offensive language or logos that are or could be seen by others as profane, racist, sexist, or discriminatory in nature must be covered.

SECTION 23. ATTENDANCE

Granville County expects employees to:

- (a) Report to work as scheduled and abide by the requirements of their work schedule;
- (b) Use sick leave only as allowed by this Policy;
- (c) Give advance notice if unable to come to work as scheduled or if a need arises to leave work early; and
- (d) Work scheduled overtime and strive to accommodate needs for short-notice overtime.

Absence of three consecutive scheduled workdays without notification and proper authorization may be considered a voluntary resignation. See Section 2 of [Article VIII](#).

SECTION 24. CONFLICT OF INTEREST POLICY

The purpose of this policy is to ensure that Granville County employees who are paid to perform duties as public employees operate in a fair and unbiased way, ensuring that decisions are not impacted by, or appear to be impacted by, personal self-interest, private interests, or the likelihood of gain or loss for themselves or others they may wish to benefit or disadvantage. Private interests include personal, professional, or business interests as well as the interests of individuals that employees associate with such as family members, dependents, and friends. See Article V, Section 6 for definition of immediate family members.

A conflict of interest can exist when there is an unacceptable possibility of conflict between a public employee's interests as a private citizen (private-capacity interests) and their duty as a public servant (official duty). A conflict of interest occurs when private interests interfere, or appear to interfere, with the performance of official duties.

In addition to this policy, the County has a conflict of interest policy that applies when the County enters into a contract by which the County purchases property or services needed to carry out a program or project under a federal award or makes a subaward to carry out part of a federal award received by Granville County.

While it is best to avoid conflicts of interest, it is not always possible. Identifying and resolving conflict of interest situations is crucial to good governance and maintaining public trust. Public employees are obligated to identify and disclose any actual, potential, or perceived conflicts of interest. Disclosed conflicts of interest will result in a Management Plan developed by the human resources department and County Administration to eliminate or minimize the conflict or appearance of conflict. Conflicts of interest that are not disclosed at all or are not disclosed in a timely manner may result in disciplinary action, up to and including dismissal.

Conflicts of interest fall into three categories.

- (1) *Actual* - There is a direct conflict between an employee's private interests and their current duties.
- (2) *Potential* - An employee's private interests and duties could conflict in the future.
- (3) *Perceived* - The appearance that an employee's private interests could improperly influence the performance of their duties.

Conflicts of interest can arise inside or outside of the workplace. They may be:

Monetary (where there is a reasonable likelihood of financial gain or loss). A monetary conflict of interest may result from an employee (or a relative or close associate) owning property, holding shares or a position in a company bidding for government work or receiving County funds, or accepting gifts or benefits.

Non-monetary (where there is no financial component, but may involve self-interest, personal, or family relationships or other affiliations). A non-monetary conflict of interest includes any tendency toward favor or prejudice resulting from friendship, animosity, or other personal involvement that could bias an employee's judgement or decisions.

Employees willfully violating the terms and conditions of this policy will be subject to appropriate disciplinary action up to and including dismissal. Furthermore, violations of Granville County Conflict of Interest policies may also represent violations of civil and/or criminal law which may incur civil and/or criminal penalties.

It is not possible to give an exhaustive list of situations that might involve violations of this policy; however, the primary goal of this policy is to help employees identify and avoid situations that would constitute a conflict of interest. Listed below are several common situations where conflicts of interest may exist and where employees may need to take appropriate action.

GIFTS/FAVORS

No public employee of the County shall:

- (1) Accept any gift, whether in the form of a meal, service, loan, thing of value, or a promise from any person or vendor that, in the employee's knowledge, is interested directly or indirectly in business dealings with the County.
- (2) Accept any gift, favor, or thing of value that may tend to influence that employee in the discharge of their duties.
- (3) Grant any improper favor, service, or thing of value in the discharge of duties.
- (4) Certain items and situations are excluded from the definition of a gift/favor and this policy does not prohibit County employees from accepting the following:
 - (a) Items or souvenirs of nominal value (under \$50).
 - (b) Modest items of food and refreshments not offered as part of a meal.

- (c) Food and refreshments provided to all (or large groups of) participants at conferences, trade shows, or trainings.
- (d) Food and refreshments provided at sponsored group events where individual influence is not a factor in the County's decision making.
- (e) Prizes at conferences available to all participants or the general public.
- (f) Free attendance or expenses to include meals, travel, and lodging provided by the sponsor of an event where the employee is a speaker or participant invited in their official capacity or has been assigned to present information on behalf of the agency.

OUTSIDE ENGAGEMENTS AND SECONDARY EMPLOYMENT

Also see Article V, Section 4: Outside Engagements and Secondary Employment for disclosure and reporting requirements.

- (1) The County recognizes the right of employees to engage in activities outside of their employment that are of a private nature and unrelated to County business. Secondary employment, board service, and other civic activities may be a conflict of interest if they impact an employee's work performance, or health and wellbeing. Alternatively, these activities could provide the opportunity for personal loss or gain, such as using confidential information obtained from the public sector workplace or conducting personal business during work time.
- (2) A full-time employee of Granville County has primary employment responsibility to the County. All other employment, including self-employment, is considered secondary employment and must be disclosed at the point of hire (if the secondary employment is already in place when the employee is hired by Granville County) or before taking secondary employment (if the employee is currently employed with Granville County and wishes to take on secondary employment). Outside engagements including service on boards or entities with which Granville County conducts business must also be disclosed.
- (3) No County employee shall engage, accept private employment, or render service for any private interest, when such employment or service creates a conflict of interest or the appearance of a conflict with the employee's primary employment responsibility to the County.
- (4) Examples of conflicts of interest in outside engagements or secondary employment include, but are not limited to:
 - (a) Employment with organizations or in capacities that are regulated by the employee or employee's department.
 - (b) Employment with organizations or in capacities that negatively impact the employee's perceived integrity, neutrality, or reputation related to performance of the employee's County duties.
- (5) Secondary employment approval may be denied or withdrawn by an employee's supervisor for any of the following reasons:
 - (d) The secondary employment has a present or possible conflict of interest with the employee's primary employment;-
 - (e) The supervisor believes that the secondary employment has caused the employee's overall work performance to drop below an acceptable level; or-
 - (f) The supervisor becomes aware of secondary employment that the employee has not reported and there is evidence that the failure to report has been willful.

LIMITATIONS OF CONSENSUAL RELATIONSHIP

Also see Article V, Section 6: Employment of Relatives for further information regarding new relationships.

A consensual relationship is defined as one that is romantic, intimate, or sexual in nature and to which both parties consent.

- (1) Granville County prohibits romantic or sexual relationships between a supervisor and anyone within the

supervisor's chain of command because such relationships create compromising conflicts of interest or the appearance of such conflicts. In addition, such a relationship may give rise to the perception by others that there is favoritism or bias in employment decisions affecting the employee. Given the uneven balance of power within such relationships, consent by the subordinate is suspect and may be viewed by others or, at a later date, by the individual as having been given as the result of coercion or intimidation. The atmosphere created by such appearances of bias, favoritism, intimidation, coercion, or exploitation undermines the spirit of trust and mutual respect that is essential to a healthy work environment. If there is such a relationship, the parties need to be aware that one or both may be moved to a different department, or other actions may be taken to remedy the situation.

(2) Because of potential issues regarding quid pro quo harassment, Granville County has made reporting and disclosure mandatory. This requirement does not apply to employees who do not work in the same department or to parties who do not supervise or otherwise manage responsibilities over the other.

(3) Disclosure must be made on the Conflict of Interest Disclosure Form.

CONFIDENTIAL INFORMATION

Releasing confidential information may be a criminal offense and may expose the employee and/or County to criminal and/or civil liability.

No County employee shall disclose confidential information concerning the property, government, or affairs of the County in such a manner as to advance their financial interest or other private interest.

Examples include, but are not limited to:

(1) To acquire a financial interest in any property transaction or enterprise.

(2) To gain any financial benefit from the transaction.

(3) To intentionally help another gain financial benefit from the transaction.

CONTRACTS/INSIDER TRADING

County employees are prohibited from having a direct or indirect formal interest that conflicts substantially with their government duties and responsibilities or from joining in, directly or indirectly, a formal transaction as a result of, or primarily reliant upon, information obtained through their government employment. Additionally, they should refrain from transmitting any knowledge learned as a result of their employment with the County to any person other than in connection with the discharge of their official responsibilities.

ARTICLE VI. EMPLOYEE BENEFITS

SECTION 1. ELIGIBILITY

As provided for in this Article, County employees in full-time positions are eligible for benefits, and certain part-time positions as defined in [Article I, Section 9](#) are eligible for pro-rated benefits based on the employee's average work week over the course of a year. Limited service employees are only eligible for legally mandated benefits such as social security (FICA) and workers' compensation, and other federal or state-mandated benefits where applicable. Employee benefits are subject to change at the County's discretion and are based on annual budget appropriations.

SECTION 2. GROUP HEALTH, DENTAL, AND VISION INSURANCE

The County provides group health, dental, and vision insurance programs for full-time and eligible part-time employees and their families as specified under the terms of the group insurance contract.

The County pays a cost established by the budget each year for full-time and eligible part-time employees' health insurance. Full and eligible part-time employees may purchase available County group health insurance for qualified dependents or may purchase dental and/or vision coverage for themselves or their qualified dependents within the stipulations of the insurance contract.

The County will provide hospitalization in an amount equal to a single employee's coverage for members of the Board of Commissioners, the county attorney and assistant county attorney, if they so elect and if permitted by the terms and conditions of the health insurance being maintained by the County.

Information concerning cost and benefits is available from the human resources department.

Retiree Health Insurance. For employees hired prior to July 1, 2014, the County will provide hospitalization insurance in an amount equal to a single employee's coverage for employees who retire directly from the County under the North Carolina Local Government Employees' Retirement System and who upon retirement meet one of the following criteria:

- (a) Age 65 or older and have been employed by the County on a regular full-time basis for at least twenty (20) years;
- (b) Age 62 or older and have been employed by the County on a regular full-time basis for at least twenty-two (22) years;
- (c) Age 55 or older and have been employed by the County on a regular full-time basis for at least twenty-five (25) years; or
- (d) Have been employed by the County on a regular full-time basis for at least thirty (30) years regardless of age.
- (e) County Commissioners having served three complete terms. County Commissioners having served two complete terms may continue coverage by assuming financial responsibility for the payment of the entire premium.

An employee who retires from employment with the County, having met any one of the criteria for continuation of hospitalization insurance set forth in this section, and who upon retirement was also providing additional spousal or dependent coverage, may continue that coverage until such time as the retiree is no longer covered under the policy because of a shift to a Medicare supplement policy, termination of coverage by insured, death, or other reason. The retiree must assume financial responsibility for payment of the entire premium associated with the dependent coverage. Failure to pay for the dependent coverage in a timely manner will result in the termination of the dependent coverage.

SECTION 3. GROUP LIFE INSURANCE

The County provides paid life insurance to full and eligible part-time employees. Information on costs, coverage, and benefits are available from the human resources department.

SECTION 4. OTHER OPTIONAL GROUP INSURANCE PLANS

The County may make other group insurance plans available to employees upon authorization of the county manager or Board of Commissioners. For information about optional group benefit programs, employees should contact the human resources department.

SECTION 5. RETIREMENT

As a condition of employment, each employee in a permanent position who is expected to work more than 1,000 hours in a calendar year shall join the North Carolina Local Governmental Employees' Retirement System and make the stipulated contribution.

The County may provide supplemental retirement benefits for full and eligible part-time employees. As required by North Carolina State Law, the County will contribute a percentage of salary to the State 401(k) plan for each sworn certified law enforcement officer (currently set at 5%). All full and eligible part-time employees may make voluntary contributions up to the limits established by law and the 401(k) provider.

SECTION 6. SOCIAL SECURITY

To the extent of its lawful authority and power, the County extends Social Security benefits to eligible employees.

SECTION 7. WORKER'S COMPENSATION

All County employees are covered by the North Carolina Worker's Compensation Act and are required to report any injuries arising in the course of employment to their immediate supervisors at the time of the injury in order that appropriate action may be taken. Supervisors are required to report and provide records of such injuries to the human resources department within five days of the injury.

Employees may use available sick and/or annual leave during the 7-day waiting period before workers' compensation benefits begin. This provision also applies to reactions to smallpox vaccinations administered to employees under Section 304 of the Homeland Security Act. Such reactions will be treated the same as any other workers compensation claim as regards leave and salary continuation.

The injured employee is responsible for claiming compensation under the Workers' Comp Act. Injury claims must be filed with the North Carolina Industrial Commission within two years from date of injury. The human resources department will coordinate the filing of such claims.

SECTION 8. UNEMPLOYMENT COMPENSATION

County employees are covered for unemployment compensation. County employees who are terminated due to a reduction in force or released from County service may apply for benefits through the local Division of Employment Security office where a determination of eligibility will be made.

SECTION 9. LAW ENFORCEMENT SEPARATION ALLOWANCE

Legislatively Mandated Separation Allowance. Every sworn law enforcement officer, as defined by NC General Statute 128-21(11b) or NC General Statute 143-166.50, shall be eligible for a separation allowance as provided and in the amount specified by NC General Statute 143-166.42 and 143-166.41(a).

Eligibility and continuation of these benefits are subject to the following conditions:

- (a) The officer shall have completed 30 or more years of creditable service, or have attained 55 years of age and completed five or more years of creditable service (as defined in General Statute 143-166.42); and
- (b) The officer shall not have attained 62 years of age; and
- (c) The officer shall have completed at least five years of continuous service as a law enforcement officer immediately preceding a service retirement, as defined by G.S. 143-166.41(a)(3) and 143-166.41(b).

- (d) The law enforcement officer, after separation from County employment, notifies the County of any new employment involving local law enforcement duties. Such notification shall include the nature and extent of the employment, and any change of employment status.

Payment of separation allowance benefits to a retired officer shall cease at the first of:

- (a) The death of the officer;
- (b) The last day of the month in which the officer attains 62 years of age; or
- (c) The first day of re-employment in any position in any local government in North Carolina where the employee is required to join the local government retirement system (working 1000 hours or more in a calendar year).

Should the legislatively mandated separation allowance for law enforcement officers be rescinded, the separation allowance referenced above shall be rescinded at the same time.

The County may employ retired officers in a public safety position in a capacity not requiring participation in the Local Government Employees Retirement System and doing so shall not cause payment to cease under these benefits. Participation in the retirement system is required by anyone scheduled to work 1,000 hours in a calendar year.

Locally Authorized Separation Allowance. Sworn law enforcement officers retiring from County service who are eligible for retirement benefits from the Local Government Employee's Retirement System, Teachers and State Employee's Retirement System, or the former Law Enforcement Officers' Retirement System may be eligible for a local separation allowance. To be eligible for this allowance, retiring officers must have either:

- (a) completed at least twenty years actual service with the Granville County Sheriff's Office;
- (b) be age sixty-five or older with a minimum of five years of service; or
- (c) qualify for disability retirement resulting from an on-the-job injury.

The request must be in writing and submitted along with the retiring employee's final timesheet. The allowance will be disbursed through payroll as a one-time payment of \$500.

This section of policy shall not be retroactive concerning anyone who retired from the County prior to the policy's adoption date of January 16, 2021.

SECTION 10. TUITION REIMBURSEMENT

Granville County encourages and supports employees in pursuit of educational and training experiences which not only enhance the employee's knowledge but also benefit the County by providing for a continually increasing level of service excellence to the public.

Subject to availability of funds, the County will reimburse regular (non-probationary) full-time employees up to 50% of tuition costs capped at a maximum of \$2,000 per fiscal year and a maximum of \$10,000 total reimbursement over the course of their employment with Granville County. Eligible costs include tuition and textbooks for courses deemed appropriate by the department head or his/her designee, provided the employee maintains at least a 2.0 or higher GPA. The selected curriculum should include that which will improve the employee's skills for their current job or prepare the employee for promotional opportunities within County service. Proof of satisfactory completion of the courses and payment receipts will be required for reimbursement.

To be eligible for tuition reimbursement, employees must enter into a contractual agreement with the County wherein the employee agrees to continue their employment for a minimum of 12 months following issue of each reimbursement check. The County will not require any period of employment exceeding the 12 months beyond the last reimbursement check issued. If the employee has not yet met the 12-month employment period obligation and (1) the employee voluntarily ends their employment; or (2) the County ends the employee's employment due to reasons addressed in Article IX of this Policy, the employee will be required to pay back a prorated amount which will be determined by the County.

Course work and any other responsibilities involved with the pursuit of further education must be performed outside of the employee's regular work hours. If necessary, an employee may request to use compensatory time or annual leave or may request to be placed on leave without pay status as long as the leave does not interfere with the employee's work obligations or adversely affect service delivery for the County. All such leave requests will be reviewed and approved in accordance with other policies and procedures spelled out in other Articles in this Policy.

Procedures. Procedures for submitting an application for tuition assistance are outlined on the Tuition Reimbursement Application form.

SECTION 11. EMPLOYEE ASSISTANCE PROGRAM

The Employee Assistance Program (EAP) helps restore employees to acceptable job performance levels in situations where employees have been overcome with behavioral or health problems that are affecting their job performance. The program is designed to identify the problem at the earliest possible stage, motivate the employee to seek help, and direct the employee to the appropriate assistance. Because employee work performance can be affected by the problems of an employee's spouse or other dependents, the program is also available to their family members.

There is no cost to employees or family members for the initial evaluation, counseling, or referral services. The EAP maintains strict confidentiality and preserves all employee records related to the program in the same manner as all other medical records.

Employees may independently utilize the EAP to voluntarily seek professional guidance, or supervisors may require an employee's participation based on observable work or behavior patterns which are detrimentally affecting the employee's job performance, or which are overly disruptive or unsettling to the workplace and immediate interaction is warranted.

Prior to referring an employee to the EAP, the supervisor should record specific instances in which an employee's job performance or behavior fails to meet minimum established standards or in which their individual pattern seems to be changing or deteriorating. The employee may also be encouraged to voluntarily use the confidential services of the EAP.

If the employee's performance continues to deteriorate, the employee may be offered a firm choice of seeking EAP services and/or private assistance or accepting the consequences of the unsatisfactory performance. The employee will be responsible for cooperating in any required treatment or rehabilitation plan. After a reasonable time and opportunity to review the employee's progress, if noticeable improvement has not been observed, appropriate disciplinary action as outlined in Article IX of this Policy will be considered.

ARTICLE VII. HOLIDAYS AND LEAVES OF ABSENCE

SECTION 1. POLICY

The County's policy is to provide annual leave, sick leave, and holiday leave to all full-time employees and a pro-rated amount to eligible part-time employees in regular positions. Eligibility for part-time employee leave applies only to employees hired after adoption of this Policy.

SECTION 2. HOLIDAYS

All full-time employees will be paid 7.5 hours of holiday pay at the employee's regular rate for each County-observed holiday. Eligible part-time employees will be paid a prorated amount (see Section 16 of this Article).

Employees scheduled to work the day before, day of, and/or the day after a holiday (including Friday or Monday) must work those days to be eligible to receive pay for the holiday(s) unless granted approved leave at least 24 hours in advance. In certain circumstances, based on the employee's established responsible use of sick leave, the department head may authorize payment of the holiday pay while ensuring fair and consistent application across the department.

The paid holidays listed below and such others as the Board of Commissioners may designate will be observed by county offices. For holidays that do not fall on the same day of the week each year, see exceptions noted below with an * for shift employees. Employees will receive holiday pay providing the employee is on active pay status the day before and the day after the holiday period. For record keeping purposes, holidays begin at 12:00 a.m. and end at 12:00 p.m. on the observed day.

New Year's Day*	Labor Day
Martin Luther King, Jr.'s Birthday	Veterans' Day*
Good Friday	Thanksgiving Day and Thanksgiving Friday
Memorial Day	Christmas Day (<i>according to the schedule below</i>)*
Fourth of July*	

When Christmas Falls On	County Employees Observe	On These Days
Sunday*	December 23, 26, and 27	Friday, Monday, Tuesday
Monday	December 25, 26, and 27	Monday, Tuesday, Wednesday
Tuesday	December 24, 25, and 26	Monday, Tuesday, Wednesday
Wednesday	December 24, 25, and 26	Tuesday, Wednesday, Thursday
Thursday	December 24, 25, and 26	Wednesday, Thursday, Friday
Friday	December 24, 25, and 28	Thursday, Friday, Monday
Saturday*	December 23, 24, and 27	Thursday, Friday, Monday

*** Holiday Exception for Shift Employees.** If the holidays listed below fall on Saturday or Sunday, the respective holidays will be as follows:

New Year's: New Year's Day

Veteran's Day: November 11

Fourth of July: July 4

Christmas: The day before, Christmas Day, and the day after

Flex Holiday. In addition to the 12 County-observed paid holidays listed above, all eligible regular full-time employees may take one additional "flex" holiday to observe their birthday on any day during their birth month or on a federally recognized holiday for which the County's general offices would normally remain open. The "flex" holiday will be non-cumulative and available beginning in January and ending in December of each year. All requests must be submitted in advance to the employee's supervisor who may approve or deny the request

based on departmental staff coverage and implications regarding service delivery for the County.

Observance of Weekend Holidays. For all non-shift personnel, if a holiday falls on Saturday or Sunday the following Monday will be observed as the holiday, except if in the discretion of the county manager, the county's best interest will be served by observing the holiday on the Friday before.

Full-time library personnel will receive the same number of holiday hours as other full-time county employees. It will be the responsibility of the library director to schedule employees in compliance with this section and, at the same time, meet the holiday schedule as approved by the Library Board of Trustees.

Other Religious Holidays. Employees may wish to be away from work on certain days for religious observances. Department heads should attempt to arrange the work schedule so that an employee may be granted annual leave when requested as a major religious observance for that employee. Annual leave should be denied only when granting such leave would adversely affect County service delivery.

SECTION 3. HOLIDAYS: EFFECT ON OTHER TYPES OF LEAVE

Regular holidays which occur during an annual, sick, or other leave period of any employee in active pay status will not be considered as annual, sick, or other leave.

SECTION 4. HOLIDAYS: COMPENSATION WHEN WORK IS REQUIRED

If a non-exempt employee is required to work on a County-designated holiday, the hours worked on that day will be either paid at a rate of one and one-half the regular rate or compensatory time will accrue at the rate of one and one-half times the hours worked on the holiday.

If a holiday falls on a regularly scheduled off-duty day for shift personnel, the employee will receive the hours paid for the proportionately equivalent holiday leave. Whether holiday time is provided in time or pay for shift employees is determined by the County.

SECTION 5. ANNUAL LEAVE

Annual leave is a privilege granted by the County that may be used in half-hour increments for rest and relaxation, school appointments, personal needs, and to observe religious holidays other than those granted by the County. Elected sheriff or register of deeds positions are not eligible for annual leave.

Annual leave requests must be submitted to the employee's supervisor in advance. Supervisors are responsible for ensuring proper staff coverage and may refuse annual leave requests when they create a hardship or hinder the effectiveness of service delivery for the County.

Employees must use any earned compensatory time before using accrued annual or sick leave.

SECTION 6. ANNUAL LEAVE: ACCRUAL RATE

Each full-time and eligible part-time County employee will earn annual leave according to the following schedule with accrual rates for eligible part-time employees prorated as shown in Section 16. The amount of annual leave accrued per pay date is calculated by dividing the number of hours accrued per year by the number of pay dates in the year based on the employee's position (sworn law enforcement and detention officers have 13 pay dates per year and all other full-time employees have 26 pay dates per year).

Years of Service	Hours Accrued Per Year
0 – 2	90
2 – 5	108
5 – 10	126
10 – 15	150
15 – 20	174
20 plus	198

SECTION 7. ANNUAL LEAVE: TRANSFER FROM PREVIOUS EMPLOYER

The County will accept up to 37.5 hours of annual leave balances documented by a previous employer covered by the North Carolina State or Local Government Retirement System. The annual leave will be treated as though it were earned with the County and may be used in the same manner as all other accrued annual leave.

The annual leave balance must be certified by the previous employer. It is the employee's responsibility to provide documentation from the previous employer within 30 days of beginning employment. Transferred annual leave will be credited to the employee's County annual leave account upon receipt.

SECTION 8. ANNUAL LEAVE: MAXIMUM ACCUMULATION

Annual leave may be accumulated without any applicable maximum until the last pay period of the calendar year. Any employee with a balance exceeding 225 hours will have the excess accumulation transferred to sick leave so that only a balance of 225 hours is carried forward to the next calendar year.

Employees are cautioned not to retain excess accumulated annual leave until late in the year. Because of the necessity to keep County functions in operation, large numbers of employees cannot be granted annual leave at any one time. If an employee has accumulated excess leave and is unable to take such leave because of staffing demands, the employee will receive no special consideration either in having annual leave scheduled or in receiving any exception to the maximum accumulation.

SECTION 9. ANNUAL LEAVE: BUY-BACK PROGRAM

Under certain conditions, the County will permit employees to "sell back" a maximum of 37.5 hours of annual leave and will provide compensation for those hours at the employee's current hourly rate of pay. To be eligible to sell back annual leave, the employee's remaining annual leave balance must be at least 100 hours after the sell back hours have been deducted.

Eligible employees must submit their request to sell back annual leave on the second pay period in October of each year, or other published date determined by the county manager. A standardized buy-back request form will be provided by human resources.

SECTION 10. ANNUAL LEAVE: PAYMENT UPON SEPARATION

An employee who has successfully completed six months of the probationary period will usually be paid for accumulated annual leave upon separation subject to the 225-hour maximum, provided notice is given to the supervisor at least two weeks in advance of the effective date of resignation. Any hours the employee has accumulated above the 225-hour maximum will be transferred to the employee's sick leave balance. Any employee failing to give notice required by this section shall forfeit payment for accumulated leave. The notice requirement may be waived by the county manager when deemed to be in the County's best interest.

Regular employees who are involuntarily separated will receive payment for accumulated annual leave subject to the 225-hour maximum and any hours above the 225-hour maximum will be transferred to the employee's sick leave balance. At the county manager's discretion, employees dismissed for serious violations of personal or criminal conduct may be determined ineligible to receive annual leave pay.

Employees eligible to receive annual leave pay and who resign or are involuntarily separated from County service may elect to transfer a portion of their accumulated annual leave balance to a new employer who is covered by the State or Local Government Employees' Retirement System if the new employer accepts such transfers. The employee must authorize the transfer request by notification to the human resources department.

SECTION 11. ANNUAL LEAVE: PAYMENT UPON DEATH

The estate of an employee who dies while employed by the County will be entitled to payment of all accumulated annual leave credited to the employee's account and subject to the 225-hour maximum.

SECTION 12. SICK LEAVE

Sick leave with pay is not a right which an employee may demand, but a privilege granted for the benefit of an employee. Sick leave may be granted in half-hour increments to an employee absent from work for any of the following reasons: sickness, bodily injury, physical or dental examinations or treatment, or exposure to a contagious disease when continuing work might jeopardize the health of others.

Sick leave may be used when an employee must care for a member of his or her immediate family who is sick but may not be used to care for healthy children when the regular care giver is sick.

"Immediate family" is defined in this Article as spouse, parent, guardian, children, sister, brother, grandparents, grandchildren, the various combinations of half, step, in-law, and adopted relationships that can be derived from the aforementioned, and anyone living in the household.

Sick leave may also be used to supplement Workers' Compensation Disability Leave during the initial 7-day waiting period before Workers' Compensation benefits begin.

Notification of the desire to take sick leave should be submitted to the employee's supervisor prior to the leave or not later than the beginning of the scheduled shift/workday. Failure to do so appropriately may result in disciplinary action.

When an employee's sick leave balance has been exhausted, the employee's annual leave balance will be charged for any hours claimed as sick leave on his or her time sheet. The finance department will provide notice to the department head.

Sick leave will only be approved for use during the final two weeks of a resignation with a physician's certification or comparable documentation stating that the leave was required because of illness or injury which was not anticipated at the time notice of resignation was given.

Employees must use any earned compensatory time before using accrued annual or sick leave.

SECTION 13. SICK LEAVE: ACCRUAL RATE AND ACCUMULATION

Sick leave for full-time employees will accrue at a rate of 90 hours per year. Sick leave for eligible part-time employees will be pro-rated as described in Section 16 of this Article.

Sick leave will be cumulative for an indefinite period and upon retirement may be converted for service credit consistent with the provisions of the North Carolina Local Government Employees' Retirement System.

All sick leave accumulated by an employee will end and terminate without compensation when the employee resigns or is separated from the County, except as stated above for retirement or upon reinstatement within one year of separation after a reduction in force or upon reinstatement within five years from the date of a resignation. A former employee who is reemployed within five years from the date of separation will be credited with the balance of sick leave at the time of separation, except when the employee retired under the Local Governmental Employees' Retirement System or transferred their sick leave balance to another employer covered by the state or local retirement system. If a retired employee returns to regular employment with the county, sick leave will begin with a zero balance.

Employees who resign or who are involuntarily separated from County service may elect to transfer their accumulated sick leave balance to a new employer who is covered by the State or Local Government Employees' Retirement System. The employee must authorize the transfer request by notification to the human resources department.

SECTION 14. SICK LEAVE: TRANSFER FROM PREVIOUS EMPLOYER

The County will accept all hours of sick leave balances documented by a previous employer covered by the North Carolina State or Local Government Retirement System when the employee did not withdraw accumulated retirement contributions when leaving employment. The sick leave will be treated as though it were earned with the County and may be used in the same manner as all other accrued sick leave.

The sick leave balance must be certified by the previous employer. It is the employee's responsibility to provide

documentation from the previous employer within 30 days of beginning employment. Transferred sick leave will not immediately be credited to the employee's County sick leave balance but will be held by human resources until after the employee has successfully completed their probationary period.

This section of policy shall become effective upon the date of adoption and applies only to employees hired on or after February 25, 2022. The policy shall not be retroactive concerning anyone employed by Granville County prior to the adoption date.

SECTION 15. SICK LEAVE: MEDICAL CERTIFICATION

The employee's supervisor or department head may require a physician's certificate stating the employee's or immediate family member's capacity to resume duties, for each occasion an employee uses sick leave or whenever the supervisor observes a pattern of absenteeism. The employee may be required to submit to such medical examination or inquiry as the department head deems desirable. The department head will be responsible for the application of this provision to the end that:

- (a) Employees shall not be on duty when they might endanger their health or the health of other employees; and
- (b) There will be no abuse of leave privileges.

Claiming sick leave under false pretense to obtain a day off with pay shall subject the employee to disciplinary action.

SECTION 16. LEAVE PRO-RATED

Holiday, annual, and sick leave earned by eligible part-time employees who work fewer than a 37.5-hour basic work week will be determined by the following formula:

- (a) Divide the number of work hours scheduled per week by the number of hours in a basic 37.5-hour work week to obtain the ratio.
- (b) Multiply the ratio by the number of leave hours earned annually by employees working a basic 37.5-hour work week to obtain the leave hours earned annually by employees working other than the basic work week.
- (c) Divide the result of step (b) by 26 to obtain the number of leave hours earned biweekly.
- (d) For the purposes of calculating leave, a "day" is defined as the number of hours obtained by multiplying the ratio from step (a) by 7.5 (the number of hours in a day based on a basic 37.5-hour work week).

SECTION 17. BEREAVEMENT LEAVE

For a death in the family, full-time employees may be granted up to two days at full pay and eligible part-time employees may be granted up to two days at the hours determined by calculating their "day" as shown in Section 16. For the purposes of this benefit, family is defined as parents of spouse, grandparent, grandchild, brother or sister, someone living in the home, or in-law or step relations of same.

For the death of a spouse or legal domestic partner, child, stepchild, or child which the employee has legal guardianship, parents of employee or stepparents of employee, full-time employees may be granted up to five days at full pay and eligible part-time employees may be granted up to five days at the hours determined by calculating their "day" as shown in Section 16.

Additional time or time to attend funerals of other family members may be charged to sick leave, annual leave, compensatory time, or leave without pay. Time may be requested and will be granted based upon needs criteria such as travel time, time to make arrangements, etc.

SECTION 18. FAMILY AND MEDICAL LEAVE

In accordance with the Family and Medical Leave Act of 1993 (FMLA), the County will grant eligible employees up to 12 weeks of family and medical leave during a rolling 12-month period beginning on the date leave is first used (up to 26 weeks is allowed for military caregiver leave). Note: FMLA and Workers' Compensation will normally run concurrently.

Eligible employees must have regular status, been employed at least 12 months, and worked at least 1,250 hours during the previous 12 months. The leave ~~may be paid~~ is unpaid unless the employee has available annual or sick leave ~~(coordinated with the County's annual and sick Leave policies), unpaid, or a combination of paid and unpaid.~~ Additional time away from the job beyond the 12-week period may be considered in accordance with the County's Leave Without Pay policy. Employees may be required to exhaust eligible paid leave before going on a leave without pay status.

FMLA leave may be taken for the following reasons:

- (a) to care for the employee's child after birth or placement for adoption or foster care;
- (b) to care for the employee's spouse, child, or parent who has a serious health condition; ~~or~~
- (c) for a serious health condition that makes the employee unable to perform the job; or
- ~~(e)~~ (d) for military related leave, as outlined below.

A serious health condition is defined as a condition which requires inpatient care at a hospital, hospice, or residential medical care facility, or a condition which requires continuing care by a licensed health care provider. This policy covers illness of a serious and long-term nature resulting in recurring or lengthy absences. Generally, a chronic or long-term health condition which results in a period of incapacity for more than three days would be considered a serious health condition.

If a husband and wife both work for the County and each wish to take leave for the birth of a child, adoption or placement of a child in foster care, or to care for a parent (not parent in-law) with a serious health condition, the husband and wife together may only take a total of 12 weeks leave under FMLA.

An employee taking leave for the birth of a child may use paid sick leave for the period of actual disability, based on medical certification. The employee will then use paid annual leave, ~~accrued compensatory time,~~ and/or leave without pay for the remainder of the 12-week period. In either situation, the employee must exhaust any accrued compensatory time before using any other leave.

"Military Exigency" is a qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a military service member (Reserve or National Guard) under a call or order to federal active duty in support of a contingency operation. Qualifying events are:

- (1) deployment of service member with seven or fewer days' notice;
- (2) military ceremonies and events such as family-assistance or informational programs related to the family member's active duty or call to active duty;
- (3) urgent, immediate childcare or arranging for alternative childcare for the children of service members;
- (4) attending school or daycare meetings relating to the child of service member;
- (5) making financial or legal arrangements related to a family member's active duty status or call to active duty;
- (6) taking up to five days leave to spend with a covered military member who is on short-term temporary rest and recuperation leave during deployment;
- (7) attending counseling provided by someone other than a health provider for oneself, the covered military member, or the child of the military member, the need for which arises from the active duty service or call to active duty status or the covered military member; or
- (8) post-deployment activities for a period of ninety days after the termination of the service member's active duty status.

Military Caregiver Leave. An employee whose spouse, son, daughter, parent, or next of kin is a current service member who is undergoing treatment, therapy, recuperation, or outpatient treatment or has temporary disability retirement for injury or illness sustained in the line of duty is eligible for 26 weeks of FMLA leave in a single 12-month period. During a single 12-month period, the employee is eligible for a total of 26 weeks of all types of FMLA leave combined.

A request for leave must be made in writing by the employee and approved by the department head and human resources director or county manager. The county may designate qualified leave as FMLA leave by notifying the employee of such action.

An employee who takes leave under this policy will return to the same job or a job with equivalent status, pay, benefits, and other employment terms. The position will be the same or one which entails substantially equivalent skill, effort, responsibility, and authority.

Intermittent or Reduced Schedule: An employee may take up to 12 weeks of leave throughout the course of a 12-month rolling period. Intermittent leave may be ~~taken~~ requested but is not guaranteed, unless medically necessary. For intermittent leave, which is not medically necessary, the leave must be agreed upon with the supervisor's consent. In all cases, employees must make a reasonable effort to schedule intermittent or set reduced schedules. The supervisor will make all efforts to accommodate intermittent requests.

SECTION 19. FAMILY AND MEDICAL LEAVE: MEDICAL CERTIFICATION

In order to qualify for leave under this law, the County requires medical certification on the U.S. Department of Labor form available on the County website ([Form WH-380-E](#)). This statement from the employee's or the family member's physician should include the date when the condition began, its expected duration, diagnosis, and brief statement of treatment. For the employee's own health condition, it should state that the employee is unable to perform the essential functions of his/her position. For a seriously ill family member, the certification must include a statement that the patient requires assistance and the employee's presence would be beneficial or desirable.

This certification should be furnished at least 30 days prior to the needed leave unless the employee's or family member's condition is sudden. The certification should be furnished as soon as possible (no longer than 15 days from the date of the employee's request). The leave request and certification must be submitted to the department head and filed with the human resources director.

Return to Work. The employee is expected to return to work at the end of the time frame stated in the medical certification unless he or she has requested additional time under the Leave Without Pay policy.

An employee taking FMLA for their own serious health condition is required to provide documentation before returning to work. A "Return to Work" certification form can be found on the County website or written documentation from the medical provider is acceptable.

If an employee is released to return to work with restrictions by their treating physician, the employee must provide the medical certification with the restrictions to human resources at least 5 days before their anticipated return. Human resources will review the restrictions as they relate to the position and consult with the department head/supervisor to determine if the restrictions can be accommodated or determine if modifications can be made under the Americans with Disabilities Act (ADA).

Failure to Return. Employees who fail to return to work after three days of the expiration of an approved leave without providing notification to the County will be considered to have voluntarily resigned (Also see Article VIII. Section 2).

SECTION 20. FAMILY AND MEDICAL LEAVE AND LEAVE WITHOUT PAY:

RETENTION AND CONTINUATION OF BENEFITS

When an employee is on FMLA leave, the County will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work. If an employee chooses not to return to work for reasons other than a continued serious health condition, the

County will require reimbursement of the amount paid for the employee's health insurance premiums during the FMLA leave period.

Other insurance and payroll deductions are the responsibility of the employee, and the employee must make those payments by the first of each month for continued coverage.

After using all paid leave for which the employee qualifies, the employee on FMLA may use Leave Without Pay for the remainder of the FMLA 12/26-week entitlement. An employee ceases to earn holiday or leave credits on the date leave without pay begins.

SECTION 21. PREGNANCY ACCOMMODATIONS

The County will provide reasonable accommodations to qualified applicants or employees for known limitations related to pregnancy, childbirth, or related medical conditions unless the accommodations will impose an undue hardship on the County.

The County will not require employees affected by pregnancy, physical recovery from childbirth, or a related condition to accept an accommodation if they did not request an accommodation or if the accommodation is not necessary for them to perform the essential functions of their job or if the accommodation was not arrived at through an interactive process, nor will the County require a pregnant employee to take leave if another reasonable accommodation is available that will permit them to continue working.

Individuals seeking reasonable accommodations for limitations related to pregnancy, childbirth, or related medical conditions are responsible for requesting reasonable accommodations by notifying the human resources department and providing all medical documentation to verify the existence of the limitations and to assess potential reasonable accommodations.

SECTION 22. LEAVE WITHOUT PAY

A full-time employee may be granted a leave of absence without pay for a period lasting from two weeks to up to six months upon recommendation of the department head and approval of the county manager or human resources director. The leave may be used for reasons of personal disability, sickness or disability of immediate family members (FMLA), continuation of education, special work that will permit the County to benefit by the experience gained or the work performed, or for other reasons deemed justified by the county manager.

The employee must submit a Request for Leave of Absence form to human resources for the county manager or human resources director's signature.

Before leave without pay may be granted, accumulated annual leave must be exhausted and accumulated sick leave must be exhausted in cases of illness where disability is not a factor. An employee ceases to earn holiday or leave credits on the date leave without pay begins. The employee may continue to be eligible for benefits under the County's group insurance plans at his or her own expense, subject to any regulation adopted by the Board of Commissioners and the regulations of the insurance carrier. If the Leave Without Pay is for a circumstance that coincides with FMLA or USERRA, the provisions of those policies will apply.

The employee is obligated to return to duty within or at the end of the time determined appropriate by the county manager. Upon returning to duty, the employee will be entitled to return to the same position held at the time leave was granted or to one of like classification, seniority, and pay. If the employee decides not to return to work, the department head will be notified immediately. Failure to report at the expiration of a leave of absence will be considered a resignation unless an extension has been requested and granted.

SECTION 23. WORKERS' COMPENSATION LEAVE

An employee absent from duty because of sickness or disability covered by the North Carolina Workers' Compensation Act may elect to use accrued sick leave, annual leave, or compensatory time during the initial seven day waiting period. The employee will not be required to reimburse the County for this paid leave in the event the absence extends beyond 21 days and the first seven days is paid by worker's compensation. If the

employee elects to use accrued sick leave, annual leave, or compensatory time for the initial waiting period, he or she will be placed on leave without pay at the end of the seven days; limited service employees as well as full-time and leave-eligible part-time employees who do not elect to use paid leave for the initial waiting period will be placed on Leave Without Pay effective with the date of injury. Once the waiting period is over, workers' compensation covers two thirds of regular pay.

A workers' compensation disability that qualifies under the requirements of FMLA shall run concurrently with FMLA. An employee on workers' compensation Leave Without Pay will continue to be eligible for benefits under the County's group Insurance plans during the period of worker's compensation leave that is concurrent with FMLA. Other insurance and payroll deductions are the responsibility of the employee, and the employee must make those payments by the first of each month for continued coverage.

An employee will retain all unused annual and sick leave while on Worker's Compensation Leave Without Pay; however, an employee ceases to earn holiday or leave credits on the date Worker's Compensation Leave Without Pay begins. After the FMLA eligibility period ends, the employee may continue to be eligible for benefits under the County's group insurance plans at his or her own expense subject to the regulations of the insurance carrier.

SECTION 24. MILITARY AND OTHER USERRA LEAVE

The County will fully comply with the requirements of the 1994 Uniformed Services Employment and Re-Employment Rights Act (USERRA) and related federal regulations.

For the purposes of USERRA covered employees are the following:

- (a) Armed Forces Active and Reserve (Army, Navy, Marine Corps, Air Force, Coast Guard)
- (b) Army National Guard and Air National Guard
- (c) FEMA's Disaster Assistance Teams
- (d) Commissioned Corps of the Public Health Service
- (e) Military Service Academies
- (f) Reserve Officer's Training Corps (ROTC)

Employees taking USERRA leave will be eligible to take accumulated annual leave, accrued compensatory time, or be placed in Leave Without Pay status and the provisions of that leave will apply. While taking USERRA leave, the employee's unused leave balances will be retained and any seniority-based benefits such as leave accrual rates will continue to accrue.

Employees whose USERRA duty is less than 31 days will have their health insurance coverage paid as if they were at work. Employees performing USERRA duty of 31 or more days may elect to continue under the County's health plan for up to 24 months but will be responsible for paying 100% of the premium costs.

Military Training. Beyond complying with USERRA, the County provides additional benefits for military training. Full-time employees who are members of an Armed Forces Reserve organization or National Guard will be granted fifteen calendar days per year for military leave. If the military leave compensation is less than the salary that would have been earned during the same period as a County employee, the employee will receive partial compensation equal to the difference. The effect will be to maintain the employee's salary at the normal level during this period.

While on military leave, seniority-based benefits such as leave accrual rates will continue to accrue as if the employee was actively at work. If such duty is required beyond fifteen calendar days, the employee will be eligible to take accumulated annual leave or be placed in Leave Without Pay status, and the provisions of that leave will apply. Employees on extended military leave may elect to continue under the County's health plan for up to 24 months but will be responsible for paying 100% of the premium costs.

Part-time employees not eligible for annual leave and limited service employees will be granted time off without pay to meet their military reserve or National Guard training obligations.

SECTION 25. REINSTATEMENT FOLLOWING MILITARY SERVICE

An employee who volunteers or is called to active duty with the United States military forces and who returns to work in less than five years will be returned to the same or like position he or she occupied prior to the active duty enlistment with full seniority, status, leave accrual rates, and pay as if there had not been a break in employment. A military discharge form "DD214" with an honorable discharge must be submitted with the notification of intent to return to work.

Time limits for employees to reapply for return to work after release from military service are:

- (a) Less than 31 days absence, employee must report to employer by the next business day.
- (b) 31 - 180 days absence, notification to the supervisor must be submitted within 14 days.
- (c) More than 180 days absence, notification to the supervisor must be submitted within 90 days.

All reporting deadlines are extended for two years if the employee is injured during USERRA service.

SECTION 26. CIVIL LEAVE

A full-time employee called for jury duty or as a court witness for the federal or state government, or a subdivision thereof, will receive leave with pay for such duty during the required absence without charge to accumulated leave. In addition to regular compensation, the employee may keep fees and travel allowances received for jury or witness duty except when court appearances are in connection with the employee's official duties in which case all witness fees or travel allowances must be turned over to the County. While on civil leave, benefits and leave will accrue as though on regular duty.

SECTION 27. COMMUNITY SERVICE LEAVE

Full-Time employees may take paid community service leave (CSL) up to a maximum of sixteen hours annually ~~participate in or volunteer for school activities, volunteer for educational or community organizations or events, or otherwise make a contribution to the community~~ to serve others by volunteering with a public sector entity, non-profit organization, or public recognized school system educational institution.

For purposes of this section, volunteering is defined as a commitment of time and energy for civic, charitable, educational, or humanitarian reasons without compensation.

CSL is granted upon hire and the leave period is established as January 1 - December 31; unused leave expires at the end of the calendar year and cannot be carried over to the following year. Leave shall be authorized only for the time that would fall on a scheduled workday during scheduled work hours and must be reported separately under the "Community Leave" pay code in Time and Attendance. Payment for leave hours in excess of the employee's standard scheduled workweek is not permitted.

CSL will not be counted against the employee's annual leave balance subject to the following conditions:

- (a) Leave must be requested in a minimum of 2-hour increments.
- (b) The leave must be taken at a time mutually agreed upon by the employee and the County; Employees should give supervisors sufficient opportunity to arrange schedules to accommodate the employee's request and adequately staff the workplace. The County may require the employee to request the leave in writing at least 48 hours prior to the time of the desired leave.
- (c) Supervisors may deny the request if it is not feasible for the department at that time and/or may approve or deny the request on a discretionary basis in consideration of the employee's personal conduct, disciplinary record, and/or job performance.
- (d) The County may require written verification from the organization served in advance of approving the leave.
- (e) Abuse of Community Service Leave may be subject to disciplinary action.

SECTION 28. VOLUNTARY SHARED LEAVE

When an employee has been approved for FMLA leave due to a medical condition of the employee or an employee's family member requiring his or her prolonged absence from work which may result in possible loss of income due to lack of accumulated leave, fellow employees may voluntarily donate some of their annual or sick leave upon receiving official notification of the need from human resources. The notification will not name the beneficiary unless the beneficiary requests to be named in writing and signs a written release allowing the sharing of the beneficiary's name. The reason for needing shared leave will not be revealed. Department heads and supervisors are not authorized to approve or initiate voluntary shared leave procedures.

For purposes of this policy, medical condition means the medical condition of an employee or their spouse, parents, children, or other dependents (including step and in-law relationships) that is likely to require an employee's absence from duty for a prolonged period, generally considered to be at least 20 consecutive workdays. If an employee has had previous random absences for the same condition that has caused excess absences, or if the employee has had a previous, but different, prolonged medical condition within the last 12 months, the county manager may make an exception to the 20-day period.

The policy will not ordinarily apply to short-term or sporadic conditions or illnesses such as chronic allergies, contagious diseases, medical or therapeutic treatments, etc. These examples are not all inclusive and are provided for illustrative purposes only. Each case must be examined and decided based on its conformity to policy intent and must be handled consistently and equitably.

Leave must be donated on a one-to-one personal basis. Establishment of a leave bank for use by unnamed employees is expressly prohibited. To facilitate administration of the program, the County may establish a specific time period during which leave can be donated. Leave transferred under this program will be available for use on a current basis or may be retroactive for up to 30 calendar days to substitute for leave without pay or advanced annual or sick leave already granted to the leave recipient.

An employee may not directly or indirectly intimidate, threaten, coerce, or attempt to intimidate, threaten, or coerce, any other employee for the purpose of interfering with any right that such employee may have with respect to donating, receiving, or using leave under this program. Such action shall be grounds for disciplinary action up to and including dismissal based on personal conduct.

Human resources will make the employee's need known in as discreet a manner as possible. Gifts of shared leave will be anonymous to the beneficiary.

Requests for shared leave may be denied based on previous attendance patterns, work performance issues, or County operational needs.

Recipient Eligibility. Only regular full-time employees who have worked for the County for at least one year and who worked at least 1,250 hours in the preceding year are eligible to receive shared leave subject to a maximum of 450 hours. The number of donated leave hours an employee can receive is equal to the projected recovery or treatment period, less the employee's combined annual and sick leave balance as of the beginning of the recovery or treatment period. The employee must exhaust all of their own available leave before using donated leave.

An employee needing shared leave must not solicit fellow employees but may make human resources aware of their need by completing the appropriate section on the Request for Leave of Absence form.

At the expiration of the medical condition, any unused leave in the recipient's donated leave account will be treated as follows:

- (a) The recipient's annual and sick leave account balance must not exceed a combined total of 37.5 hours.
- (b) Any additional unused donated leave will be returned to the donor(s) on a prorated basis and credited to the leave account from which it was donated. Fractions of one hour will not be returned to an individual donor.

If a recipient separates due to resignation, death, or retirement from the County, participation in the program

ends. Donated leave will be returned to the donor(s) on a prorated basis.

Donor Eligibility. An employee donating leave under this program may donate a minimum of four hours and up to a maximum of 90 hours per year; however, the employee's annual or sick leave accruals cannot drop below 37.5 hours each. An employee wishing to donate to a qualified family member who is also employed with Granville County may donate up to a maximum of 450 hours; however, the donating employee's annual or sick leave accruals cannot drop below 37.5 hours each.

Employees who wish to donate leave may file a Voluntary Shared Leave Authorization form with the human resources department. The employee donating leave cannot receive compensation for donated leave.

SECTION 29. ADVERSE WEATHER AND EMERGENCY CONDITIONS

County government has responsibility for providing emergency services and adequate staff to operate critical services 7 days per week and 24 hours per day in all weather. The county manager, upon recommendation of department heads, shall designate which staff are in critical positions required to report to work regardless of weather or other hazardous conditions in order to ensure adequate staffing for critical services.

The adverse weather/hazardous conditions policy is established to be as fair as possible to all employees applying the following principles:

- (a) To maintain adequate staffing of emergency services at all times;
- (b) To provide for as much safety as possible for employees traveling to and from work in hazardous conditions; and
- (c) To not pay regular salaries to some employees for not working when others are required to be at work.

County offices and departments will remain open for the full scheduled workday unless authorization for closure or other deviation from the regular schedule is announced through the county manager's office. Consideration will be given to the hazard of driving conditions and other relevant factors. To the extent possible, all departments and offices will be given sufficient advance notice of any authorized closure of non-critical County functions.

In the event of an inclement weather closure, employees on previously approved leave will remain on that leave, not inclement weather leave.

In an adverse weather event, the following procedures shall apply:

- (a) Employees in non-critical positions are to report any regularly scheduled hours not worked due to a County office closure as Inclement Weather Leave on their official work record.
- (b) Employees in non-critical positions who leave work before an official early closing time and/or who report for work late or do not report for work because of hazardous conditions may use earned compensatory leave or annual leave for days or hours not worked.
- (c) Employees in non-critical positions will be eligible for two hours of call-back pay for each day they are required to report to work in order to care for departmental needs when County offices are closed. This provision is in addition to the paid closure hours reported as Inclement Weather Leave on their official work record. The amount is fixed at two hours maximum; however, other provisions of the call-back pay policy found in [Article III, Section 13](#) apply.
- (d) Employees in critical positions may be subject to disciplinary action up to and including dismissal for failure to report to work as required. Such responsibility is inherent in the critical nature of those positions.

ARTICLE VIII. SEPARATION AND REINSTATEMENT

SECTION 1. TYPES OF SEPARATIONS

Employee separations from County service will be designated as resignation, reduction in force, disability, voluntary retirement, dismissal, or death and shall be accomplished in the manner indicated in this Article.

SECTION 2. RESIGNATION

An employee may resign by submitting the reasons for resignation and effective date in writing to the immediate supervisor as far in advance as possible. In all instances, the minimum notice requirement is two calendar weeks. Failure to provide minimum notice will result in forfeiture of accumulated annual leave payment unless the notification requirement is waived upon recommendation of the department head or human resource director and approval by the county manager.

Three consecutive days of absence without contacting the immediate supervisor or department head may be considered a voluntary resignation. Sick leave will only be approved during the final two weeks of a notice with a physician's certification or comparable documentation that the leave was taken because of illness or injury and was not anticipated at the time notice of resignation was given.

The county manager may negotiate a resignation with an employee when it is determined to be in the best interest of the County. Such negotiated resignation may include a severance package consisting of salary, benefits, and/or accumulated leave.

SECTION 3. REDUCTION IN FORCE

If a reduction in force becomes necessary, consideration will be given to the quality of each employee's performance, organizational needs, and seniority in determining employees to be retained. Employees separated because of a reduction in force will be given at least two weeks' notice of the anticipated action.

No regular employee will be separated because of a reduction in force while there are limited service or probationary employees serving in the same class in the department, unless the regular employee is not willing to transfer to the position held by the limited service or probationary employee.

SECTION 4. DISABILITY

The County will comply with the Americans with Disabilities Act (ADA) and will make all responsible efforts to provide reasonable accommodation to employees who may be or become disabled. Action may be initiated by the employee or the County.

In all cases initiated by the employee, such action must be accompanied by medical evidence acceptable to the department head, human resource director, and county manager. The County may require an examination by a physician of its choice and at its expense.

An employee who cannot perform the essential duties of a position because of a physical or mental impairment may be separated for disability.

Employees who meet the requirements of the North Carolina Local Governmental Employees Retirement System may qualify for disability retirement. Information about this option is available from the human resources director or the retirement system.

SECTION 5. VOLUNTARY RETIREMENT

An employee who meets the conditions under provisions of the North Carolina Local Government Employee's Retirement System may elect to retire and receive all benefits earned under the plan.

SECTION 6. DEATH

Separation will be effective as of the date of death. All compensation due will be paid to the estate of the employee.

SECTION 7. DISMISSAL

An employee may be dismissed in accordance with the provisions and procedures of [Article IX](#).

SECTION 8. REINSTATEMENT

An employee who is separated because of a reduction in force may be reinstated within one year of the date of separation, upon recommendation of the department head and approval of the appointing authority. An employee who is reinstated in this manner will be credited with his or her previously accrued sick leave and will accrue annual leave at a rate that reflects previous service with the County. If the employee retired or transferred the sick leave to another employer, sick leave will begin at a zero balance.

SECTION 9. REHIRING

An employee who resigns while in good standing may be rehired within five years of the date of separation upon recommendation of the department head and approval of the appointing authority. The employee will be regarded as a new employee subject to all provisions of this Policy except the employee will be credited with his or her previously accrued sick leave and will accrue annual leave at a rate that reflects previous service with the County. If the employee retired or transferred the sick leave to another employer, sick leave will begin at a zero balance.

An employee in good standing who is separated due to a reduction in force will be given the first opportunity to be rehired in the same or a similar position.

ARTICLE IX. UNSATISFACTORY JOB PERFORMANCE AND DETRIMENTAL PERSONAL CONDUCT

SECTION 1. DISCIPLINARY ACTION FOR UNSATISFACTORY JOB PERFORMANCE

After following the procedures in this Article, an employee may be placed on disciplinary suspension, demoted, or dismissed for unsatisfactory job performance if performance is still deemed unsatisfactory. The human resources director will assist all parties with the procedures in taking or responding to disciplinary actions. All cases of disciplinary suspension, demotion, or dismissal must be reviewed by the human resources director and approved by the county manager or hiring authority prior to giving final notice to the employee.

SECTION 2. UNSATISFACTORY JOB PERFORMANCE DEFINED

Unsatisfactory job performance includes any aspects of the employee's job which are not performed as required to meet the standards set by the department head or county manager.

Examples of unsatisfactory job performance include, but are not limited to, the following:

- (a) Demonstrated inefficiency, negligence, or incompetence in the performance of duties;
- (b) Careless, negligent, or improper use of County property or equipment;
- (c) Physical or mental incapacity to perform duties after reasonable accommodation;
- (d) Discourteous treatment of the public or other employees;
- (e) Absence without approved leave;
- (f) Improper use of leave privileges;
- (g) Pattern of failure to report for duty at the assigned time and place;
- (h) Failure to complete work within time frames established in work plan or work standards;
- (i) Failure to meet work standards over a period of time;
- (j) Failure to follow the chain of command to address work-related issues; or
- (k) Failure to maintain certifications required by the job.

SECTION 3. COMMUNICATION AND WARNING PROCEDURES PRECEDING DISCIPLINARY ACTION FOR UNSATISFACTORY JOB PERFORMANCE

When an employee's job performance is unsatisfactory, or when incidents or inappropriate actions warrant, the supervisor should meet with the employee as soon as possible in one or more counseling sessions to discuss specific performance problems. The supervisor should prepare a brief summary of these counseling sessions for inclusion in the employee's personnel file.

An employee whose job performance is unsatisfactory over a period of time should normally receive at least two documented warnings from the supervisor, one of which may be a final written warning, before disciplinary action resulting in dismissal is taken by the county manager or hiring authority. In each case, the supervisor should complete a Performance Improvement Plan to record the dates of discussions, performance deficiencies discussed, corrective actions recommended, and time limits established.

If the employee's performance continues to be unsatisfactory, the supervisor should use the following disciplinary steps:

- (a) A final written warning from the supervisor serving notice upon the employee that corrected performance must take place immediately in order to avoid suspension, demotion, or dismissal.
- (b) If performance does not improve, a written recommendation for disciplinary action such as suspension, demotion, or dismissal should be sent to the department head, human resources director, and county manager or hiring authority. Suspension and/or demotion are not required steps prior to dismissal.

Disciplinary suspensions for unsatisfactory job performance are for the purpose of communicating the seriousness of the performance deficiency, not for the purpose of punishment, and should not generally exceed

three days (36 hours) for non-exempt employees. Suspensions for exempt employees shall be for one full work week to maintain exempt status in accordance with FLSA requirements; however, suspensions of less than a week are authorized under FLSA for major safety violations or infractions of workplace conduct rules (i.e., detrimental personal conduct).

Demotions are appropriate when an employee has demonstrated an inability to perform successfully in the current job but shows promise and commitment to performing successfully in a lower level job. If no other options are available, dismissal is appropriate.

If the employee's performance does not reach an acceptable level after suspension or demotion, the employee may be dismissed. Dismissals are appropriate when the employee has shown to be unwilling or unable to perform work in a manner that meets the work and/or conduct standards of the County.

SECTION 4. DISCIPLINARY ACTION FOR DETRIMENTAL PERSONAL CONDUCT

After consulting with human resources, the department head, county manager, or hiring authority may place the employee on investigatory leave prior to making a disciplinary determination to allow time to gather facts regarding the detrimental personal conduct and make a determination regarding the severity of the conduct. However, an employee may be placed on disciplinary suspension, demoted, or dismissed without prior warning for causes relating to personal conduct detrimental to County service when such action is recommended by the human resources director and approved by the county manager or hiring authority. This action may be taken in order to:

- (a) avoid undue disruption of work;
- (b) to protect the safety of persons or property; or
- (c) for other serious reasons.

SECTION 5. DETRIMENTAL PERSONAL CONDUCT DEFINED

Detrimental personal conduct includes behavior of such a serious detrimental nature that the functioning of the County may be or has been impaired; the safety of persons or property may be or have been threatened; or the laws of the government may be or have been violated.

Examples of detrimental personal conduct include, but are not limited to, the following:

- (a) Fraud or theft;
- (b) Conviction of a felony or the entry of a plea of nolo contendere thereto;
- (c) Falsification of records for personal profit, to grant special privileges, or to obtain employment;
- (d) Willful misuse or gross negligence in the handling of County funds or personal use of equipment or supplies;
- (e) Willful or wanton damage or destruction to property;
- (f) Willful or wanton acts that endanger the lives and property of others;
- (g) Possession of unauthorized firearms or other lethal weapons on the job;
- (h) Brutality in the performance of duties;
- (i) Reporting to work under the influence of alcohol or drugs or partaking of such while on duty. Prescribed medication may be taken within the limits set by a physician as long as medically necessary;
- (j) Engaging in incompatible employment or serving a conflicting interest;
- (k) Request or acceptance of gifts in exchange for favors or influence;
- (l) Engaging in political activity prohibited by this Policy;
- (m) Harassment of an employee and/or the public on the basis of sex or any other protected class status;
- (n) Harassment of an employee or the public with threatening or obscene language and/or gestures or any incidence of workplace violence; or
- (o) Stated refusal to perform assigned duties or flagrant violation of work rules and regulations, or serious malfeasance of work.

SECTION 6. PRE-DISMISSAL CONFERENCE

Before dismissal action is taken for unsatisfactory job performance or detrimental personal conduct, the department head and human resources director and/or county manager or hiring authority will conduct a pre-dismissal conference. At this conference, the employee may present any response to the proposed dismissal. The department head and human resources director and/or county manager or hiring authority will consider the employee's response, if any, to the proposed dismissal and will notify the employee in writing of the final decision within three working days following the pre-dismissal conference. If the employee is dismissed, a written dismissal notice will be prepared by human resources that contains a statement of the policy violation and the employee's appeal rights under the County's grievance procedure.

SECTION 7. INVESTIGATORY LEAVE

During the investigation, hearing, or trial of an employee on any criminal charge, during an investigation related to alleged detrimental personal conduct, or during the course of any civil action involving an employee, when suspension would be in the best interest of the County, the department head and/or county manager or hiring authority may suspend the employee as a non-disciplinary action for part or all of the duration of the proceedings after consultation with human resources. In such cases, the County may:

- (a) Temporarily relieve the employee of all duties and responsibilities and place the employee on paid or unpaid leave for the duration of the suspension; or
- (b) Assign the employee new duties and responsibilities and allow the employee to receive such compensation as is in keeping with the new duties and responsibilities.

If the employee is reinstated following the suspension, he or she will not lose any compensation or benefits to which they otherwise would have been entitled had the suspension not occurred.

If the employee is terminated following suspension, he or she will not be eligible for any pay nor accrued annual leave or sick leave from the date of suspension. All other benefits will be maintained during the period of suspension.

SECTION 8. NAME CLEARING HEARING

Following the decision to dismiss or demote an employee, including a probationary employee, the employee will be afforded an opportunity for a name-clearing hearing to be conducted by the human resources director. The employee must request the hearing within ten calendar days of the employment action.

If requested by the employee, a time and date for the hearing will be established such that the hearing takes place prior to the release of any negative or stigmatizing information about the employee that could inhibit future employment. The employee may invite anyone they wish to the hearing (including the media). At this name-clearing hearing, the employee may present any response to information that the employee believes to be false and/or stigmatizing to their reputation with respect to his or her work performance or the reasons for the dismissal or demotion.

Any written comments submitted by the demoted or dismissed employee in person or through other means of transmittal will be placed in the employee's personnel file, and a copy will be provided to anyone who requests the termination notice for that employee. If the employee speaks at the hearing but does not provide written comments, the person conducting the hearing will take notes and place a copy of the notes in the employee's personnel file, and a copy will be provided to anyone who requests the termination notice for that employee.

There is no requirement for the County or the hearing officer to respond in any way to the comments of the employee. The name clearing hearing is not a substitute nor a second opportunity for a pre-dismissal hearing at which the employee may contest the proposed disciplinary action. Information presented at the name clearing hearing will not be used by the County to reconsider the disciplinary action.

ARTICLE X. GRIEVANCE PROCEDURE AND ADVERSE ACTION APPEAL

SECTION 1. POLICY

It is Granville County's policy to provide a just and prompt procedure for the presentation, consideration, and disposition of employee grievances. The purpose of this article is to outline the procedure and to assure all employees that a response to their complaints and grievances will be prompt and fair. The human resources director will be available to assist parties in all departments during the grievance process.

Employees utilizing the grievance procedures shall not be subjected to retaliation or any form of harassment from supervisors or other employees for exercising their rights under this Policy. Supervisors or other employees who violate this Policy will be subject to disciplinary action up to and including dismissal.

SECTION 2. GRIEVANCE DEFINED

A grievance is a claim or complaint by a current or former employee based upon an event or condition which affects the circumstances under which an employee works, allegedly caused by misinterpretation, unfair application, or lack of established policy pertaining to employment conditions and which resulted in the employee receiving a disciplinary suspension, demotion, or dismissal. Employees may also use the grievance procedure for situations directly specified in other Articles in this Policy (i.e., harassment complaints).

SECTION 3. PURPOSES OF THE GRIEVANCE PROCEDURE

The purposes of the grievance procedure include, but are not limited to:

- (a) Providing employees with a procedure by which their complaints can be considered promptly, fairly, and without reprisal;
- (b) Encouraging employees to express themselves about the conditions of work that affect them;
- (c) Promoting better understanding of policies, practices, and procedures that affect employees;
- (d) Increasing employees' confidence that personnel actions taken are in accordance with established, fair, and uniform policies and procedures;
- (e) Increasing the sense of responsibility exercised by supervisors in dealing with their employees;
- (f) Encouraging conflicts to be resolved between employees and supervisors who must maintain an effective future working relationship, and therefore, encouraging conflicts to be resolved at the lowest level possible in the chain of command; and
- (g) Creating a work environment free of continuing conflicts, disagreements, and negative feelings about the County or its leaders, thus freeing up employee motivation, productivity, and creativity.

SECTION 4. GRIEVANCE PROCEDURE

When an employee or group of employees has a grievance, the following successive steps are to be taken. The number of calendar days indicated for each step should be considered the maximum, unless otherwise provided, and every effort should be made to expedite the process although the time limits set forth may be extended by mutual consent. The last step initiated by an employee will be considered as the step at which the grievance is resolved. A decision to rescind a disciplinary suspension, demotion, or dismissal must be approved by the department head and county manager or appointing authority before the decision becomes effective.

Informal Resolution. Prior to the submission of a formal grievance, the employee and supervisor should meet to discuss the problem and seek an informal resolution. The employee or supervisor may involve the human resources department as a resource to help resolve the grievance.

Step 1. If an informal resolution is not reached, the employee who wishes to pursue a grievance will present the grievance to the supervisor in writing. The grievance must be presented within fifteen calendar days of the event or within fifteen calendar days of learning of the event or condition.

The supervisor should consult with any relevant County employees in order to reach a correct, impartial,

fair, and equitable determination or decision concerning the grievance. Employees consulted by the supervisor are required to cooperate to the fullest extent possible.

The supervisor will respond to the grievance within ten calendar days of receipt. The response from each supervisory level for each step in the formal grievance process will be in writing and signed and dated by the supervisor. In addition, the employee must sign a copy to acknowledge receipt thereof. The responder at each step will send copies of the grievance and response to the human resources department.

Step 2. If the grievance is not resolved by the supervisor to the employee's satisfaction, the employee may appeal in writing to the department head within ten calendar days after receipt of the supervisor's response from Step 1. The department head will respond to the appeal, stating the determination of his or her decision, within ten calendar days after receipt of the appeal.

Step 3 (For general County employees only). If the grievance is not resolved by the department head to the employee's satisfaction, the employee may appeal in writing to the county manager or hiring authority within ten calendar days after receipt of the department head's response from Step 2. The county manager or hiring authority will respond to the appeal, stating the determination of his or her decision, within ten calendar days after receipt of the appeal.

The county manager's or hiring authority's decision is final; however, the county manager should inform the Board of Commissioners of any potential legal action. Any appeal of this decision must be made through the North Carolina Court System.

Special Note: The sheriff and register of deeds will carry out the responsibilities designated to the county manager in their respective departments.

Step 3 (For employees in the Social Services Department only). If the grievance is not resolved by the County to the employee's satisfaction, the employee may appeal the decision to the North Carolina Office of Administrative Hearings (OAH) within thirty calendar days of the receipt of the County's decision. The findings of the OAH will be forwarded to the State Human Resources Commission. The decision of the State Human Resources Commission will be advisory only and the County will have the final decision. Discrimination cases may be appealed directly to the OAH.

Department Heads. In the case of department heads or other employees where the county manager or hiring authority has been significantly involved in determining disciplinary action including dismissal, the County may wish to obtain a neutral outside party to either:

- (a) provide mediation between the grieving department head and the county manager or hiring authority; or
- (b) consider the appeal and make recommendations back to the county manager or hiring authority concerning the appeal. Such parties might consist of human resource professionals, attorneys trained in mediation, mediators, or other parties appropriate to the situation.

The county manager or hiring authority's decision regarding the disposition of the grievance will be final. The county manager will notify the Board of Commissioners of any impending legal action.

SECTION 5. ROLE OF THE HUMAN RESOURCES DIRECTOR

Throughout the grievance procedure, the role of the human resources director will be as follows:

- (a) To advise parties (including employee, supervisors, and county manager) of their rights and responsibilities under this Policy including interpreting the grievance and other policies for consistent application;
- (b) To be a clearinghouse for information and decisions in the matter including maintaining files of all grievance documents.

- (c) To give notices to parties concerning timetables of the process, etc.;
- (d) To assist employees and supervisors in drafting statements; ~~and~~
- (e) To facilitate the resolution of conflicts at any step in the process; and
- (f) To help locate mediation or other resources as needed.

In unusual circumstances, the human resources director will also determine whether additional time will be allowed to either side if the parties cannot agree upon extensions when needed or indicated.

SECTION 6. GRIEVANCE AND ADVERSE ACTION APPEAL PROCEDURE FOR DISCRIMINATION

When an employee, former employee, or applicant believes that any employment action discriminates illegally (i.e., is based on age, sex, race, color, national origin, religion, creed, political affiliation, disability, veteran status, or genetic information), he or she has the right to appeal such action using the grievance procedure outlined in this Policy. While such persons are encouraged to use the grievance procedure, they also have the right to appeal directly to the human resources director and the county manager or hiring authority.

Employment actions subject to appeal because of discrimination include promotion, training, classification, pay, disciplinary action, transfer, layoff, failure to hire, or termination of employment. An employee or applicant should appeal an alleged act of discrimination within thirty calendar days of the alleged discriminatory action but may appeal for up to three months following the action.

ARTICLE XI. PERSONNEL RECORDS AND REPORTS

SECTION 1. PUBLIC INFORMATION

Per NCGS 153A-98, the following information with respect to each employee is a matter of public record:

- (1) name;
- (2) age;
- (3) date of original employment or appointment to the service;
- (4) the terms of any contract by which the employee is employed whether written or oral, past and current, to the extent that the County has the written contract or a record of the oral contract in its possession;
- (5) current position title; current salary; date and amount of the most each increase or decrease in salary;
- (6) date of the most recent promotion, demotion, transfer, suspension, separation, or other change in position classification;
- (7) date and general description of the reasons for each promotion;
- (8) date and type of each dismissal, suspension, or demotion for disciplinary reasons. If the disciplinary action was a dismissal, a copy of the written notice of the final decision setting forth the specific acts or omissions that are the basis of the dismissal; and
- (9) the office to which the employee is currently assigned. Any person may have access to this information for the purpose of inspection, examination, and copying, during regular business hours, subject only to such rules and regulations for the safekeeping of public records as the County may adopt. The cost of copying may be assessed to the individual who requests the copies.

For the purposes of this subsection, the term “salary” includes pay, benefits, incentives, bonuses, and deferred and all other forms of compensation paid by the County.

A record will be maintained of all disclosures of personnel records except for disclosures to authorized personnel processing personnel actions or supervisors in the line of authority of the employee. Upon request, the records of disclosure will be made available to the employee to whom it pertains.

SECTION 2. ACCESS TO CONFIDENTIAL RECORDS

All information contained in an employee's personnel file other than the information mentioned above is confidential and shall be open to inspection only as permitted by NC General Statute §153A-98.

SECTION 3. PERSONNEL ACTIONS

Human resources will prescribe forms and reports for personnel actions and retain records necessary to administer the personnel system. Official personnel files are those which are maintained by human resources and contain employment applications and related materials, records of personnel actions, documentation of employee warnings, disciplinary actions, performance evaluations, retirement and insurance records, letters of recommendation, and related documents. Any documents not contained in these files or maintained as designated by the human resources director are not part of the official file.

SECTION 4. RECORDS OF FORMER EMPLOYEES

The provisions for access to records apply to former employees as they apply to present employees.

SECTION 5. REMEDIES OF EMPLOYEES OBJECTING TO MATERIAL IN FILE

An employee who objects to material in his/her file may place a statement in the file relating to the material considered to be inaccurate or misleading. In accordance with established grievance procedures, the employee may seek to have a record of upheld grievances placed in the file and/or may seek removal of material in the file contingent upon approval of the North Carolina Department of Cultural Resources.

SECTION 6. PENALTIES FOR PERMITTING ACCESS TO CONFIDENTIAL RECORDS

NCGS Section 153A-98 provides that any public official or employee who knowingly and willfully permits any person to have access to any confidential information contained in an employee personnel file, except as expressly authorized by the designated custodian, is guilty of a misdemeanor and upon conviction shall be fined in an amount consistent with the General Statutes.

SECTION 7. EXAMINING AND/OR COPYING CONFIDENTIAL MATERIAL WITHOUT AUTHORIZATION

NCGS Section 153A-98 provides that any person, not specifically authorized to have access to a personnel file designated as confidential, who shall knowingly and willfully examine in its official filing place, remove, or copy any portion of a confidential personnel file shall be guilty of a misdemeanor and upon conviction shall be fined consistent with the General Statutes.

SECTION 8. DESTRUCTION OF RECORDS REGULATED

No public official may destroy, sell, loan, or otherwise dispose of any public record, except in accordance with NCGS Section 121.5 (b), without the consent of the Department of Cultural Resources. Whoever unlawfully removes a public record from the office where it is usually kept, or whoever, alters, defaces, mutilates, or destroys it will be guilty of a misdemeanor and upon conviction will be fined in an amount provided in NCGS Chapter 132.3.

ARTICLE XII. IMPLEMENTATION OF POLICIES

SECTION 1. CONFLICTING POLICIES REPEALED

All policies, ordinances, or resolutions that conflict with the provisions of this Policy are hereby repealed.

SECTION 2. SEPARABILITY

If any provision of this Policy or any rule, regulation, or order thereunder of the application of such provision to any person or circumstances is held invalid, the remainder of these policies and the application of such remaining provisions of these policies of such rules, regulations, or orders to persons or circumstances other than those held invalid will not be affected thereby.

SECTION 3. EFFECTIVE DATE

This Policy shall become effective on a date approved by the Board of Commissioners.

SECTION 4. AMENDMENTS AND REVISIONS

This Policy may be amended or revised by action of the Board of Commissioners and by resolution appropriately approved. Notice of any suggested amendments or revisions to the Policy, or any portion thereof, will be provided to employees and opportunities for employee comment and reaction will be made available prior to them being submitted to the Board of Commissioners for action. Proposed amendments or revisions may be announced and circulated to all employees via the County email system, uploaded to an employee document portal, and/or an announcement published in the employee newsletter.

Any amendments or revisions adopted in conformance with this procedure will become effective as of the date of such adoption unless otherwise specified in the resolution.



Granville County Administration

104 Belle Street
Oxford, NC 27565
(919) 693-5240

To: Board of Commissioners
From: Debra Weary
Department: Administration
Date: May 20, 2024
Title: **County Manager's Report**

PURPOSE:

Any matters as needed by the County Manager.

ACTION TAKEN:



Granville County

104 Belle Street
Oxford, NC 27565
(919) 693-5240

To: Board of Commissioners
From: Debra Weary
Department: Administration
Date: May 20, 2024
Title: **County Attorney's Report**

Any items as needed by the County Attorney.

ACTION TAKEN:



Granville County

104 Belle Street
Oxford, NC 27565
(919) 693-5240

To: Board of Commissioners
From: Debra Weary
Department: Administration
Date: May 20, 2024
Title: **Presentations by County Board Members**

PURPOSE:

Board members will make comments, give reports, and make announcements.

- Commissioner Tony W. Cozart
- Commissioner Russ May
- Commissioner Jimmy Gooch
- Commissioner Zelodis Jay
- Commissioner Rob Williford
- Commissioner Sue Hinman
- Chair Timothy Karan

ACTION TAKEN:



Granville County Administration

104 Belle Street
Oxford, NC 27565
(919) 693-5240

To: Board of Commissioners
From: Debra Weary
Department: Administration
Date: May 20, 2024
Title: **Any Other Matters**

PURPOSE:

To consider any other matters as needed.

ACTION TAKEN: