

AGENDA
GRANVILLE COUNTY BOARD OF COMMISSIONERS

Monday, May 15, 2023



Call to order @ 7:00 p.m.....Chair Russ May
Invocation and Pledge of Allegiance.....Commissioner Tony W. Cozart

Consent Agenda

1. Tax Refunds, Releases, & Write-offs (p. 3)
2. Minutes (p. 34)

Public Comments

3. Public Comments (p. 54)

Public Hearings

4. Public Hearing on Proposed FY 2023-2024 Budget (p. 55)

Sheriff Matters

5. Request to Use Grant Funds to Purchase UVC Lighting for Detention Facility (p. 57)

Appointments

6. South Granville Memorial Gardens Board of Trustees (p. 104)

County Manager's Report

7. Proposed Revisions to Granville County Personnel Policy (p. 106)
8. Budget Amendment to Provide Funding for Additional FY22-23 KARTS Needs (p. 175)
9. County Manager's Report (p. 190)

County Attorney's Report

10. County Attorney's Report (p. 191)

Presentations by County Board Members

11. Presentations by County Board Members (p. 192)

Any Other Matters

12. Notice of Special Joint Meeting - Workshop on the Recreation Master Plan Update (p. 193)

13. Change of July Meeting Date (p. 194)

14. Any Other Matters (p. 195)

Closed Session

15. Closed Session as allowed by G.S. 143-318.11(a)(4)- Economic Development (p. 196)



Granville County Tax Administration

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

To: Board of Commissioners
From: Jenny Griffin
Department: Tax Administration
Date: May 12, 2023
Title: Tax Refunds, Releases, & Write-offs

PURPOSE:

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

BACKGROUND:

Tax releases and refunds are generated according to N.C.G.S. 105-381. According to the resolution adopted May 1, 2003, the Board of Commissioners authorized the Tax Collector to forego 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 2023:	\$ 10,023.77
Releases	April 2023:	\$ 1,114.48
Write-offs (\$2 and less)	April 2023:	\$ 18.44

Releases were higher than usual for April. The Tax Office issued mass garnishments and bank attachments in March. When the debt has been paid, the Tax Office will notify the taxpayer's employer. However, it takes the employer two weeks to stop collecting for the now paid tax. When a taxpayer comes into our office and makes a partial payment or goes online to make the whole payment after that bank attachment was issued, it is too late to stop it and we must refund.

RECOMMENDATION:

The Tax Administrator recommends approving refunds, releases, and write-offs.

ATTACHMENTS:

April Refunds
April Releases
April Write-offs

ACTION TAKEN:

RUN DATE: 5/1/2023 9:29 AM

GRANVILLE COUNTY REFUND REPORT

PARAMETERS SELECTED FOR ACTIVITY REFUND REPORT:

TRANSACTION DATE RANGE: 04/01/2023 12:00:00 AM - 04/30/2023 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: 5/1/2023 9:29 AM

GRANVILLE COUNTY REFUND REPORT

NAME	BILL NUMBER	PAYMENT TYPE	AMOUNT	OPER	DATE TIME
1081143 BRYANT JASON EDWARD 6619 CLEARWATER DR OXFORD, NC 27565-4810	2022-27371	RP: 192500055898	82.78	TYRELL	4/3/2023 11:12:46 AM
35420201 LUND CLINTON PAUL 461 OLD NATIONAL HWY CLARKSVILLE, VA 23927	2018-201117	EAGLE ROCK CONCRETE LLC REFUND RECIPIENT: JASON EDWARD BRYANT GARNISHMENT OVERPAYMENT 6619 CLEARWATER DR OXFORD NC 27565 PERSONAL PROPERTY	79.97	ADH	4/3/2023 11:18:12 AM
21453101 TRIMM INTERNATIONAL INC 407 RAILROAD ST BUTNER, NC 27509	2022-36699	CAROLINA SUNROCK LLC REFUND RECIPIENT: CLINTON PAUL LUND GARNISHMENT OVERPAYMENT 461 OLD NATIONAL HWY CLARKSVILLE VA 23927 PERSONAL PROPERTY	36.26	MH	4/3/2023 11:21:13 AM
336 CURRIN WILLIE LEE 1612 POPE RD CREEDMOOR, NC 27522-8796	2022-38555	TRUIST BANKATTCHMENT/TRIMM INTERNATIONAL INC REFUND RECIPIENT: TRIMM INTERNATIONAL INC BANK ATTACHMENT OVERPAYMENT 407 RAILROAD ST BUTNER NC 27509 PERSONAL PROPERTY	67.83	TYRELL	4/3/2023 11:33:14 AM
1065913 HATCHETT ANITRA HATCHETT ELDERADO 3141 EXACTA LN APT 1007 RALEIGH, NC 27613-8960	2022-29013	ALTEC INDUSTRIES INC REFUND RECIPIENT: WILLIE L CURRIN GARNISHMENT OVERPAYMENT 1612 POPE RD creedmoor NC 27522 RP: 088917007941 ALTEC INDUSTRIES INC	61.61	TYRELL	4/3/2023 11:37:47 AM

RUN DATE: 5/1/2023 9:29 AM

GRANVILLE COUNTY REFUND REPORT

NAME	BILL NUMBER	PAYMENT TYPE	AMOUNT	OPER	DATE TIME
REFUND RECIPIENT: ELDERADO HATCHETT GARNISHMENT OVERPAYMENT 3141 EXACTA LN APT 1007 RALIEGH NC 27613					
4389101	2022-34525	PERSONAL PROPERTY	50.71	MH	4/3/2023 12:00:39 PM
NOLAN THOMAS & COMPANY INC					
PO BOX 625					
OXFORD, NC 27565-0625					
FIDELITY BANK /NOLAN THOMAS & COMPANY INC REFUND RECIPIENT: NOLAN THOMAS & COMPANY INC BANK ATTACHMENT OVERPAYMENT P O BOX 625 OXFORD NC 27565					
5680301	2022-25931	RP: 089506295377	464.90	TYRELL	4/4/2023 11:31:47 AM
CROWDER JANE C CROWDER CHRISTOPHER 2651 TAR RIVER RD					
CREEDMOOR, NC 27522					
TRUIST BANK ATTACHMENT - CARLTON PATRICK CURRIN SR REFUND RECIPIENT: CARLTON PATRICK CURRIN SR BANK ATTACHMENT OVERPAYMENT PO BOX 609 CREEDMOOR NC 27522					
85074301	2020-2412	RP: 088917115636	17.97	MH	4/5/2023 12:11:12 PM
BREEDLOVE MARY ELIZABETH M					
108 W TALLY HO RD					
STEM, NC 27581					
CH 13/ANITA JO KINLAW TROXLER REFUND RECIPIENT: ANITA JO KINLAW TROXLER BANKRUPTCY OVER PAYMENT CHAPTER 13 CASE#20-80245 STEVE BREEDLOVE AND MARY BREEDLOVE P O BOX 1720 GREENSBORO NC 27402 1720					
6755302	2022-29235	RP: 098800963721	158.45	MH	4/6/2023 9:59:59 AM
WATTS GEORGE W					
8177 BUCK HARD ROAD					
OXFORD, NC 27565					
S T WOOTEN CORPORATION REFUND RECIPIENT: GEORGE WATTS GARNISHMENT OVERPAYMENT 8177 BUCK HARD ROAD OXFORD NC 27565					
1045773	2022-3604	RP: 183600870719	244.07	ADH	4/10/2023 11:20:19 AM
HALES WILLIAM PATRICK JR					

RUN DATE: 5/1/2023 9:29 AM

GRANVILLE COUNTY REFUND REPORT

NAME	BILL NUMBER	PAYMENT TYPE	AMOUNT	OPER	DATE TIME
2143 GROVE HILL RD					
FRANKLINTON, NC 27525-8153		AUTOZONERS LLC			
		REFUND RECIPIENT: PATRICK WILLIAM HALES JR			
		GARNISHMENT OVER PAYMENT			
		2143 GROVE HILL RD			
		FRANKLINTON NC 27525 8153			
1273	2022-252104	PERSONAL PROPERTY	268.05	MH	4/10/2023 11:22:00 AM
PAUL WILLIFORD BUILDER LLC					
4600 FIELDING KNOTT RD					
OXFORD, NC 27565-9580		BANK ATTACHMENT BENCHMARK//PAUL WILLIFORD			
		BUILDER LLC			
		REFUND RECIPIENT: PAUL WILLIFORD BUILDERS LLC			
		BANK ATTACHMENT OVERPAYMENT			
		4600 FIELDING KNOTT RD			
		OXFORD NC 27565 9580			
57184301	2022-14569	RP: 096300982746	111.31	TYRELL	4/10/2023 11:24:33 AM
SOSA DIANE T VILLEGAS					
5026 SEDGEWICK DR APT C					
RALEIGH, NC 27616		TARGET COPORATION			
		REFUND RECIPIENT: DIANE VILLEGAS SOSA			
		GARNISHMENT OVERPAYMENT			
		5026 SEDGEWICK DR APT C			
		RALEIGH NC 27616			
17678301	2022-15975	RP: 193209176039	119.12	TYRELL	4/10/2023 11:37:24 AM
PEACE RONALD C					
PEACE BRENDA S					
4031 CRESTVIEW LANE					
OXFORD, NC 27565		NCSECU BANK ATTACHMENT - BRENDA PEACE			
		REFUND RECIPIENT: BRENDA S PEACE			
		BANK ATTACHMENT OVERPAYMENT			
		4031 CRESTVIEW LANE			
		OXFORD NC 27565			

RUN DATE: 5/1/2023 9:29 AM

GRANVILLE COUNTY REFUND REPORT

NAME	BILL NUMBER	PAYMENT TYPE	AMOUNT	OPER	DATE TIME
64117301 YOUNG KATREL C/O CATHY STEWART 6618 CLEARWATER DR OXFORD, NC 27565	2022-27197	RP: 192500052599	63.82	TYRELL	4/10/2023 11:44:02 AM
		IDEAL FASTENER REFUND RECIPIENT: KATREL YOUNG GARNISHMENT OVERPAYMENT 6618 CLEARWATER DR OXFORD NC 27565			
63210301 THORNTON WILLIAM THORNTON SHELIA 6144 CORNWALL ROAD OXFORD, NC 27565	2022-29595	RP: 190402876006	224.35	TYRELL	4/10/2023 11:46:10 AM
		UNIVERSAL HEALT CARE OXFORD INC REFUND RECIPIENT: SHELIA THORNTON GARNISHMENT OVERPAYMENT 6144 CORNWALL ROAD OXFORD NC 27565			
9974301 GREEN JAMES T GREEN BARBARA J 202 ELM STREET OXFORD, NC 27565	2022-14325	RP: 192205095557	1270.60	TYRELL	4/10/2023 1:34:56 PM
		TRUIST BANK ATTACHMENT - BARABARA GREEN REFUND RECIPIENT: BARBARA J GREEN BANK ATTACHMENT OVERPAYMENT 202 ELM ST OXFORD NC 27565			
46831303 HOBGOOD MICHAEL ANTHONY 7167 HWY 96 N OXFORD, NC 27565	2022-4126	RP: 099600261624	188.96	MH	4/11/2023 9:47:40 AM
		UKG INC REFUND RECIPIENT: MICHAEL ANTHONY HOBGOOD GARNISHMENT OVERPAYMENT 7167 HWY 96 N OXFORD NC 27565			
85253301 RODRIGUEZ WALTER 7007 POPLAR CREEK RD OXFORD, NC 27565	2022-17049	RP: 192600805428	51.35	TYRELL	4/12/2023 9:57:28 AM
		WATCO CORPORATION			

RUN DATE: 5/1/2023 9:29 AM

GRANVILLE COUNTY REFUND REPORT

NAME	BILL NUMBER	PAYMENT TYPE	AMOUNT	OPER	DATE	TIME
REFUND RECIPIENT: WALTER RODRIGUEZ GARNISHMENT OVERPAYMENT 7007 POPLAR CREEK RD OXFORD NC 27565						
81439301	2022-34497	PERSONAL PROPERTY	52.78	MH	4/12/2023	10:03:25 AM
BROOKS PRENTICE E						
7547 GOSHEN RD						
OXFORD, NC 27565						
CERIDIAN CORPORATION REFUND RECIPIENT: PRENTICE E BROOKS GARNISHMENT OVERPAYMENT 7547 GOSHEN RD OXFORD NC 27565						
85830301	2022-923	RP: 191101476394	17.19	MH	4/12/2023	10:05:07 AM
BLAS ENRIQUE SANTANA						
4709 BELLTOWN RD						
OXFORD, NC 27565						
CERIDIAN CORPORATION REFUND RECIPIENT: ENRIQUE SANTANA BLAS GARNISHMENT OVERPAYMENT 4709 BELLTOWN RD OXFORD NC 27565						
1067093	2022-60870	RP: 190700199787	91.81	ADH	4/12/2023	10:11:35 AM
MALUGEN NOLAN HUNTER						
7082 CORNWALL RD						
OXFORD, NC 27565-8057						
CAROLINA SUNROCK LLC REFUND RECIPIENT: NOLAN HUNTER MALUGEN GARNISHMENT OVER PAYMENT 7082 CORNWALL RD OXFORD NC 27565						
35420201	2018-201117	PERSONAL PROPERTY	87.02	ADH	4/12/2023	10:13:05 AM
LUND CLINTON PAUL						
461 OLD NATIONAL HWY						
CLARKSVILLE, VA 23927						
CAROLINA SUNROCK LLC REFUND RECIPIENT: PAUL CLINTON LUND GARNISHMENT OVER PAYMENT 461 OLD NATIONAL HWY CLARKSVILLE VA 23927						
1024003	2022-32554	RP: 086612863063	520.43	MH	4/14/2023	10:47:58 AM
CTC SOLUTIONS LLC						
309 14TH ST						

RUN DATE: 5/1/2023 9:29 AM

GRANVILLE COUNTY REFUND REPORT

NAME	BILL NUMBER	PAYMENT TYPE	AMOUNT	OPER	DATE TIME
BUTNER, NC 27509		TRUIST BANK ATTACHMENT/CTC SOLUTIONS LLC REFUND RECIPIENT: CTC SOLUTIONS LLC BANK ATTACHMENT OVERPAYMENT 309 14TH ST BUTNER NC 27509			
1051013	2022-22972	RP: 182900906297	31.76	TYRELL	4/14/2023 10:59:33 AM
MCCOY PATRICIA					
903 GENEVA ST					
LAURINBURG, NC 28352-2831		LARRY D MITCHELL REFUND RECIPIENT: LARRY D MITCHELL MAIL OVERPAYMENT 90 WASHINGTON AVE IRVINGTON NJ 07111			
71018202	2022-253533	PERSONAL PROPERTY	162.48	TJT	4/14/2023 4:27:36 PM
DVD LLC					
1013 STONEWYCK LN					
WAKE FOREST, NC 27587		BANK ATTACHMENT TRUIST/ DVD LLC REFUND RECIPIENT: DVD LLC RELEASE OVERPAYMENT 1013 STONEWYCK LN WAKE FOREST NC 27587			
16213301	2022-3931	RP: 098500709248	152.80	TJT	4/17/2023 12:20:31 PM
MORTON MARTHA DAVIS					
1671 SUNSET ROAD					
OXFORD, NC 27565		TRUIST BANK ATTACHMENT/MARTHA DAVIS MORTON REFUND RECIPIENT: MARTHA DAVIS MORTON BANK ATTACHMENT OVERPAYMENT 1671 SUNSET RD OXFORD NC 27565			
7478301	2022-16128	RP: 088503225614	1320.45	TJT	4/17/2023 12:22:49 PM
PARRISH RUBY JEWEL					
1570 NORTHSIDE RD					
CREEDMOOR, NC 27522		WELLS FARGO BANK ATTCHMENT/RUBY PARRISH REFUND RECIPIENT: RUBY JEWEL PARRISH BANK ATTACHMENT OVERPAYMENT 1570 NORTHSIDE RD CREEDMOOR NC 27522			
36547301	2022-18494	RP: 182400257042	618.35	TJT	4/17/2023 12:31:59 PM
OSBORNE BARBARA H					

RUN DATE: 5/1/2023 9:29 AM

GRANVILLE COUNTY REFUND REPORT

NAME	BILL NUMBER	PAYMENT TYPE	AMOUNT	OPER	DATE TIME
1101 ALLENWOODS DR					
WAKE FOREST, NC 27587		TRUIST BAK ATTACHMENT/ BARBARA H OSBORNE REFUND RECIPIENT: BARBARA H OSBORNE BANK ATTACHMENT OVERPAYMENT 1101 ALLENWOODS DR WAKE FOREST NC 27587			
46831303	2022-4126	RP: 099600261624	144.92	MH	4/18/2023 10:20:22 AM
HOBGOOD MICHAEL ANTHONY					
7167 HWY 96 N					
OXFORD, NC 27565		UKG INC REFUND RECIPIENT: MICHAEL ANTHONY HOBGOOD GARNISHMENT OVERPAYMENT 7167 HWY 96 N OXFORD NC 27565			
42023201	2022-40297	PERSONAL PROPERTY	84.76	TYRELL	4/18/2023 10:23:45 AM
THOMAS SHAWN					
THOMAS REBECCA					
1619 SARATOGA STREET					
CREEDMOOR, NC 27522		CITY OF RALEIGH REFUND RECIPIENT: SHAWN THOMAS GARNISHMENT OVERPAYMENT 1619 SARATOGA STREET creedmoor NC 27522			
1019543	2022-20214	RP: 097700606301	243.15	TYRELL	4/18/2023 10:27:08 AM
PUCA JANET L					
TERPENING HEATHER					
PO BOX 1194					
YOUNGSVILLE, NC 27596-1194		UKG INC REFUND RECIPIENT: JANET PUCA GARNISHMENT OVERPAYMENT PO BOX 1194 YOUNGSVILLE NC 27596			

RUN DATE: 5/1/2023 9:29 AM

GRANVILLE COUNTY REFUND REPORT

NAME	BILL NUMBER	PAYMENT TYPE	AMOUNT	OPER	DATE TIME
88500201 ANDERSON JOHN MICHAEL 4080B US HWY 15 OXFORD, NC 27565	2018-40790	PERSONAL PROPERTY	4.82	TYRELL	4/18/2023 10:33:30 AM
BROWN BROTHERS PLUMBING AND HEATING COMPANY REFUND RECIPIENT: JOHN ANDERSON GARNISHMENT OVERPAYMENT 4080B US HWY 15 OXFORD NC 27565					
88164201 WHITE DONNA KING 4666 BARNVIEW DR OXFORD, NC 27565	2022-252601	PERSONAL PROPERTY	47.96	TYRELL	4/18/2023 2:42:03 PM
** VOIDED **					
DONNA WHITE REFUND RECIPIENT: DONNA WHITE WASTE FEE RELEASE 4666 BARNVIEW DR OXFORD NC 27565					
88164201 WHITE DONNA KING 4666 BARNVIEW DR OXFORD, NC 27565	2022-252601	PERSONAL PROPERTY	68.81	TYRELL	4/18/2023 3:06:24 PM
DONNA WHITE REFUND RECIPIENT: DONNA WHITE WASTE FEE RELEASE 4666 BARNVIEW DR OXFORD NC 27565					
84126201 FLORES AMERICA 628 TOBACCO LANE CREEDMOOR, NC 27522	2022-252660	PERSONAL PROPERTY	125.93	MH	4/19/2023 9:54:14 AM
NOVO NORDISK PHARMACENT ICAL INDUSTRIES REFUND RECIPIENT: AMERICA FLORES GARNISHMENT OVERPAYMENT 628 TOBACCO LANE creedmoor NC 27522					
12984301 JEFFERSON CONNELL JEFFERSON TRENNIS R 3179 GELA ROAD OXFORD, NC 27565	2022-17616	RP: 191700807511	99.90	MH	4/19/2023 9:59:00 AM
CERIDIAN CORPORATION					

RUN DATE: 5/1/2023 9:29 AM

GRANVILLE COUNTY REFUND REPORT

NAME	BILL NUMBER	PAYMENT TYPE	AMOUNT	OPER	DATE TIME
REFUND RECIPIENT: CONNELL JEFFERSON GARNISHMENT OVERPAYMENT 3179 GELA ROAD OXFORD NC 27565					
85830301	2022-923	RP: 191101476394	102.44	MH	4/19/2023 10:02:43 AM
BLAS ENRIQUE SANTANA					
4709 BELLTOWN RD					
OXFORD, NC 27565					
CERIDIAN CORPORATION REFUND RECIPIENT: ENRIQUE SANTANA BLAS GARNISHMENT OVERPAYMENT 4709 BELLTOWN RD OXFORD NC 27565					
81439301	2022-34497	PERSONAL PROPERTY	139.21	MH	4/19/2023 10:04:55 AM
BROOKS PRENTICE E					
7547 GOSHEN RD					
OXFORD, NC 27565					
CERIDIAN CORPORATION REFUND RECIPIENT: PRENTICE E BROOKS GARNISHMENT OVERPAYMENT 7547 GOSHEN RD OXFORD NC 27565					
905	2022-253641	PERSONAL PROPERTY	33.10	TYRELL	4/21/2023 10:06:19 AM
EVANS FREDRICKA					
6218 BOB DANIEL RD					
OXFORD, NC 27565-8412					
HARDHAT WORKFORCE SOLUTIONS LLC REFUND RECIPIENT: FREDERICKA EVANS GARNISHMENT MAIL OVERPAYMENT 6218 BOB DANIEL RD OXFORD NC 27565					
79797528	2021-59963	PERSONAL PROPERTY	87.78	TYRELL	4/21/2023 10:15:31 AM
PAYNTER JUSTIN RANDALL					
110 GREENFIELD CIR					
OXFORD, NC 27565					
FIRST NATIONAL BANK - BANK ATTACHMENT REFUND RECIPIENT: JUSTIN PAYNTER BANK ATTACHMENT OVERPAYMENT 110 GREENFIELD CIR OXFORD NC 27565					
48317301	2022-252509	PERSONAL PROPERTY	38.26	MH	4/24/2023 11:05:26 AM
OWENS GARY L					
OWENS SHANNON BEATTY					
4190 FAIRPORT RD					

RUN DATE: 5/1/2023 9:29 AM

GRANVILLE COUNTY REFUND REPORT

NAME	BILL NUMBER	PAYMENT TYPE	AMOUNT	OPER	DATE TIME
KITTRELL, NC 27544		BOXX MODULAR HOLDINGS INC REFUND RECIPIENT: GARY OWENS GARNISHMENT OVERPAYMENT 4190 FAIRPORT RD KITTRELL NC 27544			
2712	2022-252090	PERSONAL PROPERTY	191.96	TYRELL	4/24/2023 11:07:11 AM
WOMACK AMBER WOMACK BRYAN 4634 OLD NC 75					
OXFORD, NC 27565-7970		DLP LEASING INC REFUND RECIPIENT: AMBER WOMACK GARNISHMENT OVERPAYMENT 4634 OLD NC 75 OXFORD NC 27565			
1750	2022-251791	PERSONAL PROPERTY	265.99	MH	4/24/2023 11:08:50 AM
BOWERS BRIAN BENJAMIN 3649 WHITWINDS WAY					
FRANKLINTON, NC 27525-9771		PARSONS TRANSPORTATION GROUP REFUND RECIPIENT: BRIAN BOWERS GARNISHMENT OVERPAYMENT 3649 WHITWINDS WAY FRANKLINTON NC 27525 9771			
1045773	2022-3604	RP: 183600870719	178.86	MH	4/24/2023 11:14:35 AM
HALES WILLIAM PATRICK JR 2143 GROVE HILL RD					
FRANKLINTON, NC 27525-8153		AUTOZONERS LLC REFUND RECIPIENT: PATRICK HALES GARNISHMENT OVERPAYMENT 2143 GROVE HILL RD FRANKLINTON NC 27525 8153			
84424201	2022-254212	PERSONAL PROPERTY	13.45	MH	4/24/2023 11:28:38 AM
GREENE WAYNE STEPHEN 7602 WELLESLEY PARK N					
RALEIGH, NC 27615		CERIDIAN CORPORATION/PANERA LLC REFUND RECIPIENT: WAYNE STEPHEN GREENE GARNISHMENT OVERPAYMENT 7062 WELLESLEY PARK N RALEIGH NC 27615			
44927301	2022-22243	RP: 192815545841	43.00	MH	4/24/2023 11:33:18 AM
REID VICKI W					

RUN DATE: 5/1/2023 9:29 AM

GRANVILLE COUNTY REFUND REPORT

NAME	BILL NUMBER	PAYMENT TYPE	AMOUNT	OPER	DATE TIME
LIONEL B HICKS 622 PUCKETT ST					
STOVALL, NC 27582		FAY SERVICING REFUND RECIPIENT: FAY SERVICING MAIL OVERPAYMENT 6191 NORTH STATE HWY 161 6TH FLOOR IRVING TX 75038			
44152301	2022-18117	RP: 098600814370	167.09	MH	4/24/2023 11:59:55 AM
HOUSE BOBBI L 1679 SATTERWHITE ROAD					
OXFORD, NC 27565		DLP LEASING INC REFUND RECIPIENT: BOBBI L HOUSE GARNISHMENT OVERPAYMENT 1679 SATTERWHITE ROAD OXFORD NC 27565			
31259301	2022-24964	RP: 191900378826	42.34	MH	4/25/2023 10:51:56 AM
MURTAGH JAMES P MURTAGH TERRI L 3086 DALTON MILL ROAD					
BULLOCK, NC 27507		LIFEPOINT CORPORATE REFUND RECIPIENT: TERRI L MURTAGH GARNISHMENT OVERPAYMENT 3086 DALTON MILL ROAD BULLOCK NC 27507			
18533301	2022-25483	RP: 007000673877	104.50	MH	4/25/2023 10:54:43 AM
RAGLAND TONEY 9217 NC HIGHWAY 49					
ROXBORO, NC 27574-9264		CERIDIAN CORPORATION /GATE PRECAST COMPANY REFUND RECIPIENT: TONEY RAGLAND GARNISHMENT OVERPAYMENT 9217 NC HIGHWAY 49 ROXBORO NC 27574 9264			
57999301	2022-32301	RP: 096300292671	10.58	MH	4/25/2023 10:57:34 AM
MCGEE BRANDAL EDWARD 5749 HOBGOOD ROAD					
ROUGEMONT, NC 27572		CERIDIAN CORPORATION /GATE PRECAST COMPANY REFUND RECIPIENT: BRANDAL EDWARD MCGEE GARNISHMENT OVERPAYMENT 5749 HOBGOOD ROAD ROUGEMONT NC 27572			

RUN DATE: 5/1/2023 9:29 AM

GRANVILLE COUNTY REFUND REPORT

NAME	BILL NUMBER	PAYMENT TYPE	AMOUNT	OPER	DATE TIME
4228201 BULLOCK GAIL G BULLOCK ALLEN W 3658 HWY 56 FRANKLINTON, NC 27525	2022-253093	PERSONAL PROPERTY	39.40	MH	4/25/2023 2:57:46 PM
		GAIL BULLOCK REFUND RECIPIENT: ALLEN W BULLOCK GAIL G BULLOCK RELEASE OVERPAYMENT 3658 HWY 56 FRANKLINTON NC 27525			
85277302 MOTE KEVIN D MOTE ANGELA S 8139 HERMAN WILKERSON RD OXFORD, NC 27565	2022-17799	RP: 191800088920	98.69	MH	4/26/2023 10:03:38 AM
		ONESOURCE VIRTUAL HR INC REFUND RECIPIENT: ANGELA S MOTE GARNISHMENT OVERPAYMENT 8139 HERMAN WILKERSON RD OXFORD NC 27565			
71164301 HUNT ALFREDA 4043 DOOSTER ST OXFORD, NC 27565	2022-1057	RP: 193205281078	160.96	TYRELL	4/26/2023 10:26:20 AM
		DUKE UNIVERSITY REFUND RECIPIENT: ALFREDA HARRIS GARNISHMENT OVERPAYMENT 4043 DOOSTER ST OXFORD NC 27565			
64429301 ANDERSON MICHAEL L ANDERSON ABIGAIL P O BOX 445 STEM, NC 27581	2022-251762	PERSONAL PROPERTY	59.21	MH	4/26/2023 11:25:47 AM
		DUKE UNIVERSITY REFUND RECIPIENT: ABIGAIL ANDERSON GARNISHMENT OVERPAYMENT P O BOX 445 STEM NC 27581			
63210301 THORNTON WILLIAM THORNTON SHELIA 6144 CORNWALL ROAD OXFORD, NC 27565	2022-29595	RP: 190402876006	44.03	TYRELL	4/28/2023 11:00:51 AM
		UNIVERSAL HEALTH CARE OXFORD INC			

RUN DATE: 5/1/2023 9:29 AM

GRANVILLE COUNTY REFUND REPORT

NAME	BILL NUMBER	PAYMENT TYPE	AMOUNT	OPER	DATE TIME
REFUND RECIPIENT: SHELIA THORNTON GARNISHMENT OVERPAYMENT 6144 CORNWALL ROAD OXFORD NC 27565					
5643304	2022-5707	RP: 102103133767	527.96	TYRELL	4/28/2023 11:19:12 AM
NEWMAN BRUCE EDWARD JR					
1165 LITTLE MOUNTAIN RD					
STEM, NC 27581					
COUNTY OF GRANVILLE REFUND RECIPIENT: BRUCE NEWMAN GARNISHMENT OVERPAYMENT 1165 LITTLE MOUNTAIN RD STEM NC 27581					
87418302	2022-58565	RP: 096200978746	187.36	TYRELL	4/28/2023 11:20:56 AM
MANGUM KENDALL L					
MANGUM NICOLE W					
5196 MORIAH RD					
ROUGEMONT, NC 27572					
COUNTY OF GRANVILLE REFUND RECIPIENT: KENDALL MANGUM GARNISHMENT OVERPAYMENT 5196 MORIAH RD ROUGEMONT NC 27572					
9367301	2022-22512	RP: 193901073558	98.13	TJT	4/28/2023 11:55:17 AM
GOOCH ROBERT S					
GOOCH STEPHANIE K					
4012 HERBERT FAUCETTE RD					
BULLOCK, NC 27507					
GRANVILLE COUNTY PUBLIC SCHOOLS REFUND RECIPIENT: STEPHANIE K GOOCH GARNISHMENT OVERPAYMENT 4012 HERBERT FAUCETTE RD BULLOCK NC 27507					
TOTAL REFUNDS PRINTED:		10,071.73			
TOTAL VOID REFUNDS:		-47.96			
TOTAL:		10,023.77			

RUN DATE: 5/1/2023 9:29 AM

GRANVILLE COUNTY REFUND REPORT

VOIDED REFUND AMOUNTS OF REFUNDS NOT IN 4/1/2023 - 4/30/2023

NAME	BILL NUMBER		AMOUNT	OPER	PAYMENT TYPE	DATE TIME	REFUND DATE
4228201 - BULLOCK GAIL G	2022-253093	PERSONAL PROPERTY	35.40	MH	Check	4/25/2023 12:14:36 PM	1/10/2023 11:22 AM
TOTAL VOID REFUNDS:		35.40					

PARAMETERS SELECTED FOR RELEASES REPORT:

TRANSACTION DATE/TIME RANGE: 04/01/2023 - 04/30/2023

PAYMENT DATE RANGE:

BILL TYPE: Both

BILL YEAR/NUMBER RANGE:

PRINT TOTALS ONLY: No

USER/OPERATOR:

EXCLUDE USERS/OPERATORS:

SORT ORDER: Transaction Date

REPORT TITLE:

DISTRICT/TYPE/FEE:

BATCH MONTH RANGE:

BATCH YEAR RANGE:

BATCH REAL TIME:

INCLUDE ONLY THOSE WITH RELEASE NUMBERS: No

RELEASES REPORT
Granville County

NAME	BILL NUMBER	OPER	DATE/TIME	DISTRICT	VALUE	AMOUNT
27101 DARGAN RONNIE	2020-242032	DY:20 PERSONAL PROPERTY	ADH	4/3/2023 10:17:56 AM		
				C GARNFEE	5,567.00	30.00
		DUPLICATE GARNISHMENT FEE		TOTAL RELEASES:		30.00
31132302 BROOKS TIMOTHY A	2022-4638	DY:0RP:099900321101	JGS	4/3/2023 11:42:39 AM		
				SW47FFEEFEE	15,380.00	91.00
		BILLED WASTE FEE IN ERROR. HOUSE IS UNLIVABLE.		TOTAL RELEASES:		91.00
2462 FLASH MARKET LLC	2022-44122	DY:22 PERSONAL PROPERTY	TJT	4/4/2023 12:13:31 PM		
				BEOFFEEFEE	0.00	5.00
				WIOFFEEFEE	0.00	25.00
		NEW OWNER G P M SOUTH EAST LLC AS OF 3/28/2023		TOTAL RELEASES:		30.00
43542301 SMITH BERNITTA	2022-251558	DY:22 PERSONAL PROPERTY	JGS	4/6/2023 10:46:46 AM		
				FR ADVLTAX	4,891.00	2.93
				FR PEN FEE	4,891.00	0.29
				C PEN FEE	4,891.00	4.11
				SW47FFEEFEE	4,891.00	91.00
				C ADVLTAX	4,891.00	41.08
		1997 SWMH SOLD TO TASHA BUMPASS ALONG WITH LAND.		TOTAL RELEASES:		139.41
342 ELLINGTON RICHARD	2022-253563	DY:22 PERSONAL PROPERTY	CAS	4/6/2023 2:46:53 PM		
				C PEN FEE	6,354.00	5.34
				C ADVLTAX	6,354.00	53.37
				CI58PEN FEE	6,354.00	4.07
				CI58ADVL TAX	6,354.00	40.67
		SIGNED BILL OF SALE DATED 8.28.2019 FOR 2005 ELLINGTON BOAT.		TOTAL RELEASES:		103.45
342 ELLINGTON RICHARD	2022-253562	DY:20 PERSONAL PROPERTY	CAS	4/6/2023 2:47:23 PM		
				C ADVLTAX	7,040.00	59.14
				CI58ADVL TAX	7,040.00	45.06
				C PEN FEE	7,040.00	17.74
				CI58PEN FEE	7,040.00	13.52
		SIGNED BILL OF SALE DATED 8.28.2019 FOR 2005 ELLINGTON BOAT.		TOTAL RELEASES:		135.46
342 ELLINGTON RICHARD	2022-253561	DY:21 PERSONAL PROPERTY	CAS	4/6/2023 2:47:56 PM		
				C ADVLTAX	6,688.00	56.18
				CI58ADVL TAX	6,688.00	42.80
				C PEN FEE	6,688.00	11.24
				CI58PEN FEE	6,688.00	8.56
		SIGNED BILL OF SALE DATED 8.28.2019 FOR 2005 ELLINGTON BOAT.		TOTAL RELEASES:		118.78

RELEASES REPORT
Granville County

NAME	BILL NUMBER	OPER	DATE/TIME	DISTRICT	VALUE	AMOUNT
1022101 OXFORD PUBLIC LEDGER	2022-75044	DY: RP:192317110947 JGS	4/10/2023 11:36:01 AM			
				C ADVTFEE	254,509.00	3.00
					TOTAL RELEASES:	3.00
69698301 KING SARA V	2022-75036	DY: RP:192317029347 JGS	4/10/2023 1:30:17 PM			
				C ADVTFEE	106,150.00	3.00
					TOTAL RELEASES:	3.00
68070301 WOODS MARY NELL	2022-75076	DY: RP:192313024796 JGS	4/10/2023 1:30:35 PM			
				C ADVTFEE	182,077.00	3.00
					TOTAL RELEASES:	3.00
63051301 SHELTON HOLDINGS LLC	2022-75052	DY: RP:192313028831 JGS	4/10/2023 1:30:54 PM			
				C ADVTFEE	242,394.00	3.00
					TOTAL RELEASES:	3.00
83787201 ELVIRA ROMERO JOSE LUIS	2022-253598	DY:22 PERSONAL PROPERTY CAS	4/11/2023 10:28:05 AM			
				CI53ADVL TAX	695.00	3.13
				CI53PEN FEE	695.00	0.31
				C PEN FEE	695.00	0.58
				C ADVL TAX	695.00	5.84
					TOTAL RELEASES:	9.86
83787201 ELVIRA ROMERO JOSE LUIS	2022-253597	DISCOVERED IN ERROR. VEHICLE REPORTED SOLD IN 2019 DY:21 PERSONAL PROPERTY CAS	4/11/2023 10:28:39 AM			
				CI53ADVL TAX	732.00	3.29
				CI53PEN FEE	732.00	0.66
				C ADVL TAX	732.00	6.15
				C GARNFEE	732.00	30.00
				C PEN FEE	732.00	1.23
					TOTAL RELEASES:	41.33
83787201 ELVIRA ROMERO JOSE LUIS	2022-253596	DISCOVERED IN ERROR. VEHICLE REPORTED SOLD IN 2019 DY:20 PERSONAL PROPERTY CAS	4/11/2023 10:29:02 AM			
				C ADVL TAX	770.00	6.47
				CI53ADVL TAX	770.00	3.47
				CI53PEN FEE	770.00	1.04
				C PEN FEE	770.00	1.94
					TOTAL RELEASES:	12.92
51083301 OLD HALL S DRUG STORE LLC	2022-75042	DISCOVERED IN ERROR. VEHICLE REPORTED SOLD IN 2019 DY: RP:192317124485 JGS	4/11/2023 1:51:25 PM			
				C ADVTFEE	2,868.00	0.10
				FR61ADVL TAX	2,960.00	2.96
					TOTAL RELEASES:	3.06
71018202 DVD LLC	2022-253533	ADVERTISING FEE ADDED IN ERROR. DY:22 PERSONAL PROPERTY JGS	4/14/2023 4:22:01 PM			
				FR ADVL TAX	3,644.00	2.19

RELEASES REPORT
Granville County

NAME	BILL NUMBER	OPER	DATE/TIME	DISTRICT	VALUE	AMOUNT
				FR PEN FEE	3,644.00	0.22
				SW47FFEEFEE	3,644.00	91.00
				C GARNFEE	3,644.00	30.00
				C ADVLTAX	3,644.00	30.61
				C PEN FEE	3,644.00	3.06
				TOTAL RELEASES:		157.08
88500201	2018-40790	DISC IN ERROR. BILLED AS PERSONAL PROPERTY ON REAL ESTATE RECORD. DY: PERSONAL PROPERTY	TYRELL	4/18/2023 10:31:33 AM		
ANDERSON JOHN MICHAEL						
				C GARNFEE	1,395.00	30.00
				TOTAL RELEASES:		30.00
85929201	2022-253341	DUPLICATE GARNISHMENT FEE DY:20 PERSONAL PROPERTY	CAS	4/18/2023 11:37:08 AM		
CREECH ASHLEY N						
				C ADVLTAX	500.00	4.20
				C PEN FEE	500.00	1.26
				TOTAL RELEASES:		5.46
85929201	2022-253342	DISCOVERY DONE IN ERROR. RELEASE COMPLETED 8.23.2017 DUE TO BOAT BEING SOLD DY:21 PERSONAL PROPERTY	CAS	4/18/2023 11:37:40 AM		
CREECH ASHLEY N						
				C ADVLTAX	500.00	4.20
				C PEN FEE	500.00	0.84
				TOTAL RELEASES:		5.04
85929201	2022-253343	DISCOVERY DONE IN ERROR. RELEASE COMPLETED 8.23.2017 DUE TO BOAT BEING SOLD DY:22 PERSONAL PROPERTY	CAS	4/18/2023 11:38:35 AM		
CREECH ASHLEY N						
				C ADVLTAX	500.00	4.20
				FR ADVLTAX	500.00	0.30
				FR PEN FEE	500.00	0.03
				C PEN FEE	500.00	0.42
				TOTAL RELEASES:		4.95
88164201	2022-252601	DISCOVERY DONE IN ERROR. RELEASE COMPLETED 8.23.2017 DUE TO BOAT BEING SOLD DY:22 PERSONAL PROPERTY	CAS	4/18/2023 2:37:47 PM		
WHITE DONNA KING						
				SW47FFEEFEE	7,502.00	46.00
				TOTAL RELEASES:		46.00
88164201	2022-252601	WASTE FEE BILLED INCORRECTLY. WASTE FEE SHOULD HAVE BEEN \$45.00 INSTEAD OF \$91.00 DY:22 PERSONAL PROPERTY	CAS	4/18/2023 2:45:19 PM		
WHITE DONNA KING						
				SW47FFEEFEE	7,502.00	-46.00
				TOTAL RELEASES:		-46.00

RELEASES REPORT
Granville County

NAME	BILL NUMBER	OPER	DATE/TIME	DISTRICT	VALUE	AMOUNT
88164201 WHITE DONNA KING	2022-252601	DY:22 PERSONAL PROPERTY CAS	4/18/2023 2:49:35 PM			
				SW47FFEEFEE	7,502.00	66.00
				TOTAL RELEASES:		66.00
		CORRECTION TO PREVIOUS RELEASE. INCORRECT AMOUNT WAS RELEASED. \$66.00 SHOULD HAVE BEEN RELEASED NOT \$46.00. CORRECT AMOUNT OF WASTE FEE IS \$25.00				
57228201 ALLEN ROSEMARY	2022-252751	DY:21 PERSONAL PROPERTY CAS	4/19/2023 11:53:30 AM			
				CI52PEN FEE	2,563.00	3.15
				CI52ADVL TAX	2,563.00	15.76
				C PEN FEE	2,563.00	4.31
				C ADVL TAX	2,563.00	21.53
				TOTAL RELEASES:		44.75
		DISCOVERED IN ERROR. PER DMV TITLE WAS TRANSFERRED ON 07.17.2020 TO JAMES ALLEN SPENCER, JR.				
57228201 ALLEN ROSEMARY	2022-252752	DY:22 PERSONAL PROPERTY CAS	4/19/2023 11:54:00 AM			
				C ADVL TAX	2,435.00	20.45
				CI52ADVL TAX	2,435.00	14.98
				C PEN FEE	2,435.00	2.05
				CI52PEN FEE	2,435.00	1.50
				C GARN FEE	2,435.00	30.00
				TOTAL RELEASES:		68.98
		DISCOVERED IN ERROR. PER DMV TITLE WAS TRANSFERRED ON 07.17.2020 TO JAMES ALLEN SPENCER, JR.				
4228301 BULLOCK GAIL G	2022-253094	DY:22 PERSONAL PROPERTY CAS	4/25/2023 12:58:51 PM			
				FR ADVL TAX	500.00	0.30
				FR PEN FEE	500.00	0.03
				C ADVL TAX	500.00	4.20
				C PEN FEE	500.00	0.42
				TOTAL RELEASES:		4.95
		DISC IN ERROR. DUPL OF BILL# 2022- 253093				
NET RELEASES PRINTED:	1,114.48					
TOTAL TAXES RELEASED						1,114.48

RELEASES REPORT
Granville County

BEOFFFEEFEE - BEER OFF

TAX YEAR	RATE YEAR	REAL VALUE RELEASED	PERS VALUE RELEASED	TOTAL VALUE RELEASED	REAL TAX RELEASED	PERS TAX RELEASED	MV VALUE RELEASED	MV TAXES RELEASED	TOTAL VALUE RELEASED	TOTAL TAXES RELEASED
2022	2022	0	0	0	0.00	5.00	0	0.00	0	5.00
DIST TOTAL		0	0	0	0.00	5.00	0	0.00	0	5.00

C ADVLTAX - 1 Granville County Tax

TAX YEAR	RATE YEAR	REAL VALUE RELEASED	PERS VALUE RELEASED	TOTAL VALUE RELEASED	REAL TAX RELEASED	PERS TAX RELEASED	MV VALUE RELEASED	MV TAXES RELEASED	TOTAL VALUE RELEASED	TOTAL TAXES RELEASED
2022	2020	0	8,310	8,310	0.00	69.81	0	0.00	8,310	69.81
2022	2021	0	10,483	10,483	0.00	88.06	0	0.00	10,483	88.06
2022	2022	0	19,019	19,019	0.00	159.75	0	0.00	19,019	159.75
DIST TOTAL		0	37,812	37,812	0.00	317.62	0	0.00	37,812	317.62

C ADVTFEE - Advertisement Fee

TAX YEAR	RATE YEAR	REAL VALUE RELEASED	PERS VALUE RELEASED	TOTAL VALUE RELEASED	REAL TAX RELEASED	PERS TAX RELEASED	MV VALUE RELEASED	MV TAXES RELEASED	TOTAL VALUE RELEASED	TOTAL TAXES RELEASED
2022	2022	787,998	0	787,998	12.10	0.00	0	0.00	787,998	12.10
DIST TOTAL		787,998	0	787,998	12.10	0.00	0	0.00	787,998	12.10

C GARNFEE - Garnishment

TAX YEAR	RATE YEAR	REAL VALUE RELEASED	PERS VALUE RELEASED	TOTAL VALUE RELEASED	REAL TAX RELEASED	PERS TAX RELEASED	MV VALUE RELEASED	MV TAXES RELEASED	TOTAL VALUE RELEASED	TOTAL TAXES RELEASED
2018	2018	0	1,395	1,395	0.00	30.00	0	0.00	1,395	30.00
2020	2020	0	5,567	5,567	0.00	30.00	0	0.00	5,567	30.00
2022	2021	0	732	732	0.00	30.00	0	0.00	732	30.00
2022	2022	0	6,079	6,079	0.00	60.00	0	0.00	6,079	60.00
DIST TOTAL		0	13,773	13,773	0.00	150.00	0	0.00	13,773	150.00

C PEN FEE - County Late List

TAX YEAR	RATE YEAR	REAL VALUE RELEASED	PERS VALUE RELEASED	TOTAL VALUE RELEASED	REAL TAX RELEASED	PERS TAX RELEASED	MV VALUE RELEASED	MV TAXES RELEASED	TOTAL VALUE RELEASED	TOTAL TAXES RELEASED
2022	2020	0	8,310	8,310	0.00	20.94	0	0.00	8,310	20.94
2022	2021	0	10,483	10,483	0.00	17.62	0	0.00	10,483	17.62
2022	2022	0	19,019	19,019	0.00	15.98	0	0.00	19,019	15.98
DIST TOTAL		0	37,812	37,812	0.00	54.54	0	0.00	37,812	54.54

CI52ADVL TAX - 52 Creedmoor

TAX YEAR	RATE YEAR	REAL VALUE RELEASED	PERS VALUE RELEASED	TOTAL VALUE RELEASED	REAL TAX RELEASED	PERS TAX RELEASED	MV VALUE RELEASED	MV TAXES RELEASED	TOTAL VALUE RELEASED	TOTAL TAXES RELEASED
2022	2021	0	2,563	2,563	0.00	15.76	0	0.00	2,563	15.76
2022	2022	0	2,435	2,435	0.00	14.98	0	0.00	2,435	14.98
DIST TOTAL		0	4,998	4,998	0.00	30.74	0	0.00	4,998	30.74

CI52PEN FEE - Creedmoor Late List

TAX YEAR	RATE YEAR	REAL VALUE RELEASED	PERS VALUE RELEASED	TOTAL VALUE RELEASED	REAL TAX RELEASED	PERS TAX RELEASED	MV VALUE RELEASED	MV TAXES RELEASED	TOTAL VALUE RELEASED	TOTAL TAXES RELEASED
2022	2021	0	2,563	2,563	0.00	3.15	0	0.00	2,563	3.15
2022	2022	0	2,435	2,435	0.00	1.50	0	0.00	2,435	1.50
DIST TOTAL		0	4,998	4,998	0.00	4.65	0	0.00	4,998	4.65

CI53ADVL TAX - 53 Stem

TAX YEAR	RATE YEAR	REAL VALUE RELEASED	PERS VALUE RELEASED	TOTAL VALUE RELEASED	REAL TAX RELEASED	PERS TAX RELEASED	MV VALUE RELEASED	MV TAXES RELEASED	TOTAL VALUE RELEASED	TOTAL TAXES RELEASED
2022	2020	0	770	770	0.00	3.47	0	0.00	770	3.47
2022	2021	0	732	732	0.00	3.29	0	0.00	732	3.29

RELEASES REPORT
Granville County

2022	2022	0	695	695	0.00	3.13	0	0.00	695	3.13
DIST TOTAL		0	2,197	2,197	0.00	9.89	0	0.00	2,197	9.89
CI53PEN FEE - Stem Late List										
TAX YEAR	RATE YEAR	REAL VALUE RELEASED	PERS VALUE RELEASED	TOTAL VALUE RELEASED	REAL TAX RELEASED	PERS TAX RELEASED	MV VALUE RELEASED	MV TAXES RELEASED	TOTAL VALUE RELEASED	TOTAL TAXES RELEASED
2022	2020	0	770	770	0.00	1.04	0	0.00	770	1.04
2022	2021	0	732	732	0.00	0.66	0	0.00	732	0.66
2022	2022	0	695	695	0.00	0.31	0	0.00	695	0.31
DIST TOTAL		0	2,197	2,197	0.00	2.01	0	0.00	2,197	2.01
CI58ADVL TAX - 58 Oxford City										
TAX YEAR	RATE YEAR	REAL VALUE RELEASED	PERS VALUE RELEASED	TOTAL VALUE RELEASED	REAL TAX RELEASED	PERS TAX RELEASED	MV VALUE RELEASED	MV TAXES RELEASED	TOTAL VALUE RELEASED	TOTAL TAXES RELEASED
2022	2020	0	7,040	7,040	0.00	45.06	0	0.00	7,040	45.06
2022	2021	0	6,688	6,688	0.00	42.80	0	0.00	6,688	42.80
2022	2022	0	6,354	6,354	0.00	40.67	0	0.00	6,354	40.67
DIST TOTAL		0	20,082	20,082	0.00	128.53	0	0.00	20,082	128.53
CI58PEN FEE - Oxford City Late List										
TAX YEAR	RATE YEAR	REAL VALUE RELEASED	PERS VALUE RELEASED	TOTAL VALUE RELEASED	REAL TAX RELEASED	PERS TAX RELEASED	MV VALUE RELEASED	MV TAXES RELEASED	TOTAL VALUE RELEASED	TOTAL TAXES RELEASED
2022	2020	0	7,040	7,040	0.00	13.52	0	0.00	7,040	13.52
2022	2021	0	6,688	6,688	0.00	8.56	0	0.00	6,688	8.56
2022	2022	0	6,354	6,354	0.00	4.07	0	0.00	6,354	4.07
DIST TOTAL		0	20,082	20,082	0.00	26.15	0	0.00	20,082	26.15
FR ADVL TAX - Fire Rescue										
TAX YEAR	RATE YEAR	REAL VALUE RELEASED	PERS VALUE RELEASED	TOTAL VALUE RELEASED	REAL TAX RELEASED	PERS TAX RELEASED	MV VALUE RELEASED	MV TAXES RELEASED	TOTAL VALUE RELEASED	TOTAL TAXES RELEASED
2022	2022	0	9,535	9,535	0.00	5.72	0	0.00	9,535	5.72
DIST TOTAL		0	9,535	9,535	0.00	5.72	0	0.00	9,535	5.72
FR PEN FEE - Fire Rescue Late List										
TAX YEAR	RATE YEAR	REAL VALUE RELEASED	PERS VALUE RELEASED	TOTAL VALUE RELEASED	REAL TAX RELEASED	PERS TAX RELEASED	MV VALUE RELEASED	MV TAXES RELEASED	TOTAL VALUE RELEASED	TOTAL TAXES RELEASED
2022	2022	0	9,535	9,535	0.00	0.57	0	0.00	9,535	0.57
DIST TOTAL		0	9,535	9,535	0.00	0.57	0	0.00	9,535	0.57
FR61ADVL TAX - 61 Oxford Parking Dist										
TAX YEAR	RATE YEAR	REAL VALUE RELEASED	PERS VALUE RELEASED	TOTAL VALUE RELEASED	REAL TAX RELEASED	PERS TAX RELEASED	MV VALUE RELEASED	MV TAXES RELEASED	TOTAL VALUE RELEASED	TOTAL TAXES RELEASED
2022	2022	2,960	0	2,960	2.96	0.00	0	0.00	2,960	2.96
DIST TOTAL		2,960	0	2,960	2.96	0.00	0	0.00	2,960	2.96
SW47FFEEFEE - 47 Waste Conv Site Fee										
TAX YEAR	RATE YEAR	REAL VALUE RELEASED	PERS VALUE RELEASED	TOTAL VALUE RELEASED	REAL TAX RELEASED	PERS TAX RELEASED	MV VALUE RELEASED	MV TAXES RELEASED	TOTAL VALUE RELEASED	TOTAL TAXES RELEASED
2022	2022	15,380	16,037	31,417	91.00	248.00	0	0.00	31,417	339.00
DIST TOTAL		15,380	16,037	31,417	91.00	248.00	0	0.00	31,417	339.00
WIOFFEEFEE - WINE OFF										
TAX YEAR	RATE YEAR	REAL VALUE RELEASED	PERS VALUE RELEASED	TOTAL VALUE RELEASED	REAL TAX RELEASED	PERS TAX RELEASED	MV VALUE RELEASED	MV TAXES RELEASED	TOTAL VALUE RELEASED	TOTAL TAXES RELEASED
2022	2022	0	0	0	0.00	25.00	0	0.00	0	25.00
DIST TOTAL		0	0	0	0.00	25.00	0	0.00	0	25.00
GRAND TOTALS:		806,338	179,058	985,396	106.06	1,008.42	0	0.00	985,396	1,114.48

PARAMETERS SELECTED FOR ACTIVITY REPORT:

TRANSACTION DATE RANGE: 04/01/2023 12:00:00 AM - 04/30/2023 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
04/03/2023	11:13:44	2022-253496	MGAR	64570201	DRAUGHN RANDALL JAY	TYRELL	Payment	03/31/2023	mail	466358	0.54		0.54
											TOTAL TRANSACTION:		0.54
04/03/2023	11:14:58	2022-913	G	82721301	OAKLEY BRENDA G	TYRELL	Payment	04/03/2023	walk-in		0.10		0.10
											TOTAL TRANSACTION:		0.10
04/03/2023	11:21:10	2022-253340	MGAR	333	CREECH ANTHONY MICHAEL	TYRELL	Payment	03/31/2023	mail	42862886	0.48		0.48
04/03/2023	11:21:10	2022-253338	MGAR	333	CREECH ANTHONY MICHAEL	TYRELL	Payment	03/31/2023	mail	42862886			0.00
04/03/2023	11:21:10	2022-253339	MGAR	333	CREECH ANTHONY MICHAEL	TYRELL	Payment	03/31/2023	mail	42862886			0.00
											TOTAL TRANSACTION:		0.48
04/03/2023	11:35:17	2022-33710	MGAR	53766201	KARNS BRIAN ERIC	TYRELL	Payment	04/03/2023	mail	42862888	0.83		0.83
											TOTAL TRANSACTION:		0.83
04/03/2023	11:36:10	2022-253295	MGAR	1155	CONTRERAS CRISTIAN JUAREZ	TYRELL	Payment	04/03/2023	walk-in	42862885	0.83		0.83
											TOTAL TRANSACTION:		0.83
04/03/2023	11:41:56	2022-252745	MGAR	79550201	ALLEN JEREMY DEVON	TYRELL	Payment	04/03/2023	mail	42862879			0.00
04/03/2023	11:41:56	2022-252747	MGAR	79550201	ALLEN JEREMY DEVON	TYRELL	Payment	04/03/2023	mail	42862879	0.83		0.83
04/03/2023	11:41:56	2022-252746	MGAR	79550201	ALLEN JEREMY DEVON	TYRELL	Payment	04/03/2023	mail	42862879			0.00
											TOTAL TRANSACTION:		0.83
04/03/2023	11:46:30	2022-14668	MGAR	4495302	BURT MCCOY A	TYRELL	Payment	04/03/2023	mail	42862876			0.00
04/03/2023	11:46:30	2022-253107	MGAR	4495108	BURT MCCOY ANTHONY	TYRELL	Payment	04/03/2023	mail	42862876	0.83		0.83
											TOTAL TRANSACTION:		0.83
04/03/2023	11:54:26	2022-253108	MGAR	87179201	BURWELL DONALD RAY	TYRELL	Payment	04/03/2023	mail	42862875	0.83		0.83
											TOTAL TRANSACTION:		0.83
04/03/2023	11:55:24	2022-39918	MGAR	83398201	HARRIS JAMES MCKINLEY	TYRELL	Payment	04/03/2023	mail	42862881	0.83		0.83
											TOTAL TRANSACTION:		0.83
04/03/2023	13:04:41	2022-34379	MGAR	24789301	HOBGOOD SUSAN K & RYAN RANDAU	TYRELL	Payment	04/03/2023	walk-in	42862883	0.83		0.83
											TOTAL TRANSACTION:		0.83
04/05/2023	13:17:34	2022-15975	BA	17678301	PEACE RONALD C	TYRELL	Payment	04/05/2023	walk-in		0.24		0.24
											TOTAL TRANSACTION:		0.24
04/06/2023	09:54:00	2022-17367	MGAR	62559302	HOWERTON STEPHEN C	VDS	Payment	04/06/2023			0.06		0.06
											TOTAL TRANSACTION:		0.06
04/06/2023	09:57:00	2022-3068	G	53816301	ROBERTSON KESHA DANIEL	VDS	Payment	04/06/2023			0.06		0.06
											TOTAL TRANSACTION:		0.06
04/06/2023	10:01:00	2022-28744	G	36957301	BONNER PAULA D	VDS	Payment	04/06/2023			0.06		0.06
											TOTAL TRANSACTION:		0.06
04/06/2023	10:38:00	2022-19928	G	59654302	CURTIS MARY H	VDS	Payment	04/06/2023			0.06		0.06
											TOTAL TRANSACTION:		0.06
04/06/2023	13:13:00	2022-8196	BA	33296301	FARMER VICTORIA	VDS	Payment	04/06/2023			0.06		0.06
											TOTAL TRANSACTION:		0.06
04/06/2023	13:13:00	2022-9460	BA	21546301	FARMER VICTORIA	VDS	Payment	04/06/2023			0.06		0.06
											TOTAL TRANSACTION:		0.06
04/06/2023	13:34:00	2022-20310	G	36534301	GIBSON RANDY	VDS	Payment	04/06/2023			0.06		0.06
											TOTAL TRANSACTION:		0.06
04/06/2023	16:32:00	2022-233		3638301	BRASWELL LOUISE T	VDS	Payment	04/06/2023			0.06		0.06
											TOTAL TRANSACTION:		0.06
04/07/2023	09:42:00	2022-19497		83674301	TERRY RICKIE	VDS	Payment	04/07/2023			0.06		0.06
											TOTAL TRANSACTION:		0.06

DATE	TIME	BILL#	Statuses	ACCOUNT	NAME	OPER	TYPE	PYMT DATE	SOURCE	CHK#	TAX	INTEREST	TOTAL
04/07/2023	09:42:00	2022-4415		21632301	TERRY LILLIAN H HEIRS	VDS	Payment	04/07/2023			0.06		0.06
											TOTAL TRANSACTION:		0.06
04/07/2023	22:00:00	2022-14582	G	28240301	JENKINS VANESSA CAROL	VDS	Payment	04/07/2023			0.06		0.06
											TOTAL TRANSACTION:		0.06
04/08/2023	09:34:00	2022-31508		47556301	COLEMAN EVON G	VDS	Payment	04/08/2023			0.06		0.06
											TOTAL TRANSACTION:		0.06
04/10/2023	09:40:07	2021-60022	DS,G,MPGAR	1823	DOMNICK RICHARD ALLEN	TJT	Payment	03/31/2023	Request from Finance	323628	0.38		0.38
04/10/2023	09:40:07	2011-62799	DS,MPGAR,PG,T	73083111	HESTER MELETTA DEANNA	TJT	Payment	03/31/2023	Request from Finance	323628			0.00
04/10/2023	09:40:07	2012-64525	DS,MPGAR,V	78702112	REED ADARRYL DONTA	TJT	Payment	03/31/2023	Request from Finance	323628			0.00
04/10/2023	09:40:07	2021-59667	DS,MPGAR	1052993	HAILEY KAREN	TJT	Payment	03/31/2023	Request from Finance	323628			0.00
04/10/2023	09:40:07	2022-17693	G	20683301	FULLER YVONNE	TJT	Payment	03/31/2023	Request from Finance	323628			0.00
04/10/2023	09:40:07	2011-63866	DL,DS,N	46511111	COLCLOUGH DANNY	TJT	Payment	03/31/2023	Request from Finance	323628			0.00
											TOTAL TRANSACTION:		0.38
04/10/2023	10:26:00	2022-12772	G	1055133	EVANS THERESA A	VDS	Payment	04/10/2023			0.06		0.06
											TOTAL TRANSACTION:		0.06
04/10/2023	11:26:07	2022-27083		1033933	IGLESIA DE RESTAURACION VIDA ABUNDANTE	TYRELL	Payment	04/10/2023	mail 195258778077				0.00
04/10/2023	11:26:07	2022-27108		1033933	IGLESIA DE RESTAURACION VIDA ABUNDANTE	TYRELL	Payment	04/10/2023	mail 195258778077		0.12		0.12
											TOTAL TRANSACTION:		0.12
04/10/2023	11:28:08	2022-25675	BA	88127301	ROBINSON AUBURN M	ADH	Payment	04/10/2023	mail	002106	0.06		0.06
											TOTAL TRANSACTION:		0.06
04/10/2023	11:42:29	2021-11367	DL,FTW	23748304	HARRIS DOROTHY W HEIRS	TYRELL	Payment	04/10/2023	mail	020234			0.00
04/10/2023	11:42:29	2022-13476		1062803	HARRIS DOROTHY HEIRS	TYRELL	Payment	04/10/2023	mail	020234			0.00
04/10/2023	11:42:29	2017-81999	DL,FTW	23748117	HARRIS DOROTHY W	TYRELL	Payment	04/10/2023	mail	020234			0.00
04/10/2023	11:42:29	2019-11367	DL,FTW	23748304	HARRIS DOROTHY W	TYRELL	Payment	04/10/2023	mail	020234			0.00
04/10/2023	11:42:29	2018-11367	DL,FTW	23748304	HARRIS DOROTHY W	TYRELL	Payment	04/10/2023	mail	020234			0.00
04/10/2023	11:42:29	2020-11367	DL,FTW	23748304	HARRIS DOROTHY W	TYRELL	Payment	04/10/2023	mail	020234			0.00
04/10/2023	11:42:29	2022-11367	FTW	23748304	HARRIS DOROTHY W HEIRS	TYRELL	Payment	04/10/2023	mail	020234	0.06		0.06
04/10/2023	11:42:29	2021-13476	DL,DS	1062803	HARRIS DOROTHY HEIRS	TYRELL	Payment	04/10/2023	mail	020234			0.00
											TOTAL TRANSACTION:		0.06
04/10/2023	13:08:33	2022-38222		30808201	NORWOOD RANDY & LASHONDA TABOR	TYRELL	Payment	04/10/2023	walk-in		0.59		0.59
04/10/2023	13:08:33	2022-29439		30808301	TABORN LASHONDA D	TYRELL	Payment	04/10/2023	walk-in				0.00
											TOTAL TRANSACTION:		0.59
04/10/2023	14:41:00	2022-2564	G	76518301	MICHAELSEN STACY	VDS	Payment	04/10/2023			0.06		0.06
											TOTAL TRANSACTION:		0.06
04/10/2023	14:58:00	2022-32567	G	1026583	PARKSTONE BRADLEY J	VDS	Payment	04/10/2023			0.06		0.06
											TOTAL TRANSACTION:		0.06
04/10/2023	16:44:00	2022-18405	G	64524301	PARKER TRAVIS	VDS	Payment	04/10/2023			0.06		0.06
											TOTAL TRANSACTION:		0.06

DATE	TIME	BILL#	Statuses	ACCOUNT	NAME	OPER	TYPE	PYMT DATE	SOURCE	CHK#	TAX	INTEREST	TOTAL
04/10/2023	20:49:00	2022-7270	G	8040301	WATSON SANDRA W	VDS	Payment	04/10/2023			0.06		0.06
TOTAL TRANSACTION:													0.06
04/11/2023	09:48:39	2020-22072	DL	16958305	CAROLINA TELEPHONE & TELEGRAPH	MH	Payment	04/11/2023	mail	0000435010			0.00
04/11/2023	09:48:39	2020-21533	DL	16958309	CAROLINA TELEPHONE & TELEGRAPH	MH	Payment	04/11/2023	mail	0000435010			0.00
04/11/2023	09:48:39	2020-13922	DL	16958308	CAROLINA TELE & TELE CO	MH	Payment	04/11/2023	mail	0000435010			0.00
04/11/2023	09:48:39	2020-27004	DL	16958306	CAROLINA TELEPHONE & TELEGRAPH	MH	Payment	04/11/2023	mail	0000435010	0.32		0.32
04/11/2023	09:48:39	2020-21536	DL	16958304	CAROLINA TELEPHONE & TELEGRAPH	MH	Payment	04/11/2023	mail	0000435010			0.00
TOTAL TRANSACTION:													0.32
04/11/2023	09:57:00	2022-28737	G	84881301	TOVAR JAVIER	VDS	Payment	04/11/2023			0.06		0.06
TOTAL TRANSACTION:													0.06
04/11/2023	10:28:00	2022-18494	BA	36547301	OSBORNE BARBARA H	VDS	Payment	04/11/2023			0.06		0.06
TOTAL TRANSACTION:													0.06
04/11/2023	15:36:00	2022-16247	MGAR	88359301	THORNTON ROBIN	VDS	Payment	04/11/2023			0.06		0.06
TOTAL TRANSACTION:													0.06
04/12/2023	10:49:00	2022-28375	BA	1024003	CTC SOLUTIONS LLC	VDS	Payment	04/12/2023			0.06		0.06
TOTAL TRANSACTION:													0.06
04/12/2023	10:49:00	2022-32554	BA	1024003	CTC SOLUTIONS LLC	VDS	Payment	04/12/2023			0.06		0.06
TOTAL TRANSACTION:													0.06
04/12/2023	13:12:00	2022-1553		1058553	BAKER DUSTIN T	VDS	Payment	04/12/2023			0.06		0.06
TOTAL TRANSACTION:													0.06
04/12/2023	13:48:00	2022-8038		88972302	TEEL JESSE	VDS	Payment	04/12/2023			0.06		0.06
TOTAL TRANSACTION:													0.06
04/12/2023	13:48:00	2022-1735		37534113	TEEL JESSE GRAHAM SR	VDS	Payment	04/12/2023			0.06		0.06
TOTAL TRANSACTION:													0.06
04/12/2023	13:48:00	2022-26175		88972301	TEEL JESSE	VDS	Payment	04/12/2023			0.06		0.06
TOTAL TRANSACTION:													0.06
04/12/2023	13:48:00	2022-6012		37534301	TEEL JESSE G SR	VDS	Payment	04/12/2023			0.06		0.06
TOTAL TRANSACTION:													0.06
04/12/2023	14:14:00	2022-32771	HGAR	79856301	TALLEY TONY C	VDS	Payment	04/12/2023			0.06		0.06
TOTAL TRANSACTION:													0.06
04/12/2023	16:48:00	2022-17612		5494302	CLARK WILLIAM JR	VDS	Payment	04/12/2023			0.06		0.06
TOTAL TRANSACTION:													0.06
04/12/2023	16:48:00	2022-17613		5494303	CLARK WILLIAM JR	VDS	Payment	04/12/2023			0.06		0.06
TOTAL TRANSACTION:													0.06
04/13/2023	12:22:00	2022-21284	BA	64434301	TAYLOR CASSANDRA A	VDS	Payment	04/13/2023			0.06		0.06
TOTAL TRANSACTION:													0.06
04/13/2023	16:35:16	2022-28465	G	69205301	KNIGHT JAMES	TYRELL	Payment	04/13/2023	walk-in	*	0.22		0.22
04/13/2023	16:35:16	2022-13048		69205304	KNIGHT JAMES THOMAS	TYRELL	Payment	04/13/2023	walk-in	*			0.00
04/13/2023	16:35:16	2022-13184	G	69205303	KNIGHT JAMES	TYRELL	Payment	04/13/2023	walk-in	*			0.00
04/13/2023	16:35:16	2022-9878	G	69205302	KNIGHT JAMES	TYRELL	Payment	04/13/2023	walk-in	*			0.00
TOTAL TRANSACTION:													0.22
04/14/2023	06:24:00	2022-5943		14281301	LEE LOYD HEIRS	VDS	Payment	04/14/2023			0.06		0.06
TOTAL TRANSACTION:													0.06
04/14/2023	08:39:00	2022-5392		87336302	HINTON AMY E	VDS	Payment	04/14/2023			0.06		0.06
TOTAL TRANSACTION:													0.06

GRANVILLE COUNTY ACTIVITY REPORT

Page 4 of 6

RUN DATE: 5/1/2023 9:35 AM

GRANVILLE COUNTY ACTIVITY REPORT

DATE	TIME	BILL#	Statuses	ACCOUNT	NAME	OPER	TYPE	PYMT DATE	SOURCE	CHK#	TAX	INTEREST	TOTAL
04/24/2023	10:40:39	2021-60163	DS,MPGAR	1933	HUFF MATTHEW SPENCER	TJT	Payment	04/24/2023	Request from Finance	323892	0.40		0.40
04/24/2023	10:40:39	2009-61851	DS,T	62666109	HART DARREN LUMUS JR	TJT	Payment	04/24/2023	Request from Finance	323892	0.59		0.59
04/24/2023	10:40:39	2020-37282	DL,DS,MPGAR	81083201	DIEGO ALVARADO	TJT	Payment	04/24/2023	Request from Finance	323892			0.00
04/24/2023	10:40:39	2019-55375	DL,DS,G,MPGAR	1007403	REAMS CHRISTOPHER LEE	TJT	Payment	04/24/2023	Request from Finance	323892			0.00
04/24/2023	10:40:39	2009-61771	DS,T	69589109	GUNN MADELYN LEIGH	TJT	Payment	04/24/2023	Request from Finance	323892			0.00
04/24/2023	10:40:39	2009-61356	DS,T	62666109	HART DARREN LUMUS JR	TJT	Payment	04/24/2023	Request from Finance	323892			0.00
04/24/2023	10:40:39	2012-64515	DS,T	69856112	VICK TOSHA LANETTE	TJT	Payment	04/24/2023	Request from Finance	323892	0.24		0.24
04/24/2023	10:40:39	2021-2337	DS,G,MPGAR	1852301	POE JOEL W	TJT	Payment	04/24/2023	Request from Finance	323892			0.00
04/24/2023	10:40:39	2013-65207	DS,MPGAR,T	79934113	ROBINSON SHANI KAMILAH	TJT	Payment	04/24/2023	Request from Finance	323892	0.06		0.06
04/27/2023	14:04:55	2022-253117		84843301	CALLIGAN BERNARD FRANCES III	TJT	Payment	04/27/2023	walk-in				
											TOTAL TRANSACTION:		1.49
													0.10
04/28/2023	11:53:08	2022-27804	G	80844301	DAVIS JESSE W II	TJT	Payment	04/28/2023	mail	911760			0.00
04/28/2023	11:53:08	2022-28297	G	87460301	MOORE ELTON	TJT	Payment	04/28/2023	mail	911760			0.00
04/28/2023	11:53:08	2021-250642	DL,G	85045301	DIXON JAVON	TJT	Payment	04/28/2023	mail	911760			0.00
04/28/2023	11:53:08	2022-16820	G	46297302	BRANCH LATASHA R	TJT	Payment	04/28/2023	mail	911760			0.00
04/28/2023	11:53:08	2022-451	G	78908302	MOORE ELTON	TJT	Payment	04/28/2023	mail	911760			0.00
04/28/2023	11:53:08	2022-31546	G	3494302	GRAY NANCY B	TJT	Payment	04/28/2023	mail	911760	0.06		0.06
04/28/2023	11:53:08	2022-544	G	78908302	MOORE ELTON	TJT	Payment	04/28/2023	mail	911760			0.00
04/28/2023	11:53:08	2022-253476	G	85045301	DIXON JAVON	TJT	Payment	04/28/2023	mail	911760			0.00
04/28/2023	11:53:08	2022-2109	G	3494301	GRAY WILBUR L	TJT	Payment	04/28/2023	mail	911760			0.00
04/28/2023	11:53:08	2022-14520	G	7908301	DURHAM LINDA S	TJT	Payment	04/28/2023	mail	911760			0.00
04/28/2023	11:53:08	2022-252732	G	85797301	ALBERTO JESUS	TJT	Payment	04/28/2023	mail	911760			0.00
											TOTAL TRANSACTION:		0.06
04/28/2023	16:16:23	2022-11628	F	72045301	BOWDEN LATONIA	TYRELL	Payment	04/28/2023	walk-in	012349	0.06		0.06
04/28/2023	16:16:23	2021-11628	F	72045301	BOWDEN LATONIA	TYRELL	Payment	04/28/2023	walk-in	012349			0.00
04/28/2023	16:16:23	2019-11628	DS,F,MPGAR	72045301	BOWDEN LATONIA	TYRELL	Payment	04/28/2023	walk-in	012349			0.00
											TOTAL TRANSACTION:		0.06
04/30/2023	23:00:29	2022-7885	MGAR	61432301	COZART BARRY	ARCLEAR	Write Off	04/30/2023			1.62		1.62
											TOTAL TRANSACTION:		1.62
04/30/2023	23:00:29	2022-55744	G	84375201	HALL JOSEPH DANIEL	ARCLEAR	Write Off	04/30/2023			1.30		1.30
											TOTAL TRANSACTION:		1.30
GRAND TOTALS											18.44		18.44
											18.44		18.44

USER	TOTALS
ADH	0.06
ARCLEAR	2.92
MH	0.80
TJT	3.23
TYRELL	8.85
VDS	2.58

All Payments

TAX YEAR	TOTALS
2022	16.00
2021	1.03
2020	0.32
2019	0.00
2018	0.00
2017	0.00
2013	0.06
2012	0.24
2011	0.20
2009	0.59



Granville County

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

To: Board of Commissioners
From: Debra Weary
Department: Administration
Date: May 15, 2023
Title: Minutes

PURPOSE:

To approve minutes of the August 8, 2022 Regular Meeting and the August 16, 2022 Special Meeting.

RECOMMENDATION:

County Manager recommends approval.

ATTACHMENTS:

August 8, 2022 Draft Minutes

August 16, 2022 Special Meeting Draft Minutes

ACTION TAKEN:

OXFORD, NORTH CAROLINA
August 8, 2022

The Members of the Honorable Board of Commissioners of Granville County, North Carolina met in a regular meeting on Monday, August 8, 2022, at 7:00 p.m. in the Auditorium, Granville Expo and Convention Center, 4185 US Highway 15 South, Oxford.

Present were:

Chair: Tony W. Cozart

Commissioners: Jimmy Gooch Timothy Karan
Sue Hinman Russ May
Zelodis Jay

David T. Smith was absent.

Interim County Manager: Douglas P. Logan
Assistant County Manager: Korena Weichel
County Attorney: James C. Wrenn, Jr.

MEETING CALLED TO ORDER

At 7:00 p.m., Chairman Tony W. Cozart called the meeting to order. He thanked Terry Hobgood for sitting in Clerk Debra A. Weary in her absence and welcomed Douglas P. “Doug” Logan for his first meeting as Interim County Manager. He expressed condolences to Commissioner David T. Smith’s family as his sister passed away. He then recognized former County Manager Michael S. Felts for the invocation and Commissioner Zelodis Jay for the Pledge of Allegiance.

CONSENT AGENDA APPROVED

Upon a motion by Commissioner Russ May, seconded by Commissioner Zelodis Jay, and unanimously carried by a vote of 6-0, the Board approved the consent agenda as follows:

(A) Approved Tax Refunds, Releases and Write-offs as follows:

Refunds	May 2022:	\$9,638.38
Releases	May 2022:	\$3,882.59
Write-offs (\$2 and less)	May 2022:	\$ 37.33
Refunds	June 2022:	\$3,034.50
Releases	June 2022:	\$1,423.42
Write-offs (\$2 and less)	June 2022:	\$ 26.37
Refunds	July 2022:	\$5,102.09
Releases	July 2022:	\$238,308.17
Write-offs (\$2 and less)	July 2022:	\$139.86

(B) Approved appointment of Jonathan Hayes as Southern Region Citizen at-large to the Granville County Fire Commission

- (C) Approved Social Services Contracts for staff leadership training and consulting for DSS as follows:
 - 1) Training/Consulting by R. Adams and Associates LLC, not to exceed \$15,000
 - 2) Training/Consulting by DMHR Services LLC not to exceed \$17,500.
- (D) Approved renewal of service contract with Hobart Service for Kitchen Equipment for the Detention Center at a cost of \$27,697.36 from the current budget.
- (E) Approved Administration and Board Computer Refresh/Replacement Program in accordance with the County IT Policy adopted in August 2019.

RECOGNITION OF SERVICE – CHERYL H. CARRIER

Chairman Cozart stated that the purpose of the next item on the agenda was for the Board to recognize Cheryl H. Carrier for her years of service with Granville County Senior Services.

Commissioner Sue Hinman said that Cheryl Carrier has worked for Granville County Senior Services as the South Granville Senior Center Program Coordinator since July of 2000. During her 22 years with the department, Cheryl increased participation at the South Granville Center and coordinated many engaging programs and activities to keep our senior adults active and involved. She touched the lives of many seniors during her time with Senior Services and will be greatly missed. Commissioner Hinman then presented Ms. Carrier with a plaque from the Board that read as follows:

Cheryl H. Carrier
Granville County Senior Services
July 7, 2000 – July 31, 2022
In Recognition of Outstanding Service
to
The Citizens of Granville County
Presented by
The Granville County Board of Commissioners
August 8, 2022

**Board did the Summer Civic Leadership Intern Program agenda item next and came back to Recognition of Michael S. Felts afterwards.

SUMMER CIVIC LEADERSHIP INTERN PROGRAM

Chairman Cozart noted that the purpose of this item was to hear a presentation and recognize students that completed the Summer Civic Leadership Program. The Granville County Summer Civic Leadership Program, an internship for rising high school seniors that reside in Granville County, has concluded after five full work weeks in various Granville County departments. During this time, interns toured County facilities, met with department heads, worked in County departments, attended meetings, and worked on a group project to build team working skills and integrate all they learned in the program into a culminating

project. Chairman Cozart then recognized Charissa Puryear, County Extension Director, who was the facilitator for the program this year.

Ms. Puryear explained the interns' project, introduced the interns, and then each gave a small presentation on his/her area of interest:

- Courtney Williams (Granville Early College) – Recreation
- Jayla Gregory (Granville Early College) – Student hangouts
- Kenyan Smith (J. F. Webb) – Civic engagement
- Kristopher Arias (Granville Early College) – Career opportunities
- MacKayla McBride (Granville Early College) – Housing options and vision

After presentations by the interns, Chairman Cozart and Commissioner Gooch presented the interns with checks, certificates, and Granville County 275th Anniversary books on behalf of the Board.

RECOGNITION OF MICHAEL S. FELTS

Chairman Cozart announced that the Board would recognize Michael S. Felts for his service as the Granville County Manager and asked him to come forward. Mr. Felts served as Granville County Manager from July 1, 2013 – July 31, 2022.

Granville County Public Schools Chairman David Richardson read a letter from the Granville County Public Schools Board of Education and educators expressing gratitude and appreciation to Mr. Felts for his service to children and wished him the best. Superintendent Dr. Alisa McLean also made comments and thanked him for his work on behalf of children and educators.

At this time, Chairman Cozart made comments and thanked Mr. Felts for his service, integrity, and vision. He noted that he had used some of Felts' ideas with his staff. He then presented a plaque that read as follows on behalf of the Board:

Michael S. Felts
Granville County
1999 – 2004
2007 - 2022

Granville County Manager
July 1, 2013 – July 31, 2022

Granville County Finance Director
May 5, 1999 – August 6, 2004
July 16, 2007 – June 30, 2013

In Recognition of Outstanding Service
to
the Citizens of Granville County
Presented by
The Granville County Board of Commissioners
August 8, 2022

Mr. Felts thanked the Board and citizens and said it had been an honor to work with Granville County.

BOARD APPROVED NCACC YOUTHVOICE

Chair Cozart stated that the purpose of this item was for the Board to be introduced to Granville County's YouthVoice delegate. He announced that the North Carolina County Commissioners (NCACC) will reconvene YouthVoice at the upcoming conference August 11-13, 2022 in Cabarrus County. Youth Voice provides county commissioners with the opportunity to connect with the next generation of leaders. Jermaine Puryear is the YouthVoice delegate for Granville County.

Jermaine Puryear spoke about YouthVoice and proposed a youth council with 15 to 20 kids from different middle and high schools that would consist of diverse students, with different backgrounds and ethnicities. He then gave an overview of what the proposed youth council will do. Commissioner Hinman said she would like to make a motion to establish a Youth Council as recommended by Mr. Puryear.

Upon a motion by Commissioner Sue Hinman, seconded by Commissioner Zelodis Jay, and unanimously carried by a vote of 6-0, the Board Youth Council as requested by Jermaine Puryear, the NCACC YouthVoice for Granville County.

ENVIRONMENTAL AFFAIRS COMMITTEE PRESENTATION ON OBSERVATION WELL PROGRAM RECOMMENDATION

Chairman Cozart said that the Granville County Citizens Advisory Committee for Environmental Affairs recently formed a subcommittee to address concerns raised by citizens regarding the drinking water supply for those utilizing well water in Granville County. Concerns were brought to the attention of the Board of County Commissioners, the Planning Board, and the Citizens Advisory Committee for Environmental Affairs regarding the drinking water supply for those utilizing well water, and a subcommittee was formed to study and address these issues on behalf of the Board of Commissioners.

Judy Cheek, Chair of the Environmental Affairs Committee, and Mike Woods, Environmental Affairs Committee member and head of the subcommittee came forward. Mr. Woods explained the following recommended three-pronged strategy of observation, education, and regulation for actions to be taken by the Board of Commissioners :

Strategy One - Observation

- Appoint the Granville County Environmental Services Director to oversee and manage the Observation/Monitoring Well Program.
- Appropriate \$35,000 from fund balance in the fiscal year 2022-2023 operating budget to establish and support this program. Additional recurring funding will likely be needed, and the Environmental Affairs Committee will present a recommendation during the budget process for next fiscal year.
- Identify the wells in Granville County that are inactive or no longer in service.
- Establish a program that encourages existing homeowner associations in Granville County to establish an observation well on their managed property.
- Engage the NC Department of Environmental Quality to assist with this program. Work with DEQ to determine the best locations for other observation wells in the county.
- Direct appropriate staff to pursue state or federal grants that could support this program's mission.

Strategy Two – Education

- Appoint the Granville County Recycling and Sustainability Coordinator to serve as the Education Leader for the Observation/Monitoring Well Program.
- Direct the Education Leader to develop materials related to best practices for water conservation and water quality and work with the Granville County Public Information Officer to publicly disseminate these materials.
- Direct the Public Information Officer to work with the Environmental Services Director, the Recycling and Sustainability Coordinator, and the Environmental Affairs Committee to add the capability for citizens to communicate with the Environmental Affairs Committee via the Granville County Website and information that will allow citizens to stay informed of the latest activities, events, and meeting minutes of the Environmental Affairs Committee and its subcommittees.

Strategy Three – Regulation

- Direct the Planning Board, in conjunction with the Planning Director, to draft an update to the Granville County Land Use Ordinance that would implement the following requirements:
 - Require any new major subdivision development to install an observation/monitoring well.
 - Include the Environmental Affairs Committee in the review process for subdivision approvals before they are reviewed by the Planning Board.
 - Develop language in the Land Use Ordinance prohibiting “well interference” based on best practices from other counties.
- Add the following representatives to the Environmental Affairs Committee.
 - Granville-Vance Health Department
 - Planning Board Liaison

When asked about the purpose of the monitoring program, Mr. Wood said that the purpose is to collect historical data on the water table and to assess the impact of development. The monitoring program as it is today does not check for water quality, it can if the landowner chooses to do so, but it is not required. There was no action taken as information is being gathered regarding the matter.

Chairman Cozart asked Interim County Manager Logan to bring back direction to the Board regarding the matter.

PUBLIC COMMENTS

Baba Kerr, 7089 Bayberry Drive, Oxford, NC, made the following comments and presented a copy for the record.

I am a Math teacher, community leader and head Deacon at Timothy Darling Church. I was recently made co-chair with Dr. Joyce Russell of the John Chavis Historical Society. I would like to share an important development of the John Chavis Historical Society.

The John Chavis Historical Society has developed and is extending its scholarship program in Granville County. We have launched this scholarship program in the name of our Founder, Dr. Helen Chavis Otho also known as Queen Mother Moremi Ajasaro, II, who died in January 2022.

We are encouraging businesses, city and county officials, and citizens of Granville County to donate to the cause. All our members stand ready to offer them scholarships to further their education. Just a reminder that Dr. Helen Chavis Otho is also the Founder of Culture Fest that we all celebrate in October. She has done much during her lifetime as a resident of Granville County. She was and continues to be my mentor.

We hope to start awarding the scholarships during the school year August 2022 to June 2023. We hope everyone will support this important venture.

He added that these scholarships will be from private donations, and he hopes to raise more than \$1 million.

Alice K. Meise, 1103 Lake Ridge Drive, Creedmoor, NC, said that minutes have not been transcribed since December and requested that the meetings be recorded and put on the website to better serve the residents of Granville County. She spoke about paid fire departments and new firehouses, noting that citizens are paying additional taxes, but the fire departments remain volunteer fire departments. She asked for the estimated time frame for a paid fire department in southern Granville County and expressed concerns about paying extra taxes with no benefits. She also noted that in the budget there is about \$2 million for fire departments and that in the budget there will be an additional \$1 million from additional fire taxes. She asked when there will be paid fire departments and a new building as she wondered what is being done with those funds.

Chairman Cozart noted that he had heard some of these same questions in the community and told Ms. Meise that she could contact Interim Manager Logan for more information.

**BOARD AUTHORIZED JOHN R. MCADAMS COMPANY FOR
CONSULTANT SERVICES FOR PARKS, GREENWAYS, AND
RECREATION MASTER PLAN CONSULTANT CONTRACT**

Chairman Cozart stated that the purpose of this agenda item was for the Board to approve consultant services for the Parks, Greenways, and Recreation Master Plan. He continued that a selection committee comprised of staff and members of the Parks, Greenways, and Recreation Advisory Committee reviewed proposals received through an RFQ (request for qualifications) process. Four proposals were received, and two firms were interviewed before determining that the John R. McAdams Company was the most qualified firm to perform the

work. A draft agreement has been negotiated and is awaiting final review and edits from the County Attorney. Chairman Cozart stated that County Administration recommends authorizing the Interim County Manager to execute the agreement with the John R. McAdams Company for consultant services for the Parks, Greenways, and Recreation Master Plan pending final review and edits from the County Attorney for a total cost of \$119,725.

Interim County Manager Logan noted that the Parks, Greenways, and Recreation Master Plan Consultant Contract was reviewed by County Attorney and was acceptable to the county.

Commissioner Karan noted that the focus will be on high-growth and traditionally underserved areas from a recreation perspective.

Upon a motion by Commissioner Timothy Karan, seconded by Commissioner Sue Hinman, and unanimously carried by a vote of 6-0, the Board approved authorizing the Interim County Manager to execute the agreement with John R. McAdams Company for consulting services for the Parks, Greenways, and Recreation Master Plan for a total cost of \$119,725.

BOARD APPROVED LATE APPLICATION – DISABLED VETERAN BENNETT L. ENNIS

Chairman Cozart stated that the purpose was to consider approval of the untimely filed application for the Disabled Veteran Exclusion.

Jenny Griffin, Tax Administrator, explained the agenda item. According to the N.C.G.S. 105-282.1(a1), upon a showing of good cause by the applicant for failure to make a timely application, an application for exemption or exclusion filed after the close of the listing period may be approved by the Board of County Commissioners. The subsection applies only to property taxes levied by the county or municipality in the calendar year in which the untimely application is filed. Mr. Bennett L. Ennis was under the impression that Mr. Crooms of Durham County Veterans Services would send his NCDVA-9 form to Winston-Salem. Mr. Ennis worked with Rodney Frazier, former Veterans Services Officer with Granville County Veterans Services, and recently with A. J. Spiess, Veterans Services Tech with Granville County Veterans Services.

Commissioner Gooch made a motion to approve the late application and Commissioner Hinman seconded the motion. When Chairman Cozart called for questions, Commissioner May made comments and asked Ms. Griffin to make sure that the Veterans Services Office makes sure that this type of problem never happens again and that our Veterans are served.

Upon a motion by Commissioner Jimmy Gooch, seconded by Commissioner Sue Hinman, and unanimously carried by a vote of 6-0, the Board approved the late application of Bennett L. Ennis for Disabled Veterans.

BOARD DENIED REFUND REQUEST FOR SOLID WASTE FEES FOR DEBORAH C. JOYCE

Chairman Cozart stated that the purpose of this agenda item was to consider a Solid Waste Fee refund request.

Tax Administrator Griffin explained that Deborah C. Joyce received her tax bill and called the Tax Office with questions about the solid waste fee for the 2022 billing cycle. Ms. Joyce informed the Tax Office she has had GFL waste service since 2015. Tax Office staff confirmed with GFL that Ms. Joyce does indeed have service with them, and her 2022 solid waste fee was adjusted accordingly. Ms. Joyce requested a refund for the past years of paying solid waste fees at the non-GFL rate. Tax Administrator Griffin did not recommend a refund as it is the duty of the taxpayer to inform the Tax Office that they have a collection service.

Upon a motion by Commissioner Timothy Karan, seconded by Commissioner Sue Hinman, and unanimously carried by a vote of 6 to 0, the Board denied the refund request from Deborah C. Joyce for solid waste fees.

BOARD APPROVED ANIMAL CONTROL VEHICLE PURCHASES

Chairman Cozart stated that the purpose of this item was to consider the purchase of (2) vehicles for the Animal Management Department.

Matt Katz, Animal Services Manager, stated that this purchase was for a heavy-duty Ford F250 4x4 truck that will allow Animal Control to safely tow the livestock trailer and the companion animal shelter trailer, (C.A.S.T.), to emergencies in extreme conditions and hard-to-get places. He continued that the purchase of a Ford F150 4x2 truck will be for the additional Animal Control Officer added in fiscal year 2023 and will be consistent with the rest of the Animal Control fleet. Mr. Katz stated that they are using North Carolina State Contract pricing for the purchases and there is a very short window of time to order.

After clarification that the trucks were in stock and necessary to complete the duties of Animal Control, the Board voted.

Upon a motion by Commissioner Sue Hinman, seconded by Commissioner Jimmy Gooch, and unanimously carried by a vote of 6 to 0, the Board approved the purchase of a Ford F250 truck from Piedmont Truck Center using State Contract pricing of \$44,118.50 and a Ford

F150 truck from Performance Ford using State Contract pricing of \$32,287.71 from the current budget.

BOARD APPROVED INSPECTIONS TRUCK PURCHASE

Chairman Cozart noted that the purpose of this item was to consider the purchase of one (1) 2023 Ford F-150 regular cab pickup. The Inspections department requested approval to purchase one (1) F-150 pickup using Statewide Term Contract 070A pricing from Performance Automotive in Clinton, NC in the amount of \$28,029.19. Although funding for the vehicles was approved in FY 2022-2023 budget, the request is being brought back to the Board for final approval per policy because the expenditure is in excess of \$10,000 limit.

Upon a motion by Zelodis Jay, seconded by Commissioner Jimmy Gooch, and unanimously carried by a vote of 6 to 0, the Board the purchase of one (1) Ford F-150 Pickup from Performance Automotive under State Contract pricing for a total of \$28,029.19 from the current budget.

BOARD APPROVED SHERIFF'S VEHICLE PURCHASE REQUEST

Chairman Cozart stated that the purpose of this item was to consider the purchase of three vehicles for the Sheriff's Office.

Sheriff John Hardy stated that he was requesting approval to purchase three vehicles using North Carolina State Contract pricing from Performance Automotive in Clinton, NC. He continued that he was requesting the purchase of these additional vehicles since vehicles are in very short supply and the current fleet needs replacements as soon as possible. When asked, he said that the vehicles are in stock.

Upon a motion by Commissioner Jimmy Gooch, seconded by Commissioner Russ May, and unanimously carried by a vote of 6 to 0, the Board approved purchasing three (3) Dodge Durangos from Performance Dodge in Clinton, NC at cost of \$38,088.75 each for a total cost of \$114,266.25 from the current budget.

BOARD APPROVED HUMAN RESOURCES AND PAYROLL SOFTWARE VENDOR CONTRACT

Chairman Cozart stated that the purpose of this item was to consider approval of an agreement with Tyler Technologies to provide a human resources and payroll software solution.

Assistant County Manager, Korena Weichel summarized the following background information that was included in the agenda:

Granville County employees currently complete paper timesheets to record their work time and attendance. This is a tedious and time-consuming process for the employee, supervisor, and payroll technician and involves physically shuttling the paper document across the organization – from the employee to the supervisor (who may be in a different location altogether) and finally to the finance office to be processed and filed. Paper timesheets are also prone to calculation errors (a recent internal audit of employee timesheets revealed numerous Fair Labor Standards Act compliance issues directly related to the manual entry process).

To align with the County's strategic plan objectives to become more efficient and to utilize a paperless process, staff from human resources, finance, and administration recently participated in vendor demonstrations for automation of time and attendance procedures. Because our current vendor is unable to accommodate time and attendance needs specific to local governments without overly cumbersome manual processes such as the 28-day cycle for law enforcement and compensatory time calculations, staff has researched and interviewed other providers. Tyler Technologies was selected as the vendor of choice due to their focus and significant experience with the public sector; they are the preferred service provider by a majority of other North Carolina local governments.

In addition to the new time and attendance functions, Tyler Technologies' software platform will replace all other human resources and payroll functions performed by Paycom, the County's current vendor, with an initial term of three years. A cost analysis of the proposed software costs in comparison to the County's current vendor costs was previously provided in the Service Expansion portion of the fiscal year 2023 budget and a summary of that information is included below for reference:

- The Tyler Technologies software transition will incur initial non-recurring set-up fees of approximately \$180,000 including estimated travel expenses excluded from contract total.
- Tyler Technologies annual fees are significantly less than our current vendor's annual fees (\$60,000 versus \$111,000). As a result of lower annual fees, over a five-year period the County will realize a *savings of approximately \$73,000* after transitioning to the new software platform.

The original agreement with Paycom was executed in 2015 and, after the first year, requires only a 30-day written notice to terminate. Set-up and implementation of the new Tyler Technologies platform is estimated to take 10-11 months; once the official launch date is

known, human resources will initiate termination of the existing vendor agreement with plans to retain a “read-only” database for future reporting and reference use.

Assistant County Manager Weichel recommended that the Board authorize the Interim County Manager to execute an agreement with Tyler Technologies to provide human resources and payroll software service subject to termination of the existing software service.

County Attorney Wrenn asked that the approval be subject to acceptable review by the him.

Upon a motion by Commissioner Sue Hinman, seconded by Commissioner Jimmy Gooch, and unanimously carried by a vote of 6 to 0, the Board approved the authorization of the Interim County Manager to execute an agreement with Tyler Technologies to provide human resources and payroll software service subject to the termination of the existing software service and after an acceptable review by the County Attorney.

BOARD APPROVED LEACHATE TANK PURCHASE REQUEST

Chairman Cozart stated that the purpose of this item was to review and approve bid for Leachate Tank-Phase 2. The Leachate Tank Project was bid separately due to the project being described as “specialty work” and was therefore not included in the Landfill Construction Bid Documents. Garrett and Moore, our engineering firm, reached out to tank suppliers as well as water and sewer contractors for advertising bids. After advertisement, one bid was received from Haren Construction. The bid remained sealed and given back to the lone contractor. A second bid opening was advertised and again Haren Construction was the lone bidder. The proposal was opened publicly and read aloud at a price of \$1,242,000.

Chairman Cozart noted that staff discussed concerns over the high cost of the submittal (i.e. electrical and mechanical costs) and advised Garrett and Moore to work with lone bidder on providing just the tank while removing some of the before mentioned costs. After consulting with Haren Construction, a price of \$692,250 was submitted. He continued that with the addition of 8 acres of open cell for the next year or two, leachate quantities will increase significantly, further requiring this additional tank to adhere to all state and federal environmental regulations.

Chairman Cozart noted that the Environmental Services Director recommends awarding the construction contract to Haren Construction at its bid amount of \$692,250.00. No contingencies are expected with this contract.

Upon a motion by Commissioner Zelodis Jay, seconded by Commissioner Jimmy Gooch, and unanimously carried by a vote of 6 to 0, the Board approved awarding the construction contract for the leachate tank purchase to Haren Construction in the amount of \$692,250.00 with funding from the General Fund Balance to loan an additional \$692,250 to the already approved loan of \$4,000,000 at 1% over a 7-year period to the Solid Waste Enterprise Fund for the construction and engineering costs associated with the proposed 8-acre cell.

PROCLAMATIONS, RESOLUTIONS AND LEGISLATIVE MATTERS

Commissioner May noted that Congress and the North Carolina Legislature passed funding for safer school funding through grants or NC Legislature and Congress appropriations to provide School Resource Officers and physical security for our schools.

BOARD APPROVED CONSIDERATION OF TANNER BAILEY (DISTRICT 5) TO THE KERR-TAR COUNCIL OF GOVERNMENT ON AGING FOR THE ADULT HOME CARE COMMUNITY ADVISORY COMMITTEE

The Adult Care Home Community Advisory Committee training requirements have increased to 36 hours of training in 3 months for this committee and the new process is follows:

- The county recommends a volunteer to our Ombudsman.
- The ombudsman must vet and train the volunteer, and the state must certify that the volunteer may be appointed.
- Then the county may officially appoint the volunteer.
-

Chairman Cozart stated that the terms of Joseph Pettiford (District 7) and Judy Taylor (District 7) expired in January and they do not want to be reappointed. Tanner Bailey (District 5) submitted an application for consideration.

Upon a motion by Commissioner Jimmy Gooch, seconded by Commissioner Timothy Karan, and unanimously carried by a vote of 6 to 0, the Board approved submitting the name of Tanner Bailey (District 5) to the Kerr-Tar Council of Government for consideration for the Adult Home Care Community Advisory Committee. After vetting and training, Mr. Bailey's name will come back to the Board for appointment.

BOARD APPROVED REAPPOINTMENT OF MARK PENNINGTON TO THE BUTNER PLANNING BOARD – ETJ MEMBER

Chairman Cozart stated that the purpose of this item was to make appointments/reappointments. Appointees must live within the one-mile jurisdiction of the Town of Butner.

Commissioner Jimmy Gooch stated that he had spoken with Mark Pennington but had not spoken with Mike Arrington; therefore, he moved to reappoint Mark Pennington.

Upon a motion by Commissioner Jimmy Gooch, seconded by Commissioner Russ May, and unanimously carried by a vote of 6 to 0, the Board approved the reappointment of Mark Pennington to the Butner Planning Board as an ETJ member.

BOARD APPROVED APPOINTMENTS OF JOSEPH WALDON AND ROBIN SAXTON TO THE ORANGE STREET COMMUNITY CENTER BOARD OF TRUSTEES

Chairman Tony Cozart noted that the term of Reverend Ronnie Morton (District 1 appointed by District 3) expired December 31, 2021. Catherine Comer Jones (District 2) is unable to continue serving and Bonita Green (ex-Officio) resigned.

Upon a motion by Commissioner Zelodis Jay, seconded by Commissioner Sue Hinman, and unanimously carried by a vote of 6 to 0, the Board approved the appointments of Joseph Waldon and Robin Saxton as regular members and Commissioner Zelodis Jay as Ex-Officio to the Orange Street Community Center Board of Trustees.

BOARD APPROVED SCHOOL SYSTEM FUNDING REQUEST

Chairman Tony Cozart stated that the purpose of this item was to present the Board of Education's request for funding. He noted that a copy of a letter from Granville County Public Schools Board Chairman Richardson requesting funding for school facility renovation in the estimated amount of \$735,607.48. He noted that Commissioner May and he met with the schools and made comments.

Interim County Manager Logan stated that there is available funding from the state and federal level and asked that the Board support grant funding applications with a county match of 5%. and the deadline to submit the application was September 2nd.

Commissioner May spoke about improving safety at schools and stated that there is funding for SROs (School Resource Officers). He noted that it is difficult to fill positions for SROs as there are also deputy vacancies at the Sheriff's Office and there will be additional requests based on the grant. He said between the County and schools the funding match can be provided.

Commissioner Gooch made a motion to approve the school system funding request and Commissioner Karan seconded the motion for the 5% match for facility improvements (sliding glass doors)..

Then Chairman Cozart called for questions.

Commissioner Hinman stated that the School Board has promised for six years to close schools that are not occupied to the proper levels and they need to close additional schools to properly provide, which will free up funding. She noted that school safety is top priority.

Commissioner May stated that this was covered today at the school liaison meeting but feels that the grant funding is available now and school closures would provide savings.

Commissioner Hinman questioned how we can secure schools when we do not know which ones will be open. She said that this is not her money, but tax dollars, and that she would spend every dime she needed to in order to keep those babies safe.

Commissioner May stated that the Commissioners have asked for additional and better engagement and asked Dr. McLean to speak about door replacements and at which schools.

Dr. Alisa McLean, Superintendent of Granville County Public Schools, stated that her top priority has been safety for the last five years and that having a trained SRO is one of the top indicators of keeping schools safe. She stated that they need SROs in every building that is open, but that is out of Administration's control noting she wants to protect those that are there.

Commissioner May asked about facility improvement requests and if it was for any schools that could be closed.

Superintendent McLean stated that Butner-Stem Elementary, West Oxford, Creedmoor Elementary, and Stovall-Shaw Elementary are the schools that will receive the facility improvements. She stated that they currently have six SROs for nine approved positions.

It was noted that the School Resource Officers are a separate matter.

After questions, the motion passed by a vote of 5-1 as follows:

Upon a motion by Commissioner Jimmy Gooch, seconded by Commissioner Timothy Karan, and carried by a vote of 5 to 1; the Board approved supporting a 5% county match for a school needs-based grant application for school facility renovation from fund balance. Commissioner Sue Hinman opposed the motion.

BOARD APPROVED PROPOSED ADJUSTMENTS TO MONTHLY PAY SCHEDULE

Chairman Cozart stated that the purpose was to consider proposed adjustments to the monthly pay schedule for County employees. He then recognized Korena Weichel, Assistant County Manager.

Assistant County Manager Weichel presented the following background information for the Board's review and consideration:

Granville County has long observed a monthly pay schedule and a classification of the majority of full-time positions as salaried. This has presented numerous challenges for manual timesheet completion over the years. Therefore, to coincide with the implementation of electronic time and attendance capabilities along with the HR and payroll software upgrade presented earlier in this meeting agenda, staff completed an extensive analysis of pay issues and timing for the three different categories of County positions: Sheriff's office positions covered by the FLSA 7(k) exemption working a 28-day timesheet cycle, all other full-time positions working the standard 37.5 hour workweek, and part-time positions working less than 19 hours per week.

Proposed Pay schedule adjustments to address issues encountered with the current schedule are shown below:

1) Move sheriff's office positions working a 28-day timesheet cycle to a corresponding 28-day pay schedule.

Note: Sheriff's office position working a 28-day timesheet cycle in accordance with the FLSA 7(k) exemption are currently completing 13 timesheets per year and getting paid 12 times per year. The period covered by their timesheet often lags behind the monthly pay schedule by several weeks; moreover, once per year the "extra" timesheet must be manually reconciled to account for overtime and leave time separately from hours worked.

2) Realign the current part-time bi-weekly pay schedule with the new full-time bi-weekly schedule.

Note: Part-time positions working less than 19 hours per week currently work a bi-weekly schedule; however, an adjustment needs to be made so that their existing bi-weekly schedule aligns with the County's new schedule.

3) Move all other full-time positions to a bi-weekly pay schedule.

Note: For full-time positions working 37.5 hour workweek, the monthly pay period frequently ends in the middle of the County's standard workweek, creating a "split week" that requires specific overtime and compensatory time calculations critical to maintain compliance with the FLSA.

In addition to improving recordkeeping, the proposed adjustments will provide the following benefits:

- All non-exempt employees will be paid on an hourly basis so that timesheet hours directly reflect hours paid on each paycheck, providing employees with a clearer understanding of how they are compensated for the work they do.
- The work period will now align with the FLSA-required standard workweek and eliminate the confusing calculation for "split weeks" which occur when the work period ends in the middle of the standard workweek.
- A smoother transition to the new time and attendance platform.
- More closely align Granville County's employment practices with industry standards: Research to other regional jurisdictions as well as the Current Employment Statistics survey by the U.S. Bureau of Labor Statistics which revealed that the majority of employers are paying bi-weekly (43%) as opposed to monthly (4.7%) or other frequencies.

- Enable new hires to begin employment at other times during the pay cycle instead of just once per month and ensure they do not have to wait 45 days to receive their first paycheck.

If approved, administration and human resources will develop a communications and training program to begin educating employees well ahead of the actual transition. These proposed adjustments will also necessitate policy revisions to change the County's standard workweek and to reclassify all non-exempt positions from salary to hourly. All applicable portions of the Granville County Personnel Policy will be revised to reflect these changes.

Chairman Cozart thanked Assistant County Manager Weichel for her presentation and asked the Board to consider the adjustments to the monthly pay schedule along with revisions to applicable sections of the Granville County Personnel Policy in three separate motions as recommended in the agenda packet.

Upon a motion by Commissioner Sue Hinman, seconded by Commissioner Russ May, and unanimously carried by a vote of 6 to 0, the Board approved the following:

1. Effective November 28, 2022, conversion of all sheriff's office positions covered by the 7(k) exemption to a 28-day pay schedule, reclassification of these non-exempt positions from salary to hourly, and revision of the County's standard workweek for these positions to Monday 12:00 a.m. – Sunday 11:59 p.m.

Upon a motion by Commissioner Sue Hinman, seconded by Commissioner Jimmy Gooch, and unanimously carried by a vote of 6 to 0, the Board approved the following:

2. Effective December 19, 2022, conversion of all part-time positions to a schedule that aligns with the sheriff's office 28-day schedule including coverage of one week of overlapping hours and revision of the County's standard workweek for these positions to Monday 12:00 a.m. – Sunday 11:59 p.m.

Upon a motion by Commissioner Sue Hinman, seconded by Commissioner Timothy Karan, and unanimously carried by a vote of 6 to 0, the Board approved the following:

3. Effective June 12, 2023, conversion to a bi-weekly pay schedule for all other County positions including coverage of four days overlapping hours, reclassification of remaining non-exempt positions from salary to hourly, and revision of the County's standard workweek for all remaining positions to Monday 12:00 a.m. – Sunday 11:59 p.m.

Commissioner Zelodis Jay emphasized that all employees needed to receive appropriate education about this salary change.

Assistant County Manager Weichel stated that they will be starting with the Sheriff's Office in September and all other employees in January 2023.

BOARD APPROVED NCACC VOTING DELEGATES AND ALTERNATES

Chairman Cozart need to add an item to the agenda. He said that the Board needed to select voting delegates for the upcoming North Carolina Association of County Commissioners (NCACC) conference.

Upon a motion by Commissioner Jimmy Gooch, seconded by Commissioner Zelodis Jay, and unanimously carried by a vote of 6 to 0, the Board approved Commissioner Sue Hinman as the NCACC voting delegate and Commissioner Timothy Karan as the alternate.

COUNTY ATTORNEY'S REPORT

County Attorney Wrenn stated he had attorney-client, property acquisition, and a personnel matter for closed session.

PRESENTATIONS BY COUNTY BOARD MEMBERS

Commissioner Hinman thanked Adonica Hampton, Social Services Director, noting there was a misunderstanding and Commissioner Hinman was able to be in contact and had spoken with a lot of DSS employees.

Commissioner May asked Interim County Manager Logan to investigate changes to the Land Use Ordinance to see if developers could pay for traffic impact analysis for subdivisions.

Commissioner Karan asked for an update from the Interim Manager and Planning staff on the new Recreation Ordinance. He stated that after the fact, he learned that the recreation fee was supposed to be in addition to money set aside. He announced that the Veterans Service Office in conjunction with the National Association of Counties (NACO) is doing operation greenlight from November 7th – 13th to call attention to suicide prevention by Veterans. He asked that Granville County facilities be lit up with green lights. He said there is also a rollout of the federal phone number 988 for suicide prevention with a special category for veterans.

Commissioner Gooch stated with the conversation about wells and water, that he believes that it is time to start conversations about a county-wide water system for the future.

Chairman Cozart stated that Franklin-Vance-Granville-Warren Opportunity will hand out free shoes for seniors and children on Thursday from 10:00 a.m. to 2:00 p.m. on Breckinridge Street in Henderson and that an event in Oxford is also planned.

BOARD WENT INTO CLOSED SESSION

Upon a motion by Commissioner Sue Hinman, seconded by Commissioner Russ May, and unanimously carried by a vote of 6 to 0, the Board went into closed session as allowed by

G.S. 143-318.11(a)(3), (5) and (6) to consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged; to establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating (i) the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease; or (ii) the amount of compensation and other material terms of an employment contract or proposed employment contract; and to consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee.

Upon a motion by Commissioner Sue Hinman, seconded by Commissioner Russ May, and unanimously carried, the Board returned to open session.

BOARD APPROVED GRANVILLE HEALTH SYSTEM PROPERTY ACQUISITION

County Attorney Wrenn noted that in reference to a hospital property acquisition, the county needs to accept title to the real property.

Upon a motion by Commissioner Sue Hinman, seconded by Commissioner Timothy Karan, and unanimously carried by a vote of 6 to 0, the Board approved the County Attorney's request to accept title to the real property located at 625 Lewis Street to be held on behalf of Granville Health System as part of a settlement of Granville Health System's petition for contested case hearing against Four County Endoscopy Center, LLC.

BOARD ADJOURNED

Upon a motion by Commissioner Sue Hinman, seconded by Commissioner Jimmy Gooch, and unanimously carried by a vote of 6 to 0, the Board adjourned the meeting at 9:55 p.m.

Respectfully submitted,
Debra A. Weary, NCMCC, CMC
Clerk to the Board

APPROVED BY:

Tony W. Cozart, Chairman

OXFORD, NORTH CAROLINA
August 16, 2022

The Members of the Honorable Board of Commissioners of Granville County, North Carolina met in a special meeting on Tuesday, August 16, 2022, at 2:00 p.m. in the Meeting Room, Granville Expo and Convention Center, 4185 US Highway 15 South, Oxford.

Present were:

Chairman: Tony W. Cozart

Commissioners: Jimmy Gooch Sue Hinman
Zelodis Jay Timothy Karan
Russ May David T. Smith (arrived late)

Interim County Manager: Douglas P. Logan
Former County Manager: Michael S. Felts
County Attorney: James C. Wrenn, Jr.

MEETING CALLED TO ORDER

At 2:00 p.m., Chairman Tony W. Cozart called the meeting to order.

BOARD WENT INTO CLOSED SESSION

A notice was properly served that a special meeting would be held for a closed session for personnel matters pursuant to General Statute 143-318.11(a) (6) to interview candidates for the County Manager position.

Upon a motion by Commissioner Sue Hinman, seconded by Commissioner Zelodis Jay, and unanimously carried, the Board went into closed session as allowed by G.S. 143-318.11(a) (6) to consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee.

Upon a motion by Commissioner Sue Hinman, seconded by Commissioner Jimmy Gooch, and unanimously carried, the Board returned to regular session.

COMMISSIONERS ADJOURN

Upon a motion by Commissioner Jimmy Gooch, seconded by Commissioner Zelodis Jay, and unanimously carried, the Board adjourned at 6:40 p.m.

Respectfully submitted,
Debra A. Weary, NCMCC, CMC
Clerk to the Board

APPROVED BY: _____
Tony W. Cozart, Chairman



Granville County Administration

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

To: Board of Commissioners
From: Debra Weary
Department: Administration
Date: May 15, 2023
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 15, 2023
Title: Public Hearing on Proposed FY 2023-2024 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 1, 2023, and the Board held budget work sessions on Monday, May 8, 2023 and Thursday, May 11, 2023.

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 2023-2024**

The proposed 2023-2024 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/wp-content/uploads/2023/05/FY23-24-Recommended-Budget_compressed.pdf

The Board of Commissioners will conduct a Public Hearing to receive comments on the proposed budget on Monday, May 15, 2023, 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

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

To: Board of Commissioners
From: Sheriff Robert Fountain
Department: Sheriff's Office
Date: May 15, 2023
Title: Request to Purchase a UVC Light System

PURPOSE:

To receive approval for the purchase of one (1) UVC Light System for the Granville County Detention Center. The request is as follows:

- The Sheriff's Office is requesting to expend \$40,806.00 in grant funding to purchase a UVC Light System for the Detention Center for the purpose of mitigating the spread of infectious disease. The UVC Light System can eliminate mold and mildew, kill viruses and bacteria to improve the quality of indoor air.

BACKGROUND:

On April 18, 2022, The Board of Commissioners approved the Sheriff's Office Covid Grant awarded by the North Carolina Department of Health and Human Services (NCHHS). On April 19, 2022, the contract was signed by Acting County Manager Michael Felts as witnessed by Clerk to the Board Debra Weary for an award of \$68,567.00.

The purchase of the UVC Light System is an authorized grant expenditure by NCDHHS.

Command Sourcing, Inc. will be the authorized vendor for this purchase:

UVC Light System -	\$40,000.00
Shipping -	<u>\$ 806.00</u>
Total:	\$40,806.00

A copy of the quote is attached for your reference.

FUNDING:

Funds are available for this purchase from the reimbursable Covid Grant awarded by NCDHHS.

RECOMMENDATION:

The Sheriff recommends approval for the purchase of one (1) UVC Light System utilizing NCDHHS grant funds.

ATTACHMENTS:

NCDHHS Covid Grant Contract

Agenda and Board Approval - April 18, 2022

Quote - Command Sourcing

ACTION TAKEN:

GENERAL CONTRACT COVER

This contract is hereby entered into by and between the North Carolina Department of Health and Human Services, Division of Public Health (the "Division") and County of Granville (the "Contractor") (referred to collectively as the "Parties").

1. Contract Documents:

This contract consists of the following documents, which are incorporated herein by reference:

- (a) This contract cover
- (b) The General Terms and Conditions
- (c) Scope of Work
- (d) Performance Measures Chart
- (e) The Line Item Budget
- (f) Federal Certifications
- (g) State Certification

Incorporated By Reference

The following documents are reference materials and are available by going to the following website, [Open Window](https://openwindow.ncdhhs.gov/index.aspx?pid=doc_ReferenceDocuments) (https://openwindow.ncdhhs.gov/index.aspx?pid=doc_ReferenceDocuments).

- (a) Travel: Policies Governing Travel Related Expenses for Contractors
- (b) General Statutes G.S.143C6 NonState Entities Receiving State Funds
- (c) Subchapter 03M Uniform Administration of State Grants

These documents constitute the entire agreement between the Parties and supersede all prior oral or written statements or agreements.

2. Precedence Among Contract Documents:

In the event of a conflict between or among the terms of the Contract Documents, the terms in the Contract Document with the highest relative precedence shall prevail. The order of precedence shall be the order of documents as listed in the contract document section, with the first-listed document having the highest precedence and the last-listed document having the lowest precedence. If there are multiple contract amendments, the most recent amendment shall have the highest precedence and the oldest amendment shall have the lowest precedence.

3. Effective Period:

This contract shall be effective on 6/1/2022 and shall terminate on 5/31/2024, with the option to extend, if mutually agreed upon, through a written amendment as provided for in the General Terms and Conditions.

4. Contractor's Duties:

The Contractor shall provide the services as described in the scope of work and in accordance with the approved budget.

5. Division's Duties:

The Division shall pay the Contractor in the manner and in the amounts specified in the contract documents. The total amount paid by the Division to the Contractor under this contract shall not exceed \$68,567. This amount consists of \$0 in State funds, \$0 in Local funds, \$0 in Other funds and \$68,567 in Federal funds.

The total contract amount is \$68,567.

6. Conflict of Interest Policy:

The division has determined that this contract is not subject to N.C.G.S. 143C-6-22 & 23.

7. Reversion of Unexpended Funds:

Any unexpended grant funds shall revert to the Division upon termination of this contract.

8. Grants:

The Contractor/Grantee has the responsibility to ensure that all sub-grantees, if any, provide all information necessary to permit the Contractor/Grantee to comply with the standards set forth in this contract.

9. Reporting Requirements:

The Division has determined that this is a contract for financial assistance with a Public Entity. Local governmental agencies subject to N.C.G.S. § 159-34, annual independent audit; rules and regulations, OMB Uniform Guidance 2 CFR Part 200, and N.C.G.S. § 143C-6-22, use of state funds by non state entities. If subgranting is allowable, a nongovernmental subgrantee is subject to the reporting requirements described in Uniform Administration of State Awards of Financial Assistance at 09 NCAC 03M.0205.

10. Payment Provisions:

Upon execution of this contract, the Contractor shall submit to the Division Contract Administrator, a monthly reimbursement request for services rendered the previous month by the 10th of each month and, upon approval by the Division, receive payment within 30 days. Monthly payment shall be made based on actual expenditures made in accordance with the approved budget on file with both parties and reported on the monthly expenditure report submitted by the Contractor. If this contract is terminated, the Contractor shall complete a final accounting report and return any unearned funds to the Division within 30 days of the contract termination date. The Division shall have no obligation for payments based on expenditure reports submitted later than 30 days after termination or expiration of the contract period. All payments are contingent upon fund availability.

11. Contract Administrators:

All notices permitted or required to be given by one Party to the other and all questions about the contract from one Party to the other shall be addressed and delivered to the other Party's contract administrator. The name, post office address, street address, telephone number, fax number, and email address of the Parties' respective initial contract administrators are set out below. Either Party may change the name, post office address, street address, telephone number, fax number, or email address of its contract administrator by giving timely written notice to the other Party.

For the Division:

IF DELIVERED BY US POSTAL SERVICE	IF DELIVERED BY ANY OTHER MEANS
Nathalia Gomes Bernardes, Contract Administrator Division of Public Health 1902 Mail Service Center Raleigh, NC 27699-1902 Telephone : (919)-930-7247 Fax: ()-- Email: nathalia.gomes-bernardes@dhhs.nc.gov	Nathalia Gomes Bernardes, Contract Administrator Division of Public Health 225 North McDowell St. Raleigh, NC 27603-1382

For the Contractor:

IF DELIVERED BY US POSTAL SERVICE	IF DELIVERED BY ANY OTHER MEANS
Edward Cash, Detention Facility Administrator County of Granville 525 New Commerce Drive Oxford, NC 27565 Telephone: (919)-603-1356 Fax: ()-- Email: edward.cash@granvillecounty.org	Edward Cash, Detention Facility Administrator County of Granville 525 New Commerce Drive Oxford, NC 27565

12. Supplementation of Expenditure of Public Funds:

The Contractor assures that funds received pursuant to this contract shall be used only to supplement, not to supplant, the total amount of federal, state and local public funds that the Contractor otherwise expends for contract services and related programs. Funds received under this contract shall be used to provide additional public funding for such services; the funds shall not be used to reduce the Contractor's total expenditure of other public funds for such services.

13. Disbursements:

As a condition of this contract, the Contractor acknowledges and agrees to make disbursements in accordance with the following requirements:

- (a) Implement adequate internal controls over disbursements;
- (b) Pre-audit all vouchers presented for payment to determine:
 - Validity and accuracy of payment
 - Payment due date
 - Adequacy of documentation supporting payment
 - Legality of disbursement
- (c) Assure adequate control of signature stamps/plates;
- (d) Assure adequate control of negotiable instruments; and
- (e) Implement procedures to insure that account balance is solvent and reconcile the account monthly.

14. Outsourcing to Other Countries:

The Contractor certifies that it has identified to the Division all jobs related to the contract that have been outsourced to other countries, if any. The Contractor further agrees that it will not outsource any such jobs during the term of this contract without providing notice to the Division.

15. Federal Certifications:

Individuals and Organizations receiving federal funds must ensure compliance with certain certifications required by federal laws and regulations. The contractor is hereby complying with Certifications regarding Nondiscrimination, Drug-Free Workplace Requirements, Environmental Tobacco Smoke, Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions, and Lobbying. These assurances and certifications are accompanied by a signature page and can be found in the Contractor's Managed Documents section of DHHS Open Window. The signature page is to be signed by the contractor's authorized representative.

16. Other Requirements:

Omni Circular Federal Award Reporting Requirements for Pass Through Agencies:

UEI: DAZ3PRU8U4J5

Federal Award Identification Number: NU50CK000530

Federal Award Date: 8/5/21

Total Amount of Federal Award: \$23,679,144

Federal Funds Obligated by this Contract/Amendment: \$68,567

Federal Award Project Description: CK19-1904 Epidemiology and Laboratory Capacity for Prevention and Control of Emerging Infections Diseases (ELC)

Name of Federal Awarding Agency: CDC

CFDA Number and Name: 93.323, Epidemiology and Laboratory Capacity for Infectious Diseases

Is award R&D?: No

Indirect Cost Rate for the Federal Award: N/A

17. Signature Warranty:

The undersigned represent and warrant that they are authorized to bind their principals to the terms of this agreement.

Signatures follow on next page

Contract Number 00044970 / Page 5 of 42

In Witness Whereof, the Contractor and the Division have executed this contract in duplicate originals, with one original being retained by each party.

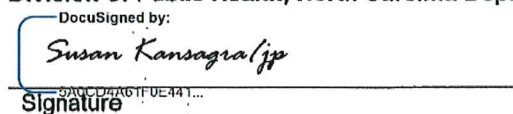
County of Granville
Signature

Doug Logan
Printed Name

10/13/2022
Date

County Manager
Title

Division of Public Health, North Carolina Department of Health and Human Services

DocuSigned by:

Signature

Susan Kansagra, MD, MBA
Printed Name

10/24/22 | 1:09 PM EDT
Date

Assistant Secretary for Public Health
Title

GENERAL TERMS AND CONDITIONS

Relationships of the Parties

Independent Contractor: The Contractor is and shall be deemed to be an independent contractor in the performance of this contract and as such shall be wholly responsible for the work to be performed and for the supervision of its employees. The Contractor represents that it has, or shall secure at its own expense, all personnel required in performing the services under this agreement. Such employees shall not be employees of, or have any individual contractual relationship with, the Division.

Subcontracting: The Contractor shall not subcontract any of the work contemplated under this contract without prior written approval from the Division. Any approved subcontract shall be subject to all conditions of this contract. Only the subcontractors specified in the contract documents are to be considered approved upon award of the contract. The Division shall not be obligated to pay for any work performed by any unapproved subcontractor. The Contractor shall be responsible for the performance of all of its subcontractors.

Assignment: No assignment of the Contractor's obligations or the Contractor's right to receive payment hereunder shall be permitted. However, upon written request approved by the issuing purchasing authority, the State may: (a) Forward the Contractor's payment check directly to any person or entity designated by the Contractor, or (b) Include any person or entity designated by Contractor as a joint payee on the Contractor's payment check. In no event shall such approval and action obligate the State to anyone other than the Contractor and the Contractor shall remain responsible for fulfillment of all contract obligations.

Beneficiaries: Except as herein specifically provided otherwise, this contract shall inure to the benefit of and be binding upon the parties hereto and their respective successors. It is expressly understood and agreed that the enforcement of the terms and conditions of this contract, and all rights of action relating to such enforcement, shall be strictly reserved to the Division and the named Contractor. Nothing contained in this document shall give or allow any claim or right of action whatsoever by any other third person. It is the express intention of the Division and Contractor that any such person or entity, other than the Division or the Contractor, receiving services or benefits under this contract shall be deemed an incidental beneficiary only.

Indemnity and Insurance

Indemnification: The Contractor agrees to indemnify and hold harmless the Division, the State of North Carolina, and any of their officers, agents and employees, from any claims of third parties arising out of any act or omission of the Contractor in connection with the

performance of this contract to the extent permitted by law.

Default and Termination

Termination Without Cause: The Division may terminate this contract without cause by giving 30 days written notice to the Contractor.

Termination for Cause: If, through any cause, the Contractor shall fail to fulfill its obligations under this contract in a timely and proper manner, the Division shall have the right to terminate this contract by giving written notice to the Contractor and specifying the effective date thereof. In that event, all finished or unfinished deliverable items prepared by the Contractor under this contract shall, at the option of the Division, become its property and the Contractor shall be entitled to receive just and equitable compensation for any satisfactory work completed on such materials, minus any payment or compensation previously made. Notwithstanding the foregoing provision, the Contractor shall not be relieved of liability to the Division for damages sustained by the Division by virtue of the Contractor's breach of this agreement, and the Division may withhold any payment due the Contractor for the purpose of setoff until such time as the exact amount of damages due the Division from such breach can be determined. In case of default by the Contractor, without limiting any other remedies for breach available to it, the Division may procure the contract services from other sources and hold the Contractor responsible for any excess cost occasioned thereby. The filing of a petition for bankruptcy by the Contractor shall be an act of default under this contract.

Waiver of Default: Waiver by the Division of any default or breach in compliance with the terms of this contract by the Contractor shall not be deemed a waiver of any subsequent default or breach and shall not be construed to be modification of the terms of this contract unless stated to be such in writing, signed by an authorized representative of the Department and the Contractor and attached to the contract.

Availability of Funds: The parties to this contract agree and understand that the payment of the sums specified in this contract is dependent and contingent upon and subject to the appropriation, allocation, and availability of funds for this purpose to the Division.

Force Majeure: Neither party shall be deemed to be in default of its obligations hereunder if and so long as it is prevented from performing such obligations by any act of war, hostile foreign action, nuclear explosion, riot, strikes, civil insurrection, earthquake, hurricane, tornado, or other catastrophic natural event or act of God.

Survival of Promises: All promises, requirements, terms, conditions, provisions, representations,

guarantees, and warranties contained herein shall survive the contract expiration or termination date unless specifically provided otherwise herein, or unless superseded by applicable Federal or State statutes of limitation.

Intellectual Property Rights

Copyrights and Ownership of Deliverables: All deliverable items produced pursuant to this contract are the exclusive property of the Division. The Contractor shall not assert a claim of copyright or other property interest in such deliverables.

Compliance with Applicable Laws

Compliance with Laws: The Contractor shall comply with all laws, ordinances, codes, rules, regulations, and licensing requirements that are applicable to the conduct of its business, including those of federal, state, and local agencies having jurisdiction and/or authority.

Equal Employment Opportunity: The Contractor shall comply with all federal and State laws relating to equal employment opportunity.

Health Insurance Portability and Accountability Act (HIPAA): The Contractor agrees that, if the Division determines that some or all of the activities within the scope of this contract are subject to the Health Insurance Portability and Accountability Act of 1996, P.L. 104-91, as amended ("HIPAA"), or its implementing regulations, it will comply with the HIPAA requirements and will execute such agreements and practices as the Division may require to ensure compliance.

Confidentiality

Confidentiality: Any information, data, instruments, documents, studies or reports given to or prepared or assembled by the Contractor under this agreement shall be kept as confidential and not divulged or made available to any individual or organization without the prior written approval of the Division. The Contractor acknowledges that in receiving, storing, processing or otherwise dealing with any confidential information it will safeguard and not further disclose the information except as otherwise provided in this contract.

Data Security: The Contractor shall adopt and apply data security standards and procedures that comply with all applicable federal, state, and local laws, regulations, and rules.

Duty to Report: The Contractor shall report a suspected or confirmed security breach to the Division's Contract Administrator within twenty-four (24) hours after the breach is first discovered, provided that the Contractor shall report a breach involving Social Security Administration data or Internal Revenue Service data within one (1) hour after the breach is first discovered.

During the performance of this contract, the contractor is to notify the Division contract administrator of any contact by the federal Office for Civil Rights (OCR) received by the contractor.

Cost Borne by Contractor: If any applicable federal, state, or local law, regulation, or rule requires the Division or the Contractor to give affected persons written notice of a security breach arising out of the Contractor's performance under this contract, the Contractor shall bear the cost of the notice.

Oversight

Access to Persons and Records: The State Auditor shall have access to persons and records as a result of all contracts or grants entered into by State agencies or political subdivisions in accordance with General Statute 147-64.7. Additionally, as the State funding authority, the Department of Health and Human Services shall have access to persons and records as a result of all contracts or grants entered into by State agencies or political subdivisions.

Record Retention: Records shall not be destroyed, purged or disposed of without the express written consent of the Division. State basic records retention policy requires all grant records to be retained for a minimum of five years or until all audit exceptions have been resolved, whichever is longer. If the contract is subject to Federal policy and regulations, record retention may be longer than five years. Records must be retained for a period of three years following submission of the final Federal Financial Status Report, if applicable, or three years following the submission of a revised final Federal Financial Status Report. Also, if any litigation, claim, negotiation, audit, disallowance action, or other action involving this Contract has been started before expiration of the five-year retention period described above, the records must be retained until completion of the action and resolution of all issues which arise from it, or until the end of the regular five-year period described above, whichever is later. The record retention period for Temporary Assistance for Needy Families (TANF) and MEDICAID and Medical Assistance grants and programs must be retained for a minimum of ten years.

Miscellaneous

Choice of Law: The validity of this contract and any of its terms or provisions, as well as the rights and duties of the parties to this contract, are governed by the laws of North Carolina. The Contractor, by signing this contract, agrees and submits, solely for matters concerning this Contract, to the exclusive jurisdiction of the courts of North Carolina and agrees, solely for such purpose, that the exclusive venue for any legal proceedings shall be Wake County, North Carolina. The place of this contract and all transactions and agreements relating to it, and their situs and forum, shall be Wake County, North Carolina, where all matters, whether sounding in contract or tort, relating to the validity, construction, interpretation, and enforcement shall be determined.

Amendment: This contract may not be amended orally or by performance. Any amendment must be made in written form and executed by duly authorized representatives of the Division and the Contractor. The Purchase and Contract Divisions of the NC Department of Administration and the NC Department of Health and Human Services shall give prior approval to any amendment to a contract awarded through those offices.

Severability: In the event that a court of competent jurisdiction holds that a provision or requirement of this contract violates any applicable law, each such provision or requirement shall continue to be enforced to the extent it is not in violation of law or is not otherwise unenforceable and all other provisions and requirements of this contract shall remain in full force and effect.

Headings: The Section and Paragraph headings in these General Terms and Conditions are not material parts of the agreement and should not be used to construe the meaning thereof.

Gender and Number: Masculine pronouns shall be read to include feminine pronouns and the singular of any word

or phrase shall be read to include the plural and vice versa.

Time of the Essence: Time is of the essence in the performance of this contract.

Key Personnel: The Contractor shall not replace any of the key personnel assigned to the performance of this contract without the prior written approval of the Division. The term "key personnel" includes any and all persons identified as such in the contract documents and any other persons subsequently identified as key personnel by the written agreement of the parties.

Care of Property: The Contractor agrees that it shall be responsible for the proper custody and care of any property furnished to it for use in connection with the performance of this contract and will reimburse the Division for loss of, or damage to, such property. At the termination of this contract, the Contractor shall contact the Division for instructions as to the disposition of such property and shall comply with these instructions.

Travel Expenses: Reimbursement to the Contractor for travel mileage, meals, lodging and other travel expenses incurred in the performance of this contract shall not exceed the rates published in the applicable State rules or approved local government travel policy. International travel shall not be reimbursed under this contract.

Sales/Use Tax Refunds: If eligible, the Contractor and all subcontractors shall: (a) ask the North Carolina Department of Revenue for a refund of all sales and use taxes paid by them in the performance of this contract, pursuant to G.S. 105-164.14; and (b) exclude all refundable sales and use taxes from all reportable expenditures before the expenses are entered in their reimbursement reports.

Advertising: The Contractor shall not use the award of this contract as a part of any news release or commercial advertising.

N. C. Department of Health and Human Service
Division of Public Health

SCOPE OF WORK

BACKGROUND

Limitations in jails and detention centers may not allow for proper social distancing to be maintained. In addition, holding conditions, the complexity of continual jail staff rotations, and frequent movement of detainees may facilitate the transmission of COVID-19. Because of the possibility for the rapid spread of COVID-19 in local confinement facilities, immediate investigation and control measures should be taken when a detainee or staff member first begins to exhibit symptoms of respiratory illness and before confirmation of COVID-19.

The NC DHHS Communicable Disease Branch Corrections team aims to provide access to COVID-19 related knowledge, resources, and services to improve correctional healthcare practices and procedures to ensure appropriate care is delivered to the incarcerated population. Doing so positively impacts health outcomes and the detection, mitigation, and reduction of COVID-19 and related health conditions. As recognized and acknowledged by recent national health guidelines and recommendations, jail health resources are a critical mechanism to reduce the prevalence of infectious disease and promote infection control and prevention.

The NC DHHS Communicable Disease Branch Corrections team provides correctional healthcare best practices based on national correctional standards through building a network of resources. The NC jail health initiative includes a toolkit, strategies, education, technical assistance for participating correctional entities, and the collaboration and development of working relationships with stakeholders to establish credibility and a collaborative relationship to effect any needed change in the delivery of healthcare services.

The provision of medical care within confinement facilities in North Carolina is guided by General Statute 153a-225 and state regulations defined in NC Administrative Code Title 10A, Chapter 14, Subchapter J (10A NCAC 14J).

PURPOSE

The purpose of this contract is to help improve the delivery of healthcare, assist in infectious disease prevention and control and provide statewide support to ensure the health and well-being of detained and incarcerated persons in North Carolina.

COUNTIES

This contract serves the following North Carolina County(ies): Granville County

PERFORMANCE REQUIREMENTS

The Contractor shall conduct the following activities between June 1, 2022 through May 31, 2024:

I. COVID TESTING EXPANSION

Increase the number of COVID tests performed from the reported baseline of 145.67 tests per month or 1,748 tests per year to a minimum of 160.23 tests per month or 1,922.80 tests per year in this 180 bed facility for all detainees and/or staff and visitors on Year 1 and to a minimum of 182.08 tests per month or 2,185 tests per year for all detainees and/or staff and visitors on Year 2 (Goal = 10% increase by May 31, 2023 and 25% by May 31, 2024).

Note: An increase in testing can include expansion of testing options (e.g., offering tests to all intakes) or increasing the volume of existing testing strategies.

II. COVID EDUCATION/TRAINING ACCESS

1. Educate and/or train staff and detainees on COVID-19 and infection control and prevention by providing access to two (2) education or training experiences to both staff and detainees in accordance with the following:
 - a. All medical staff and a minimum of 50% of all other staff shall participate in a training experience by November 1, 2022 and complete an additional training experience by February 28, 2024;
 - b. A minimum of 75% of new detainees/intakes shall receive COVID-19 and infection prevention education in the form of printed materials and/or verbal or video instruction by September 1, 2022, through the end of the contract term;
 - c. Training materials shall require a minimum of 1 hour to complete and must pertain to COVID-19 or infection prevention topics; and
 - d. At least 50% of the monthly census of detainees shall be provided education on a COVID-19 related topic (in addition to education provided to new detainees/ intakes) in the form of printed material or video instruction by January 1, 2023, through the end of the contract term.

Note: Staff training experiences can include but are not limited to webinars, online courses, onsite training, and printed training materials. NC DHHS Corrections Team developed training programs and materials can be utilized for this requirement.

PERFORMANCE STANDARDS

The Contractor shall submit the following programmatic reports to NC DPH:

1. A completed initial Program Evaluation Form to provide baseline data, highlighting information reflecting the last six months at the time of application. The PEF is available in [Smartsheet](#).
2. Completed subsequent Program Evaluation Forms (PEFs) submitted by the 10th of each month. PEFs are available in [Smartsheet](#) and will request information pertaining to the prior month.
3. Deliverable Deadlines:
 - a. The Program Evaluation Form is due with the initial application;
 - b. The Monthly Program Evaluation Form is due by the 10th of each month following the reporting period; and
 - c. The Monthly CER and MER are due by the 10th of each month following the reporting period.

PERFORMANCE MONITORING / QUALITY ASSURANCE PLAN

The contract will be monitored according to the Division of Public Health Sub-Recipient Monitoring policies and procedures to include the following protocol:

1. Deliverables (contract submissions and required reports) will be monitored regularly to ensure contract compliance.
2. Testing and educational requirements will be reviewed every 6 months by the subrecipient monitoring team and feedback/technical assistance will be offered to facilities as needed.
3. Contracted facilities agree to participate in periodic assessments to confirm site data and performance measures.
4. If contracted facilities are deemed out of compliance, program staff will provide technical assistance. If technical assistance does not improve compliance, eligibility for continued funding may be affected.

REIMBURSEMENT

In order to receive reimbursement from NC DPH, the Contractor shall:

1. Assure that anticipated expenses/allowable costs are defined within the submitted budget to simplify tracking and to ensure funds are spent according to federal guidelines.
2. Submit an authenticated, original Contract Expenditure Report (CER) by the 10th of each month even when no expenses are incurred in a given month. CERs must be signed by an authorized official.
3. Include a Monthly Expense Report (MER) with each CER. Proof of expenses should be maintained as random audits can be performed during contract period.

4. Submit a Program Evaluation Form by the 10th of each month.
5. Comply with the allowable and unallowable uses of funding as outlined in Request for Application (RFA) #A399.
6. Understand that failure to submit monthly sequential reports may delay receipt of reimbursement.
7. Understand that revisions to the executed contract budget must be requested in writing and approved by the NC DPH Communicable Disease Branch Corrections Team Contract Administrator or designee, must include a justification for the changes, and must be submitted at least 30 days before the expenditures of funds.

PERFORMANCE MEASURES CHART

The Department of Health and Human Services uses performance measures rubrics as a tool to determine the success of a project and how well services and products are being delivered. Together they enable the Department to gauge efficiency, determine progress toward desired results and assess whether the Department is on track with meeting its goals. The contractor shall adhere to all of the performance requirements/standards in the scope of work, including performance measures in the performance measures chart below.

Measure Type	Demand	Reporting Frequency	Annual
Measure	Number of local North Carolina confinement facilities that require COVID-19 mitigation and diagnostic techniques.		

Budget Year	2	Trend	Maintain
Baseline Value	97		
Target Value	97		
Data Source	United States Department of Justice Website. - National Institute of Corrections.		
Collection Process and Calculation	The statistics for state prison facilities data come from state departments of corrections, other state reports and state agencies.		
Collection Frequency	Annually		

Budget Year	1	Trend	Maintain
Baseline Value	97		
Target Value	97		
Data Source	United States Department of Justice Website. - National Institute of Corrections.		
Collection Process and Calculation	The statistics for state prison facilities data come from state departments of corrections, other state reports and state agencies.		
Collection Frequency	Annually		

Measure Type	Input	Reporting Frequency	Annual
Measure	Contract not to exceed amount.		

Budget Year	2	Trend	Maintain
Baseline Value	\$4,846		
Target Value	\$4,846		
Data Source	Executed contract.		
Collection Process and Calculation	Federal funders provide a Notice of Grant Award and contracts are awarded.		
Collection Frequency	Monthly.		

Budget Year	1	Trend	Maintain
Baseline Value	\$63,721		
Target Value	\$63,721		
Data Source	Executed contract.		
Collection Process and Calculation	Federal funders provide a Notice of Grant Award and contracts are awarded.		
Collection Frequency	Monthly.		

Measure Type	Output	Reporting Frequency	Annual
Measure	Minimum number of COVID-19 tests performed per year in this 180 bed facility.		

Budget Year	2	Trend	Maintain
Baseline Value	2,185		

Target Value	2,185
Data Source	Program Evaluation Forms
Collection Process and Calculation	Contractor submits monthly Program Evaluation Forms to DPH via SmartSheet.
Collection Frequency	Monthly

Budget Year	1	Trend	Maintain
Baseline Value	1,922.80		
Target Value	1,922.80		
Data Source	Program Evaluation Forms		
Collection Process and Calculation	Contractor submits monthly Program Evaluation Forms to DPH via SmartSheet.		
Collection Frequency	Monthly		

Measure Type	Output	Reporting Frequency	Annual
Measure	Number of education or training experiences provided to staff and detainees.		

Budget Year	2	Trend	Maintain
Baseline Value	1		
Target Value	1		
Data Source	Program Evaluation Forms.		
Collection Process and Calculation	Contractor submits monthly Program Evaluation Forms to DPH via SmartSheet.		
Collection Frequency	Monthly		

Budget Year	1	Trend	Maintain
Baseline Value	1		
Target Value	1		
Data Source	Program Evaluation Forms.		
Collection Process and Calculation	Contractor submits monthly Program Evaluation Forms to DPH via SmartSheet.		
Collection Frequency	Monthly		

Measure Type	Outcome	Reporting Frequency	Annual
Measure	Increased percentage of staff and detainees that are tested for COVID-19 based on the implemented testing programs.		

Budget Year	2	Trend	Maintain
Baseline Value	25%		
Target Value	25%		
Data Source	Program Evaluation Reports.		
Collection Process and Calculation	Contractor submits monthly Program Evaluation Forms to DPH via SmartSheet.		
Collection Frequency	Monthly.		

Budget Year	1	Trend	Maintain
Baseline Value	10%		
Target Value	10%		

Data Source	Program Evaluation Reports.
Collection Process and Calculation	Contractor submits monthly Program Evaluation Forms to DPH via SmartSheet.
Collection Frequency	Monthly.

Measure Type	Outcome	Reporting Frequency	Annual
Measure	Percentage of staff and detainees that have increased knowledge of COVID-19 mitigation techniques.		

Budget Year	2	Trend	Maintain
Baseline Value	75%		
Target Value	75%		
Data Source	Program Evaluation Reports.		
Collection Process and Calculation	Contractor submits monthly Program Evaluation Forms to DPH via SmartSheet.		
Collection Frequency	Monthly.		

Budget Year	1	Trend	Maintain
Baseline Value	75%		
Target Value	75%		
Data Source	Program Evaluation Reports.		
Collection Process and Calculation	Contractor submits monthly Program Evaluation Forms to DPH via SmartSheet.		
Collection Frequency	Monthly.		

Measure Type	Quality	Reporting Frequency	Annual
Measure	Percent of testing and educational requirements reviewed by the DPH subrecipient monitoring team ensuring staff are given appropriate feedback and technical assistance.		

Budget Year	2	Trend	Maintain
Baseline Value	100%		
Target Value	100%		
Data Source	Program Evaluation Reports.		
Collection Process and Calculation	Contractor submits monthly Program Evaluation Forms to DPH via SmartSheet. The DPH subrecipient monitoring team will review and provide feedback and technical assistance as needed.		
Collection Frequency	Monthly.		

Budget Year	1	Trend	Maintain
Baseline Value	100%		
Target Value	100%		
Data Source	Program Evaluation Reports.		
Collection Process and Calculation	Contractor submits monthly Program Evaluation Forms to DPH via SmartSheet. The DPH subrecipient monitoring team will review and provide feedback and technical assistance as needed.		
Collection Frequency	Monthly.		

Measure Type	Efficiency	Reporting Frequency	Annual
Measure	Cost per bed.		

Budget Year	2	Trend	Maintain
Baseline Value	\$26.92		
Target Value	\$26.92		
Data Source	Total amount expended by Contractor is recorded in the North Carolina Accounting System (NCAS). Total number of detainees served is defined by Contractor's Final Report.		
Collection Process and Calculation	\$4,846 / 180 beds = \$26.92 per bed. Contractor submits Contract Expenditure Reports (CERs) and expenditures are recorded in NCAS. Contractor submits final report which details the number of detainees served		
Collection Frequency	Monthly.		

Budget Year	1	Trend	Maintain
Baseline Value	\$354.01		
Target Value	\$354.01		
Data Source	Total amount expended by Contractor is recorded in the North Carolina Accounting System (NCAS). Total number of detainees served is defined by Contractor's Final Report.		
Collection Process and Calculation	\$63,721 / 180 beds = \$354.01 per bed. Contractor submits Contract Expenditure Reports (CERs) and expenditures are recorded in NCAS. Contractor submits final report which details the number of detainees served		
Collection Frequency	Monthly.		

LINE ITEM BUDGET

This begins the line item budget for year 1

Budget Detail - Year 1			
Category	Item	Narrative	Amount
Salary\Wages			\$0.00
Fringe Benefits			\$0.00
Other			\$0.00
Supplies and Materials	Other	PPE/Masks Masks to be worn by staff and detainees to reduce the risk and mitigate the spread of COVID within the facility. Four (4) packs of N95 Face Mask, 30 Pack NIOSH Certified N95 Disposable Respirator 5-Ply Safety Breathable Face Masks, price per pack = \$25.99. Total: $\\$25.99 \times 4 = \\$103.96$	\$104.00
Supplies and Materials	Other	Printer Paper/Supplies Supplies and materials used for record keeping of COVID testing and training by medical staff and detention facility personnel. Ten (10) cases of Hammermill Printer Paper, 20 Lb Copy Paper, 8.5 x 11 – 8 Ream per case (4000 Sheets) – Price per case = \$35.79. Total: $\\$35.79 \times 10 = \\$357.90$	\$358.00

Line Item Budget Detail (08/11)

Budget Detail - Year 1			
Category	Item	Narrative	Amount
Supplies and Materials	Other	Toner Cartridge/Supplies Supplies and materials used for record keeping of COVID testing and training by medical staff and detention facility personnel. One (1) Original HP 58X Black High-yield Toner Cartridge, Price per cartridge = \$174.60. Total: $174.60 \times 1 = 174.60$	\$175.00
Supplies and Materials	Other	PPE/Gloves Gloves will be worn by staff participating in infection prevention activities such as COVID testing and cleaning of the facility to reduce the risk and mitigate the spread of COVID within the facility. Two (2) units of Schneider Vinyl Synthetic Exam Gloves, Large (pack of 1,000), Price per pack = \$59.97. Total: $59.97 \times 2 = 119.94$	\$120.00
Supplies and Materials	Other	Smart Touch Disinfectant/Supplies These supplies will support our expanded cleaning response by disinfecting large surface areas to reduce the potential spread of COVID and other infectious diseases within our facility. Four (4) units of Hughes Smart Touch Disinfectant, 1 gallon per unit, Price per unit = \$58.73. Total: $58.73 \times 4 = 234.92$	\$235.00
Supplies and Materials	Other	Disinfecting/Supplies These supplies will support our expanded cleaning response by disinfecting frequently touched items and small spaces to reduce	\$443.00

Budget Detail - Year 1			
Category	Item	Narrative	Amount
		the potential spread of COVID and other infectious diseases within our facility. (12) Lysol Disinfecting Kits which include Lysol Disinfecting Sanitizer 19 oz. (2 per pack), + Lysol Disinfecting wipes 80 ct. (4 per pack), + Lysol Laundry Sanitizer 90 oz., Price per kit = \$36.91. Total: \$36.91 x 12 = \$442.92	
Equipment	Assistive Technology	Backpack Sprayer LuxElectroStatic (powered by InCharged) Electrostatic Backpack Trigger Sprayer is an electrostatic spray cleaning mechanism that electrically charges the chemical solution so that when released the solution quickly bonds to surfaces instead of falling straight to the floor. This technology, typically used to sterilize offices, restaurants, universities and public transportation, is now available commercially for faster sanitizing times. True electrostatic technology allows you to disinfect 18,650 square feet on a single tank of fluid. This commercial-grade device is perfect for quick and efficient disinfection within our facility. The equipment will be used during our enhanced cleaning protocols purposed to mitigate spread of COVID and other infectious diseases. One (1) Lux Electrostatic Backpack Trigger Sprayer, price per unit = \$3,499 Total: \$3,499 x 1 = \$3,499	\$3,499.00
Equipment	Medical	Medical Refrigerator Medical equipment to be used to house COVID vaccine onsite for preventative and proactive measures to reduce risk of virus spread. One (1) Refrigerator Pharma/Vax Premiere MedFridge, price per	\$4,906.00

Budget Detail - Year 1			
Category	Item	Narrative	Amount
		unit = \$4,906.39. Total: $\$4,906.39 \times 1 = \$4,906.39$	
Equipment	Medical	Blood Pressure Monitor Medical equipment to allow for monitoring of blood pressure for quarantined and isolated individuals which aids in early detection of disease to reduce risk of virus spread. One (1) Welch Allyn Connex ProBP 3400 Digital Blood Pressure Device, price per unit = \$1,012.99. Total: $\$1,012.99 \times 1 = \$1,012.99$	\$1,013.00
Equipment	Assistive Technology	UVC system (Fixed) Manual cleaning alone will not be sufficient to kill all pathogens and as a result, the Detention Facility will purchase automated decontamination systems to mitigate the spread of viruses. When utilized properly, the systems are effective in removing 90% of pathogens from the environment. Additionally, the UVC will be very effective in areas where there is a large resident population. The goal will be to utilize the systems to reduce the spread of communicable diseases. One (1) UVC Light/Bio-Security Solution, price per system (includes UVC light emitter and 8 bulbs) = \$40,000 Shipping and Handling \$806 Total: $\$40,000 + \$806 = \$40,806$	\$40,806.00
Equipment	Assistive Technology	Sterilizing Box The UVC Sterilizing Box can disinfect various different devices or objects at once including electronics or detainment equipment.	\$180.00

Budget Detail - Year 1			
Category	Item	Narrative	Amount
		UV-C disinfecting light is proven to kill 99.9% of bacteria and viruses - even coronaviruses like SARS. This equipment will be used within the facility for small items used by staff and/or detainees to mitigate spread of infectious diseases. Two (2) Hughes UVC Sterilizing Box + charger, price per unit = \$89.95. Total: $\\$89.95 \times 2 = \\$179.90$	
Equipment	Medical	Vital Signs Monitor Medical equipment to allow for advanced continuous monitoring of vital signs for quarantined and isolated individuals which aids in early detection of disease to reduce risk of virus spread. One (1) Monitor Continuous iM60 10.1" LCD Color ECG NIBO Spo2 Printer, price per = \$2,871.19. Total: $\\$2,871.19 \times 1 = \\$2,871.19$	\$2,871.00
Equipment	Medical	Vital Sign equipment Medical equipment to allow for mobile vital sign including temperature checks which will be used within screening protocols for preventative and proactive measures to reduce risk of virus spread. One (1) Spot Vital Sign w/NIBP and Temp Ea Welch-Allyn, price per unit = \$695. Total: $\\$695 \times 1 = \\$695$	\$695.00
Equipment	IT	Laptops The laptops will allow for expanded use of health information technology to include but limited to the ability to store and retrieve	\$5,888.00

Budget Detail - Year 1			
Category	Item	Narrative	Amount
		COVID testing data, rapidly communicate patient information and track education efforts for our residents. Two (2) Panasonic Toughbook FZ-55, Intel Core i5-8365U, 14" HD, Price per laptop = \$2,799. $\\$2,799 \times 2 = \\$5,598$ Printer The printer will allow further benefit from health information technology by providing the ability to print data, providing hard copy documentation for reporting and informing COVID-19 status. One (1) HP Office Jet Pro 9015e Wireless Color all-in-one Printer, price per unit = \$289.99. $\\$289.99 \times 1 = \\$289.99$ Total: $\\$5,598 + \\$289.99 = \\$5,887.99$	
Equipment	Assistive Technology	Hand Sanitizer Dispenser/Thermometer Automated sanitizer dispenser and thermometer to be located within the facility for screening of temperature and to aid in hand hygiene upon entry/exit to mitigate the spread of virus. Two (2) Automatic Temperature Detector with Auto Hand Sanitizer Dispenser. Price per = \$475. Total: $\\$475 \times 2 = \\$950$	\$950.00
Equipment	Assistive Technology	Disinfection Wand The UVC Light Disinfection Wand packages UVC technology in a	\$715.00

Budget Detail - Year 1			
Category	Item	Narrative	Amount
		versatile, hand-held device designed to deactivate surface mold, bacteria, viruses and yeast. This wand is ideal for food processing, healthcare, commercial and institutional environments. Approved by the USDA and FDA for surface decontamination, UVC has long been known for its ability to control naturally occurring microbes. This equipment will be used at various locations within the facility. One (1) Hughes UVC Light Disinfection Wand, price per unit = \$714.95. Total: \$714.95 x 1 = \$714.95	
Equipment	Medical	Oximeter Medical equipment to be used to monitor oxygen levels of symptomatic or infected residents to aid in early detection of clinical changes for preventative and proactive measures to reduce risk of virus spread. Three (3) Zacurate Pro Series 500DL Fingertip Pulse Oximeter Blood Oxygen Saturation Monitor with Silicon Cover, Batteries and Lanyard. Price per unit = \$22.90. Total: \$22.90 x 3 = \$68.70	\$69.00
Repair and Maintenance			\$0.00
Staff Development		Pandemic Awareness, Preparedness and Response Training, Price per person (includes 1-2 hour training session) = \$19.99 for 25 staff In-service training will be conducted with staff on a yearly basis to improve awareness and capability in dealing with significant health issues. This training is designed to help businesses and	\$500.00

Budget Detail - Year 1			
Category	Item	Narrative	Amount
		employers understand the impact of a pandemic on business operations, the workforce, and the wider community. It describes the elements of a business continuity plan along with the hazard controls that can be implemented to safeguard the health and well-being of employees. The planning and preparing for a pandemic remains essential to ensuring an effective response and safeguarding the safety and health of employees at the workplace. Total: \$19.99 x 25 = \$499.75	
Media/Communication	Reprints		\$0.00
Media/Communication	Publications		\$0.00
Dues and Subscriptions			\$0.00
Subcontracts and Grants			\$0.00
Match			\$0.00
Cost Per Service			\$0.00
Sub Total			\$63,527.00
Indirect Cost		Contractor has elected to take the de minimis indirect cost rate of	\$194.00

Line Item Budget Detail (08/11)

Budget Detail - Year 1			
Category	Item	Narrative	Amount
		10% on the Modified Total Direct Cost (MTDC) of \$1,935. Total: \$1,935 x .10 = \$193.50 MTDC includes: Training and all supplies and materials and excludes all equipment (tangible, special and general purpose.)	
Total Budget			\$63,721.00

Subcontracting and Grants Budget Detail - Year 1			
Category	Item	Narrative	Amount
			\$0.00
Sub Total			\$0.00

Salaries - Year 1								
Persons	Position or Title	Annual Salary	Hourly Rate	Months	Work %	Fringe Amount Total	Fringe Percent Total	Total
0		\$0.00	0.0000	0	0%	\$0.00	\$0.00	\$0.00

This begins the line item budget for year 2

Budget Detail - Year 2								
------------------------	--	--	--	--	--	--	--	--

Line Item Budget Detail (08/11)

DocuSign Envelope ID: A5DE557D-1745-4D05-86E0-BF54D97943C3

Contract Number 00044970 / Page 28 of 42

Category	Item	Narrative	Amount
Salary/Wages			\$0.00
Fringe Benefits			\$0.00
Other			\$0.00
Supplies and Materials	Other	PPE/Gloves Gloves will be worn by staff participating in infection prevention activities such as COVID testing and cleaning of the facility to reduce the risk and mitigate the spread of COVID within the facility. Two (2) units of Schneider Vinyl Synthetic Exam Gloves, Large (pack of 1,000), Price per pack = \$59.97. Total: $\\$59.97 \times 2 = \\$119.94$	\$120.00
Supplies and Materials	Other	Printer Paper/Supplies Supplies and materials used for record keeping of COVID testing and training by medical staff and detention facility personnel. Ten (10) cases of Hammermill Printer Paper, 20 Lb Copy Paper, 8.5 x 11 – 8 Ream per case (4000 Sheets) – Price per case = \$35.79. Total: $\\$35.79 \times 10 = \\$357.90$	\$358.00
Supplies and Materials	Other	PPE/Masks Masks to be worn by staff and detainees to reduce the risk and mitigate the spread of COVID within the facility.	\$104.00

Line Item Budget Detail (08/11)

		Four (4) packs of N95 Face Mask, 30 Pack NIOSH Certified N95 Disposable Respirator 5-Ply Safety Breathable Face Masks, price per pack = \$25.99. Total: \$25.99 x 4 = \$103.96	
Supplies and Materials	Other	Smart Touch Disinfectant/Supplies These supplies will support our expanded cleaning response by disinfecting large surface areas to reduce the potential spread of COVID and other infectious diseases within our facility. Four (4) units of Hughes Smart Touch Disinfectant, 1 gallon per unit, Price per unit = \$58.73. Total: \$58.73 x 4 = \$234.92	\$235.00
Supplies and Materials	Other	Toner Cartridge/Supplies Supplies and materials used for record keeping of COVID testing and training by medical staff and detention facility personnel. One (1) Original HP 58X Black High-yield Toner Cartridge, Price per cartridge = \$174.60. Total: \$174.60 x 1 = \$174.60	\$175.00
Supplies and Materials	Other	Disinfecting/Supplies These supplies will support our expanded cleaning response by disinfecting frequently touched items and small spaces to reduce the potential spread of COVID and other infectious diseases within our facility. Ten (10) units of Lysol Disinfecting Sanitizer 19 oz (2 per pack), + Lysol Disinfecting wipes 80 ct- (4 per pack), + Lysol Laundry Sanitizer 90 oz, Price per kit = \$36.91 Total: \$36.91 x 10 = \$369.10	\$369.00

Equipment	IT	Laptop The laptops will allow for expanded use of health information technology to include but limited to the ability to store and retrieve COVID testing data, rapidly communicate patient information and track education efforts for our residents. Two (2) Panasonic Toughbook FZ-55, Intel Core i5-8365U, 14" HD, Price per = \$2,799 Total: \$2,799 x 1 = \$2,799	\$2,799.00
Repair and Maintenance			\$0.00
Staff Development		Pandemic Awareness, Preparedness and Response Training, Price per person (includes 1-2 hour training session) = \$19.99 for 25 staff In-service training will be conducted with staff on a yearly basis to improve awareness and capability in dealing with significant health issues. This training is designed to help businesses and employers understand the impact of a pandemic on business operations, the workforce, and the wider community. It describes the elements of a business continuity plan along with the hazard controls that can be implemented to safeguard the health and well-being of employees. The planning and preparing for a pandemic remains essential to ensuring an effective response and safeguarding the safety and health of employees at the workplace. Total: \$19.99 x 25 = \$499.75	\$500.00
Dues and Subscriptions			\$0.00
Subcontracts and Grants			\$0.00

Match			\$0.00
Cost Per Service			\$0.00
Sub Total			\$4,660.00
Indirect Cost		Contractor has elected to take the de minimis indirect cost rate of 10% on the Modified Total Direct Cost (MTDC) of \$1,861. Total: \$1,861 x .10 = \$186.10 MTDC includes: Training and all supplies and materials and excludes all equipment (tangible, special and general purpose.)	\$186.00
Total Budget			\$4,846.00

Subcontracting and Grants Budget Detail - Year 2			
Category	Item	Narrative	Amount
			\$0.00
Sub Total			\$0.00

Salaries - Year 2								
Persons	Position or Title	Annual Salary	Hourly Rate	Months	Work %	Fringe Amount Total	Fringe Percent Total	Total

Line Item Budget Detail (08/11)

DocuSign Envelope ID: A5DE557D-1745-4D05-86E0-BF54D97943C3

Contract Number 00044970 / Page 32 of 42

Salaries - Year 2								
Persons	Position or Title	Annual Salary	Hourly Rate	Months	Work %	Fringe Amount Total	Fringe Percent Total	Total
0		\$0.00	0.0000	0	0%	\$0.00	\$0.00	\$0.00

Line Item Budget Detail (08/11)

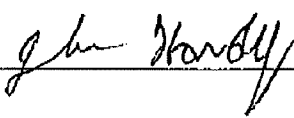
FEDERAL CERTIFICATIONS**The undersigned states that:**

1. He or she is the duly authorized representative of the Contractor named below;
2. He or she is authorized to make, and does hereby make, the following certifications on behalf of the Contractor, as set out herein:
 - a. The Certification Regarding Nondiscrimination;
 - b. The Certification Regarding Drug-Free Workplace Requirements;
 - c. The Certification Regarding Environmental Tobacco Smoke;
 - d. The Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions; and
 - e. The Certification Regarding Lobbying;
3. He or she has completed the Certification Regarding Drug-Free Workplace Requirements by providing the addresses at which the contract work will be performed;
4. [Check the applicable statement]

☐ He or she has completed the attached **Disclosure of Lobbying Activities** because the Contractor has made, or has an agreement to make, a payment to a lobbying entity for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action;

OR

☒ He or she has not completed the attached **Disclosure of Lobbying Activities** because the Contractor has not made, and has no agreement to make, any payment to any lobbying entity for influencing or attempting to influence any officer or employee of any agency, any Member of Congress, any officer or employee of Congress, or any employee of a Member of Congress in connection with a covered Federal action.
5. The Contractor shall require its subcontractors, if any, to make the same certifications and disclosure.

John Hardy	Sheriff
Signature 	Title
Granville County Sheriff's Office	4/21/22
Contractor [Organization's] Legal Name	Date

[This Certification must be signed by a representative of the Contractor who is authorized to sign contracts.]

I. Certification Regarding Nondiscrimination

The Contractor certifies that it will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits

discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (h) the Food Stamp Act and USDA policy, which prohibit discrimination on the basis of religion and political beliefs; and (i) the requirements of any other nondiscrimination statutes which may apply to this Agreement.

II. Certification Regarding Drug-Free Workplace Requirements

- 1. The Contractor certifies that it will provide a drug-free workplace by:**
 - a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the Contractor's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
 - b. Establishing a drug-free awareness program to inform employees about:
 - (1) The dangers of drug abuse in the workplace;
 - (2) The Contractor's policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
 - c. Making it a requirement that each employee be engaged in the performance of the agreement be given a copy of the statement required by paragraph (a);
 - d. Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the agreement, the employee will:
 - (1) Abide by the terms of the statement; and
 - (2) Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction;
 - e. Notifying the Department within ten days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction;
 - f. Taking one of the following actions, within 30 days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted:

- (1) taking appropriate personnel action against such an employee, up to and including termination; or
 - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency; and
- g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).
2. The sites for the performance of work done in connection with the specific agreement are listed below (list all sites; add additional pages if necessary):

Street Address No.1: 525 New Commerce Drive

City, State, Zip Code: Oxford, NC 27565

Street Address No.2:

City, State, Zip Code:

- 3. Contractor will inform the Department of any additional sites for performance of work under this agreement.
- 4. False certification or violation of the certification may be grounds for suspension of payment, suspension or termination of grants, or government-wide Federal suspension or debarment. 45 C.F.R. 82.510.

III. Certification Regarding Environmental Tobacco Smoke

Public Law 103-227, Part C-Environmental Tobacco Smoke, also known as the Pro-Children Act of 1994 (Act), requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provision of health, day care, education, or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments, by Federal grant, contract, loan, or loan guarantee. The law does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for inpatient drug or alcohol treatment. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000.00 per day and/or the imposition of an administrative compliance order on the responsible entity.

The Contractor certifies that it will comply with the requirements of the Act. The Contractor further agrees that it will require the language of this certification be included in any subawards that contain provisions for children's services and that all subgrantees shall certify accordingly.

IV. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions

Instructions

[The phrase "prospective lower tier participant" means the Contractor.]

1. By signing and submitting this document, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of the fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originate may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant will provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549, 45 CFR Part 76. You may contact the person to whom this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter any lower tier covered transaction with a person who is debarred, suspended, determined ineligible or voluntarily excluded from participation in this covered transaction unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this document that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized in paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension, and/or debarment.

Certification

- a. **The prospective lower tier participant certifies**, by submission of this document, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- b. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

V. Certification Regarding Lobbying

The Contractor certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federally funded contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form SF-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award document for subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) who receive federal funds of \$100,000.00 or more and that all subrecipients shall certify and disclose accordingly.
4. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000.00 and not more than \$100,000.00 for each such failure.

VI. Disclosure of Lobbying Activities

Instructions

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Use the SF-LLL-A Continuation Sheet for additional information if the space on the form is inadequate. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.

3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, state and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or sub-award recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in Item 4 checks "Subawardee", then enter the full name, address, city, state and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (Item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal Identifying number available for the Federal action identified in Item 1 (e.g., Request for Proposal (RFP) number, Invitation for Bid (IFB) number, grant announcement number, the contract grant, or loan award number, the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in Item 4 or 5.
10. (a) Enter the full name, address, city, state and zip code of the lobbying entity engaged by the reporting entity identified in Item 4 to influence the covered Federal action.
 (b) Enter the full names of the individual(s) performing services, and include full address if different from 10(a). Enter Last Name, First Name and Middle Initial (MI).
11. Enter the amount of compensation paid or reasonably expected to be paid by the reporting entity (Item 4) to the lobbying entity (Item 10). Indicate whether the payment has been made (actual) or will be made (planned). Check all boxes that apply. If this is a material change report, enter the cumulative amount of payment made or planned to be made.
12. Check the appropriate boxes. Check all boxes that apply. If payment is made through an in-kind contribution, specify the nature and value of the in-kind payment.
13. Check the appropriate boxes. Check all boxes that apply. If other, specify nature.
14. Provide a specific and detailed description of the services that the lobbyist has performed, or will be expected to perform, and the date(s) of any services rendered. Include all preparatory and related activity, not just time spent in actual contact with Federal officials. Identify the Federal official(s) or employee(s) contacted or the officer(s), employee(s), or Member(s) of Congress that were contacted.
15. Check whether or not a SF-LLL-A Continuation Sheet(s) is attached.
16. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

Disclosure of Lobbying Activities
(Approved by OMB 0348-0046)

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

1. Type of Federal Action: ☐ a. contract ☐ b. grant ☐ c. cooperative agreement ☐ d. loan ☐ e. loan guarantee ☐ f. loan insurance		2. Status of Federal Action: ☐ a. Bid/offer/application ☐ b. Initial Award ☐ c. Post-Award		3. Report Type: ☐ a. initial filing ☐ b. material change For Material Change Only: Year _____ Quarter _____ Date of Last Report: _____	
4. Name and Address of Reporting Entity: ☐ Prime ☐ Subawardee Tier _____, (if known) Congressional District (if known) _____			5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime: Congressional District (if known) _____		
6. Federal Department/Agency: _____			7. Federal Program Name/Description: CFDA Number (if applicable) _____		
8. Federal Action Number (if known) _____			9. Award Amount (if known): \$ _____		
10. a. Name and Address of Lobbying Registrant (if individual, last name, first name, MI): (attach Continuation Sheet(s) SF-LLL-A, if necessary)			b. Individuals Performing Services (including address if different from No. 10a.) (last name, first name, MI): (attach Continuation Sheet(s) SF-LLL-A, if necessary)		
11. Amount of Payment (check all that apply): \$ _____ ☐ actual ☐ planned			13. Type of Payment (check all that apply): ☐ a. retainer ☐ b. one-time fee ☐ c. commission ☐ d. contingent fee ☐ e. deferred ☐ f. other; specify: _____		
12. Form of Payment (check all that apply): ☐ a. cash ☐ b. In-kind; specify: Nature _____ Value _____					
14. Brief Description of Services Performed or to be Performed and Date(s) of Services, including officer(s), employee(s), or Member(s) contacted, for Payment Indicated in Item 11 (attach Continuation Sheet(s) SF-LLL-A, if necessary): _____					
15. Continuation Sheet(s) SF-LLL-A attached: ☐ Yes ☐ No					

16. Information requested through this form is authorized by title 31 U. S. C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U. S. C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.	Signature: _____
	Print Name: _____
	Title: _____
	Telephone No: _____ Date: _____
Federal Use Only	
Authorized for Local Reproduction Standard Form - LLL	

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, D. C. 20503

STATE CONTRACTOR CERTIFICATIONS**State Certifications****Contractor Certifications Required by North Carolina Law**

Instructions: The person who signs this document should read the text of the statutes and Executive Order listed below and consult with counsel and other knowledgeable persons before signing. The text of each North Carolina General Statutes and of the Executive Order can be found online at:

- Article 2 of Chapter 64: http://www.ncga.state.nc.us/EnactedLegislation/Statutes/PDF/ByArticle/Chapter_64/Article_2.pdf
- G.S. 133-32: <http://www.ncga.state.nc.us/gascripts/statutes/statutelookup.pl?statute=133-32>
- Executive Order No. 24 (Perdue, Gov., Oct. 1, 2009): <http://www.ethicscommission.nc.gov/library/pdfs/Laws/EO24.pdf>
- G.S. 105-164.8(b): http://www.ncga.state.nc.us/EnactedLegislation/Statutes/PDF/BySection/Chapter_105/GS_105-164.8.pdf
- G.S. 143-48.5: http://www.ncga.state.nc.us/EnactedLegislation/Statutes/HTML/BySection/Chapter_143/GS_143-48.5.html
- G.S. 143-59.1: http://www.ncga.state.nc.us/EnactedLegislation/Statutes/PDF/BySection/Chapter_143/GS_143-59.1.pdf
- G.S. 143-59.2: http://www.ncga.state.nc.us/EnactedLegislation/Statutes/PDF/BySection/Chapter_143/GS_143-59.2.pdf
- G.S. 143-133.3: http://www.ncga.state.nc.us/EnactedLegislation/Statutes/HTML/BySection/Chapter_143/GS_143-133.3.html
- G.S. 143B-139.6C: http://www.ncga.state.nc.us/EnactedLegislation/Statutes/PDF/BySection/Chapter_143B/GS_143B-139.6C.pdf

Certifications

- (1) Pursuant to G.S. 133-32 and Executive Order No. 24 (Perdue, Gov., Oct. 1, 2009), the undersigned hereby certifies that the Contractor named below is in compliance with, and has not violated, the provisions of either said statute or Executive Order.
- (2) Pursuant to G.S. 143-48.5 and G.S. 143-133.3, the undersigned hereby certifies that the Contractor named below, and the Contractor's subcontractors, complies with the requirements of Article 2 of Chapter 64 of the NC General Statutes, including the requirement for each employer with more than 25 employees in North Carolina to verify the work authorization of its employees through the federal E-Verify system." E-Verify System Link: www.uscis.gov
- (3) Pursuant to G.S. 143-59.1(b), the undersigned hereby certifies that the Contractor named below is not an "ineligible Contractor" as set forth in G.S. 143-59.1(a) because:
 - (a) Neither the Contractor nor any of its affiliates has refused to collect the use tax levied under Article 5 of Chapter 105 of the General Statutes on its sales delivered to North Carolina when the sales met one or more of the conditions of G.S. 105-164.8(b); and
 - (b) [check one of the following boxes]
 - ☒ Neither the Contractor nor any of its affiliates has incorporated or reincorporated in a "tax haven country" as set forth in G.S. 143-59.1(c)(2) after December 31, 2001; or
 - ☐ The Contractor or one of its affiliates has incorporated or reincorporated in a "tax haven country" as set forth in G.S. 143-59.1(c)(2) after December 31, 2001 but the United States is not the principal market for the public trading of the stock of the corporation incorporated in the tax haven country.
- (4) Pursuant to G.S. 143-59.2(b), the undersigned hereby certifies that none of the Contractor's officers, directors, or owners (if the Contractor is an unincorporated business entity) has been convicted of any violation of Chapter 78A of the General Statutes or the Securities Act of 1933 or the Securities Exchange Act of 1934 within 10 years immediately prior to the date of the bid solicitation.
- (5) Pursuant to G.S. 143B-139.6C, the undersigned hereby certifies that the Contractor will not use a former employee, as defined by G.S. 143B-139.6C(d)(2), of the North Carolina Department of Health and Human Services in the administration of a contract with the Department in violation of G.S. 143B-139.6C and that a violation of that statute shall void the Agreement.
- (6) The undersigned hereby certifies further that:
 - (a) He or she is a duly authorized representative of the Contractor named below;
 - (b) He or she is authorized to make, and does hereby make, the foregoing certifications on behalf of the Contractor; and
 - (c) He or she understands that any person who knowingly submits a false certification in response to the requirements of G.S. 143-59.1 and -59.2 shall be guilty of a Class 1 felony.

Contractor's Name: John Hardy, SheriffContractor's
Authorized Agent: Signature [Signature] Date 4/19/2022Printed Name Michael Peltis Title County ManagerWitness: Signature [Signature] Date 4/19/2022Printed Name Debra A. Weary Title Clerk to the Board

The witness should be present when the Contractor's Authorized Agent signs this certification and should sign and date this document immediately thereafter.

AGENDA
GRANVILLE COUNTY BOARD OF COMMISSIONERS



Monday, April 18, 2022

Call to order @ 7:00 p.m.....Chairman Tony W. Cozart
Invocation and Pledge of Allegiance.....Commissioner Sue Hinman

Consent Agenda

1. Contingency Summary (p. 3)
2. COVID Grant Request for Detention Center (p. 5)

Introductions, Recognitions and Presentations

3. Recognition of Vernell Anderson - Granville Health System Board of Trustees (p. 10)

Public Comments

4. Public Comments (p. 11)

Purchasing

5. Radio Purchase for Detention Officers (p.12)
6. Radios for the Sheriff's Office (p.14)

Economic Development Matters

7. Street Name for Triangle North-Granville Industrial Park (p. 21)
8. Change of Meeting Schedule for Economic Development Advisory Board (p. 22)

Finance Matters

9. Utility Billing Audit Services Agreement (p. 23)

Proclamations, Resolutions and Legislative Matters for Consideration

10. Proclamations, Resolutions and Legislative Matters (p. 49)

Appointments

11. Granville County Citizens Advisory Committee for Environmental Affairs (p. 50)
12. Granville Greenways Advisory Council (p. 51)
13. Senior Services Advisory Committee (p. 52)

OXFORD, NORTH CAROLINA
April 18, 2022

The Members of the Honorable Board of Commissioners of Granville County, North Carolina met in a regular meeting on Monday, April 18, 2022, at 7:00 p.m. in the Auditorium, Granville Expo and Convention Center, 4185 US Highway 15 South, Oxford.

Present were:

Chair: Tony W. Cozart

<i>Commissioners:</i>	Jimmy Gooch	Timothy Karan
	Sue Hinman	Russ May
	Zelodis Jay	David T. Smith

County Manager: Michael S. Felts

Assistant County Manager: Korena Weichel

County Attorney: James C. Wrenn, Jr.

News Reporters: David Murray – *Oxford Public Ledger*

MEETING CALLED TO ORDER

At 7:00 p.m., Chairman Tony W. Cozart called the meeting to order. He then recognized Commissioner Sue Hinman for the invocation and Pledge of Allegiance.

CONSENT AGENDA APPROVED

Upon a motion by Commissioner Zelodis Jay, seconded by Commissioner Jimmy Gooch, and unanimously carried, the Board approved the consent agenda as follows:

- (A) Approved the Summary of Contingency and Use of Fund Balance report that showed the following balances:

General Contingency Balance	\$	14,000
School Bond D/S Contingency	\$	100,000
Environmental Disaster Contingency	\$	10,000
General Fund Appropriated Fund Balance	\$	4,485,783

- (B) Approved authorizing the County Manager, Assistant County Manager, Sheriff, Finance Director, and Detention Administrator to serve as grant project contacts and financial reporting contacts for the Detention Center COVID-19 Support for County Confinement Facilities Grant request application RFA #A399, no-match grant, in the amount of \$80,000.



Quotation

Command Sourcing, Inc.
 6100 Horseshoe Bar Rd, STE A #228
 Loomis, CA 95650
 www.commandsourcing.com
 sales@commandsourcing.com

QUOTE NO. 508232
 DATE May 8, 2023

BILL TO Granville County Sheriff's Office
 Attn: Accounts Payable
 525 New Commerce Dr
 Oxford, NC 27565

SHIP TO Granville County Sheriff's Office
 Attn: Robert Bailess
 525 New Commerce Dr
 Oxford, NC 27565

Customer ID #	PO #	Contact Person	Contact Person Phone:	Payment Terms	Quote Valid Until
		Tony Brooks	(715) 781-5048	Net 30	5/25/22

QTY	ITEM #	DESCRIPTION	UNIT PRICE	LINE TOTAL
1	UVCR	UVC Light - Includes: Emitter, (8) bulbs, Warning Signs, UV-C Protection Glasses, Laser Measuring Tool, White Glove Delivery, Training, and 5-year service and maintenance agreement term. This includes replacement for One set of (8) bulbs each year of 5-year term.	\$ 40,000.00	\$ 40,000.00
1	SHP	Shipping and Handling - UVCR	\$ 806.00	\$ 806.00

Comments or special instructions:

Taxes:	\$ -
Total:	\$ 40,806.00

By signing this quote and/or submitting a PO per the terms of this quote, you agree to adhere to the attached RZERO terms and conditions for UVCR unit. Must provide tax exempt certificate or note that taxes outside of California shall be assessed by the purchaser. 4% service charge on payment by Credit Card. Shipping FOB origin, Return Policy: Command Sourcing must be notified prior to receipt of any returned items and a restocking fee may be assessed.



Granville County

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

To: Board of Commissioners
From: Debra Weary
Department: Administration
Date: May 15, 2023
Title: **South Granville Memorial Gardens Board of Trustees**

PURPOSE:

To make appointments/reappointments to the South Granville Memorial Garden (SGMG) Board of Trustees.

BACKGROUND:

The purpose for which the Board of Trustees is to be formed is to create a cemetery Board of Trustees to maintain and manage certain cemetery property in Granville County under the name of the South Granville Memorial Gardens Association. The affairs of the organization shall be governed by a Board of Trustees composed of seven (7) persons appointed by the Granville County Board of Commissioners to serve at its discretion.

The terms of Darlene Beck, Kenneth Bullock, and Lawrence Wade Lunsford have expired. All have expressed that they wish to continue to serve per the attached email.

Others serving: James Russell
Elbert Oakley, Jr.
Mary Ann Lunsford
Rev. John Gooch
Kenneth Bullock
Vickie Smoak
Vacant
Vacant
Vacant

RECOMMENDATION:

The South Granville Memorial Gardens (SGMG) Board of Trustees recommends Lawrence Lunsford to fill the alternate position.

ATTACHMENTS:

Letter Regarding Reappointments to SGMG Board of Trustees

ACTION TAKEN:

From: [Steve McNally](#)
To: [Debra Weary](#)
Subject: SGMG Board reappointments
Date: Wednesday, May 10, 2023 4:01:50 PM
Attachments: [image001.png](#)

Darlene Beck, Kenneth Bullock and Lawrence Lunsford have all agreed to be reappointed to serve on the Board of Trustees for South Granville Memorial Gardens.

Steve McNally
Finance Director
Granville County
919.603.1301

www.granvillecounty.org



[@GranvilleCountyGov](#)



Correspondence to and from this E-mail address may be subject to North Carolina Public Records Law (NCGS Chapter 132) and may be disclosed to third parties.



Granville County Administration

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

To: Board of Commissioners
From: Korena Weichel, Assistant County Manager
Department: Administration
Date: May 15, 2023
Title: **Proposed Revisions to Granville County Personnel Policy**

PURPOSE:

To review proposed revisions to the Granville County Personnel Policy.

BACKGROUND:

Periodic amendments to the Personnel Policy are necessary in order 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.

In mid-April, a notice regarding proposed revisions was provided to employees along with the draft policy and summary of key changes. Employees were given the opportunity to review the proposed revisions and submit comments. One suggestion to further clarify the definition of family members for bereavement leave purposes was received and 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 5.

ATTACHMENTS:

Summary of Key Revisions to Personnel Policy
Granville County Personnel Policy Draft (Red-Line Version)

ACTION TAKEN:

SUMMARY OF KEY REVISIONS TO PERSONNEL POLICY

April 14, 2023

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

All changes or revisions to the attached policy document are shown using track changes with key changes listed below for quick reference.

	Article	Section Title	Page	Recommended Modification	Additional Explanation
1.	III	Sections I-9	6-8	Removes hiring rate from the Pay Plan. New hires would start at minimum for the salary range (5% above the current hiring rate) or at a trainee position when applicable. Removing the hiring rate would eliminate the need for the 5% probationary pay increase after six months of employment for employees hired at hiring rate.	County is in extreme minority of jurisdictions still using a hiring rate. The lower hiring rate negatively impacts recruitment efforts and miscommunicates actual pay. Elimination of the probationary pay increase for those hired at hiring rate will prevent employee confusion on whether they are eligible for the increase, prevent payroll issues when supervisors fail to process the increase in a timely manner, and reduce HR/payroll processing time spent to administer it.
2.	III	Section 11: Overtime Pay Provisions	10	Restates policy that exempt positions are not eligible for payout of compensatory time.	
3.	III	Section 12: On-Call Compensation	10	Provides additional information related to on-call/standby compensation.	Departments must have a valid business need for on-call service; compensation is provided on a per day basis at a weekday or weekend rate; up to 30 minutes of travel time each way is included.
4.	III	Section 13: Payroll Schedule and Deductions	10	Revises section to reflect new 28-day and bi-weekly work periods.	
5.	III	Section 18: Certification and Educational Incentives	11	Provides additional detail regarding when certifications or designations are not covered by the policy.	Certifications must be earned and maintained through continuing education hours or other requirements.
6.	V	Section 10: Performance Review	20	Updates performance review cycle to accommodate new bi-weekly schedule.	Annual performance reviews will be conducted from May 1 – May 31 each year.

7.	V	Section 21: Travel Policy	30	Expands travel policy under certain conditions to cover volunteers who provide significant service to the County.	Travel costs for volunteers must be approved by the County Manager.
8.	VI	Section 9: Locally Authorized Separation Allowance	37	Provides clarification on how to request the local allowance and eligibility criteria.	Inserted to avoid confusion of former staff who retired prior to the policy's adoption.
9.	VI	Section 10: Tuition Reimbursement	37	Caps tuition reimbursement at a maximum of \$2000 per fiscal year and maximum of \$10,000 over the course of employment.	
10.	VII	Section 6: Annual Leave Accrual Rate	40	Removes monthly accrual rate and provides calculation for new work periods (28-day and bi-weekly)	
11.	VII	Section 10: Annual Leave Payment Upon Separation	41	Codifies current practice of transferring annual leave above the 225-hour maximum to the employee's sick leave balance.	
12.	VII	Section 17: Bereavement Leave	43	Expands bereavement leave policy to allow for 5 days of leave at full pay for death of a spouse, legal domestic partner, child, or parent of an employee.	Current policy only provides for 2 days for these losses.
13.	IX	Sections 1 - 7	52-54	Adds and clarifies requirement for human resources involvement with all disciplinary actions.	



GRANVILLE COUNTY PERSONNEL POLICY

Effective January 16, 2021
Revised February 25, 2022
[Revised Month DD YYYY](#)

[This page intentionally left blank]

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.

Table of Contents

ARTICLE I. GENERAL PROVISIONS

Section 1. Purpose of the Policy	1
Section 2. Merit Principles	1
Section 3. Responsibilities of the County Board of Commissioners	1
Section 4. Responsibilities of the County Manager	1
Section 5. Responsibilities of the Human Resources Director	2
Section 6. Responsibilities of Supervisors and Managers	2
Section 7. Application of Policies, Rules, and Regulations	2
Section 8. Departmental Rules and Regulations	3
Section 9. Definitions	3

ARTICLE II. POSITION CLASSIFICATION PLAN

Section 1. Purpose	5
Section 2. Composition of the Position Classification Plan	5
Section 3. Use of the Position Classification Plan	5
Section 4. Administration of the Position Classification Plan	5
Section 5. Authorization of New Positions and the Position Classification Plan	5
Section 6. Request for Reclassification	5

ARTICLE III. THE PAY PLAN

Section 1. Definition	6
Section 2. Administration and Maintenance	6
Section 3. Starting Salaries	6
Section 4. Trainee Designation and Provisions	6
~~Section 5. Probationary Pay Increases~~	7
Section ~~6~~ <u>5</u> . Performance Pay	7
Section ~~7~~ <u>6</u> . Performance Bonus	7
Section ~~8~~ <u>7</u> . Salary Effect of Promotions, Demotions, Transfers, and Reclassifications	7
Section ~~9~~ <u>8</u> . Salary Effect of Salary Range Revisions	8
Section ~~10~~ <u>9</u> . Transition to a New Pay Plan	8
Section ~~11~~ <u>10</u> . Effective Date of Salary Changes	9
Section ~~12~~ <u>11</u> . Overtime Pay Provisions	9
Section ~~13~~ <u>12</u> . On-Call and Call-Back Compensation	10
Section ~~14~~ <u>13</u> . Payroll Schedule and Deductions	10
Section ~~15~~ <u>14</u> . Hourly Rate of Pay	11
Section ~~16~~ <u>15</u> . Timesheet Rounding Rule	11
Section ~~17~~ <u>16</u> . Pay for Interim Assignment in a Higher-Level Classification	11
Section ~~18~~ <u>17</u> . Direct Deposit	11
Section ~~19~~ <u>18</u> . Certification and Educational Incentives	12

ARTICLE IV. RECRUITMENT AND EMPLOYMENT

Section 1. Equal Employment Opportunity Policy	14
Section 2. Implementation of Equal Employment Opportunity Policy	14
Section 3. Recruitment, Selection, and Hiring	14

Section 4. Probationary Period	15
Section 5. Definition of Promotions, Demotions, and Transfers.....	15
ARTICLE V. CONDITIONS OF EMPLOYMENT	
Section 1. Work Schedule	17
Section 2. Political Activity.....	17
Section 3. Expectation of Ethical Conduct	17
Section 4. Outside Employment	17
Section 5. Dual Employment.....	18
Section 6. Employment of Relatives	18
Section 7. Harassment Prevention.....	18
Section 8. Use of County Time, Equipment, Supplies, and Vehicles.....	19
Section 9. Telework Policy.....	19
Section 10. Performance Review	20
Section 11. Safety Policy	20
Section 12. Substance Abuse Policy.....	23
Section 13. Credentials and Certifications.....	25
Section 14. Use of Tobacco Products.....	25
Section 15. Lactation Support for Nursing Mothers	26
Section 16. Driver's License	26
Section 17. Information Technology Policy.....	26
Section 18. Social Media Policy	28
Section 19. Cell Phone Policy.....	29
Section 20. Email Policy	29
Section 21. Travel Policy	30
Section 22. Professionalism, Appearance, and Grooming Policy	33
Section 23. Attendance.....	34
ARTICLE VI. EMPLOYEE BENEFITS	
Section 1. Eligibility.....	35
Section 2. Group Health, Dental, and Vision Insurance.....	35
Section 3. Group Life Insurance	35
Section 4. Other Optional Group Insurance Plans	36
Section 5. Retirement	36
Section 6. Social Security	36
Section 7. Workers' Compensation.....	36
Section 8. Unemployment Compensation.....	36
Section 9. Law Enforcement Separation Allowance	36
Section 10. Tuition Reimbursement	37
Section 11. Employee Assistance Program.....	38
ARTICLE VII. HOLIDAYS AND LEAVES OF ABSENCE	
Section 1. Policy	39
Section 2. Holidays.....	39
Section 3. Holidays: Effect on Other Types of Leave	40
Section 4. Holidays: Compensation When Work is Required	40
Section 5. Annual Leave.....	40
Section 6. Annual Leave: Accrual Rate.....	40
Section 7. Annual Leave: Transfer from Previous Employer	41
Section 8. Annual Leave: Maximum Accumulation	41
Section 9. Annual Leave: Buy-Back Program.....	41
Section 10. Annual Leave: Payment upon Separation.....	41
Section 11. Annual Leave: Payment Upon Death	41

Section 12. Sick Leave	41
Section 13. Sick Leave: Accrual Rate and Accumulation.....	42
Section 14. Sick Leave: Transfer from Previous Employer	42
Section 15. Sick Leave: Medical Certification	43
Section 16. Leave Pro-Rated	43
Section 17. Bereavement Leave	43
Section 18. Family and Medical Leave.....	43
Section 19. Family and Medical Leave: Medical Certification	45
Section 20. Family and Medical Leave and Leave Without Pay: Retention and Continuation of Benefits.....	45
Section 21. Leave Without Pay	45
Section 22. Workers' Compensation Leave	46
Section 23. Military and Other USERRA Leave	46
Section 24. Reinstatement Following Military Service	47
Section 25. Civil Leave	47
Section 26. Community ~~Involvement~~ Service Leave.....	47
Section 27. Voluntary Shared Leave	47
Section 28. Adverse Weather and Emergency Conditions	49

ARTICLE VIII. SEPARATION AND REINSTATEMENT

Section 1. Types of Separations	50
Section 2. Resignation.....	50
Section 3. Reduction in Force	50
Section 4. Disability.....	50
Section 5. Voluntary Retirement.....	50
Section 6. Death.....	51
Section 7. Dismissal	51
Section 8. Reinstatement	51
Section 9. Rehiring	51

ARTICLE IX. UNSATISFACTORY JOB PERFORMANCE AND DETRIMENTAL PERSONAL CONDUCT

Section 1. Disciplinary Action for Unsatisfactory Job Performance.....	52
Section 2. Unsatisfactory Job Performance Defined.....	52
Section 3. Communication and Warning Procedures Preceding Disciplinary Action for Unsatisfactory Job Performance	52
Section 4. Disciplinary Action for Detrimental Personal Conduct	53
Section 5. Detrimental Personal Conduct Defined	53
Section 6. Pre-Dismissal Conference.....	54
Section 7. Investigatory Leave	54
Section 8. Name Clearing Hearing	54

ARTICLE X. GRIEVANCE PROCEDURE AND ADVERSE ACTION APPEAL

Section 1. Policy	55
Section 2. Grievance Defined.....	55
Section 3. Purposes of the Grievance Procedure	55
Section 4. Grievance Procedure.....	55
Section 5. Role of the Human Resources Director	56
Section 6. Grievance and Adverse Action Appeal Procedure for Discrimination	57

ARTICLE XI. PERSONNEL RECORDS AND REPORTS

Section 1. Public Information.....	58
Section 2. Access to Confidential Records	58
Section 3. Personnel Actions.....	58
Section 4. Records of Former Employees	58

Section 5. Remedies of Employees Objecting to Material in File	58
Section 6. Penalties for Permitting Access to Confidential Records	59
Section 7. Examining and/or Copying Confidential Material without	59
Section 8. Destruction of Records Regulated.....	59

ARTICLE XII. IMPLEMENTATION OF POLICIES

Section 1. Conflicting Policies Repealed	60
Section 2. Separability	60
Section 3. Effective Date	60
Section 4. Amendments and Revisions.....	60

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

All appointments and promotions will be made based solely 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, 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. 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 a copy of 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/or 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 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 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 the position 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 ~~hiring~~ 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 in the 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. As part of the annual budget process, the Board of Commissioners will adopt the salary schedule and assignment of job classes to salary grades, including any minor adjustments made by the county manager during the previous budget year.

When necessary, the county manager may approve in-range salary adjustments not to exceed ten percent to accommodate inequities, special performance or achievements, or other appropriate reasons.

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.

SECTION 3. STARTING SALARIES

All persons hired in positions approved in the Position Classification Plan will usually be employed at the ~~hiring~~ 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 minimum include education and experience qualifications of the applicant, a shortage of qualified applicants, and/or the refusal of qualified applicants to accept employment at minimum. The human resources director and department head will consider internal equity of other department employees when making a recommendation above minimum.

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 ~~60~~ 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 [hiring-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 [hiring-minimum](#) rate established for the job class.

SECTION 5. PROBATIONARY PAY INCREASES

~~Employees hired or promoted at less than the minimum rate of the pay range will receive a salary increase to the minimum rate within the salary range upon successful completion of the probationary period. Employees serving a 12-month probationary period are eligible for consideration for this pay increase after six months of successful employment; however, employees who receive an increase at the six-month review will not be eligible for an increase at the end of the 12-month probationary period.~~

SECTION 65. 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 76. 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 employees within the salary range with the same performance level. Performance bonuses do not become part of base pay and are awarded in a lump sum payment.

SECTION 87. 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 [hiring-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), ~~probationary increases for a previous job~~, 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 class or to a position in a different class within~~ 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 hiring 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 98. 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 109. 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 hiring minimum rate established for their respective classes will have their salaries raised to the new hiring 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 hiring 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 ~~11~~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 such specific date as may be approved by the county manager.

SECTION ~~12~~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 are encouraged to 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 (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 separation from employment.

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

SECTION 1312. 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. ~~policies and procedures established by the department head and approved by the county manager.~~ 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 calculated beginning when the employee reports to the work site and 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 ~~payment of~~ two hours ~~of wages~~ 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 1413. PAYROLL SCHEDULE AND DEDUCTIONS

The payroll schedule will be established by the county manager and administered by the finance department. ~~For full-time employees, the County observes a payroll schedule beginning on the sixteenth day of the month and ending on the fifteenth day of the following month with a pay date on the last working day of the month.~~ 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 ~~15~~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 ~~16~~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.

For departments utilizing time clocks, minor variations can be expected based on the nature of time clocks; however, 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 ~~17~~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 (~~hiring~~ 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 1817. 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 1918. 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, 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, 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 ~~with the exception of Social Services who will provide and confirm their department employment offers in writing.~~ 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 ~~three months with the possibility of one additional three month extension for~~ a maximum of six months' extension.

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 ~~8~~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 the 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 EMPLOYMENT

The work of the County will have precedence over other occupational interests of employees. All outside employment for salaries, wages, or commissions and all self-employments must be reported in advance to the

employee's supervisor on the Request to Work Outside Employment form. The form must be submitted to the appointing authority who will approve or disapprove the outside employment after a review is conducted by human resources for possible conflict of interest. The form will be placed in the employee's personnel file. Conflicting and/or unreported outside employment are grounds for disciplinary action up to and including dismissal.

Examples of conflicts of interest in outside employment include but are not limited to:

- (a) employment with organizations or in capacities that are regulated by the employee or employee's department; or
- (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.

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, assistant 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.

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.

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, 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.

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 p~~Part-time employees or full-time employees that have not completed their probationary period~~ 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 REVIEW

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 ~~15~~¹ and ends ~~June 15~~^{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 ~~June 15~~^{May 31} will not participate in the annual review cycle nor be eligible for a merit increase during that year's cycle.

Final documentation of any merit pay increase for which the employee is eligible must be submitted to the human resources department by ~~June 30~~^{June 15} in order to be effective ~~beginning July 16~~ ^{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; however, a condensed summary of the policy's safety elements is included herein to familiarize employees with the basic safety requirements as well as the broad scope of the policy.

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 with 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 (IT) 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 comprehensive Granville County IT Policy document (available on the County website or from human resources) and sign an acknowledgement form stating that they received security and compliance training and agree to abide by the items outlined in the policy. Applicable sections of the policy are included herein merely to provide employees with the minimum requirements and guidance for securing County information systems and for acceptable use of these systems.

The IT department is responsible for ensuring that all new employees receive training in County IT policies and compliance within 45 days of their hire, and that all employees receive ongoing training on information security and compliance topics.

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 NC General Statute 132).

Confidential records include, but are not limited to, medical and mental health records, personnel records, prison records, student records, blueprints for public buildings, bank account records, social Services records deemed confidential according to DSS Policies, etc. All users of County information systems shall comply with all laws, regulations, and County policies and procedures regarding confidential and sensitive information.

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 G.S. 121-5 and G.S. 130A 99.

Acceptable Use. County information systems include, but are not limited to, desktop PC's, mobile devices such as laptops and tablets, County-issued cell phones, and other data devices (including MiFi's), County email systems, County Wi-Fi, and Internet. 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 user's personal information on County systems is at the user's risk. Such information may be subject to public disclosure or review by County officials.

Personal use is when an employee uses a County information system for a reason that is not related to the purpose for which that user was granted access to the system. Incidental personal use of the County's information systems is permitted unless the department for which the user works sets additional restrictions. Personal use of County information systems is prohibited when it interferes with the user's productivity or work performance, interferes with the productivity or work performance of others, has an adverse effect on the County's information system, is illegal or violates County policy, or violates state or federal information systems policies governing departmental services.

Access to County equipment may be monitored and audited at any time by the IT department and/or the internal auditor for unauthorized access.

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 should 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. To ensure connectivity and functionality, software installs should be performed by the software vendor or the IT department.

The IT department will maintain all software licenses to ensure standardization. Software agreements should 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.

Common Shared Folders and Interdepartmental Folders. Sensitive documents are not to be stored in commonly shared folders which are accessible by any employee and are not protected. Sensitive documents may be stored in protected department folders and access to these folders should be monitored and maintained. Any documents considered stale (5 years) should be moved to archival long-term cold storage or other long-term archival method.

Scanner files can be accessed by all County offices; therefore, employees should use extra caution when scanning confidential information.

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.

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 document posted on the County website or available from the human resources department. Applicable sections of the policy are included herein merely to provide employees with the minimum requirements and guidance on the rights and responsibilities for using social media platforms and for representing the County in the social media sphere. Social media is constantly evolving; therefore, this policy will evolve as needed.

All employees must complete annual training and sign the Social Media Policy Acknowledgement and Agreement form within 45 days of employment.

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 should redirect communication through an official County channel.

Employees should also refrain from creating original content on their personal accounts that directly relates to their job responsibilities and is meant to be received in a professional capacity. Sharing content generated by an official County account is not considered conducting official County business.

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 the 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 (NC General Statutes §132).

Non-employees may be unaware that social media sites are public record; therefore, social media pages should include language that identifies the content as subject to public records laws. The following statement should be included on all official County social media accounts and should also be regularly posted on the page's timeline:

"Representatives of Granville County Government communicate via this account. Consequently, any communication via this account (whether by county employee or the general public) may be subject to monitoring and disclosure to third parties."

Messages or comments received on personal social media accounts or personal email that involves public business should be redirected to an official government account or phone call.

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 to those account administrators.

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.

With few exceptions anything created in the course of public business, including electronic messages, is subject to public records laws regardless of device ownership or format. All content created while conducting County business is subject to state retention schedules. In certain circumstances, employees may be required to turn their cell phone over to County administration, law enforcement, and/or the court system.

Additional information and procedural details are published in the complete County Cell Phone Policy document posted on the County website or available from human resources. Applicable sections of the policy are included herein merely to provide employees with minimum requirements and general guidance. Training and completion of an Acknowledgement and Agreement form are required before employees may receive a cell phone stipend or utilize a County cell phone.

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. The following requirements and stipulations are in place for stipend eligibility:

- (a) Employees must retain an active cell phone contract. Department heads and the internal auditing department retain the right to receive a copy of an employee's cell phone payment invoice to verify.
- (b) Employees must be responsible for all costs related to the phone including accessories.
- (c) The County is not responsible for any damages that may occur to a personal cell phone.
- (d) Employees receiving a cell phone stipend will not also receive a county-owned phone without documented exceptions approved by the county manager.

Positions eligible for a cell phone stipend are identified in the Pay and Classification Plan. Exceptions to eligible positions must be approved by the county manager. General eligibility guidelines for a voice plan involve employees with 30% or more of work hours outside of the office, job duties in public safety requiring immediate or emergency response, or the phone is the primary mode of communication with county offices, contractors, etc. General eligibility guidelines for a data plan involve employees' frequent need to access information such as email, contacts, calendar, etc. while away from the office. Data plans must be approved by the county manager [or assistant county manager](#). Department heads are responsible for determining employee eligibility prior to recommending the employee for a stipend.

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. Personal calls (outgoing/incoming) will be allowed in limited and infrequent instances. Incidental personal use of County equipment should be kept to a minimum and in compliance with IT 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

This policy ensures that email records are managed in accord with established laws for creating, maintaining, and disposing of all government records, and ensuring that emails are available to satisfy the requirements of public records requests.

Procedural details and additional information are published in the complete County Email Policy document posted on the County website or available from the human resources department. Applicable sections of the policy are included herein merely to provide employees with minimum requirements and general guidance. New employees granted County email accounts must be trained on the full policy within 30 days of their start date and must sign an Acknowledgement and Agreement form documenting that they received the appropriate training and agree to comply by the Granville County Email Policy.

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 come 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 negative reputation, negative publicity, and lost productivity.

The 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.

The County strives to operate with transparency while also maintaining trust among its employees. Department heads and supervisors should establish protocols for accessing emails of employees that may be out for an extended period. At other times when needed, department heads may submit a request to the county manager to view their employee's email account. Apart from department heads, employees that wish to view another employee's emails must file a public records request.

Confidentiality Issues. Not every email message that enters or leaves the email system is a public record. Some messages may be public record but may also be considered confidential by statute and should be treated accordingly. If an email message is not part of the business of government, it is non-record material (e.g., personal messages, spam, unsolicited emails, etc.).

Users must assume that all non-confidential information on government email systems is subject to public view. If email messages contain both confidential and non-confidential information and a public records request is received, an employee must provide access to the non-confidential information and redact the confidential information (NC G.S. 132-1.2). An email message having confidential information should not be shared unless proper, formalized security precautions have been established.

SECTION 21. TRAVEL POLICY

This policy provides for uniform expense reimbursement for County employees or officials who are required to travel in performance of their duties and in the interest of County affairs. Department heads are responsible for administration of 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 within the County government.

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 the convenience or personal preference of the traveler are not acceptable under this standard. Travelers will be held responsible for unauthorized costs and additional expenses incurred for personal preference or convenience. No reimbursement shall be made for normal commuting time between an individual's home and his or her office or customary worksite.

Procedures. A completed Travel Reimbursement Form including department head and employee signatures must be submitted to the Finance Office within 10 calendar days of the employee's return along with all itemized receipts for lodging, meals, registration, and private or public transportation. Itemized receipts for taxis, airport shuttles, buses, etc. may not be available or provided; however, the employee would also need to include those whenever possible. The form lists mileage, private or public transportation, lodging, meals, registration, and other travel expenses which are reimbursable.

The finance department will review the form and receipts for proper approvals, and check for mathematical errors, that requested reimbursement amounts correspond to submitted receipts, and requests are within the limits set by this policy. If an error has occurred, the requesting party will be notified, and the error corrected before reimbursement is made. 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 actual cost of public transportation will be applied as applicable. If rental vehicles are used for both business and non-business purposes, the non-business portion must be reimbursed to 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. Travel modes are authorized according to the stipulations listed below.

County-Owned Vehicle. A County vehicle is to be used whenever one is available. If credit charges cannot be made directly to the County, department heads may authorize reimbursement for exact operation expenses.

Privately-Owned Vehicle. When a County vehicle is not available for use, a personal vehicle may be used if specifically authorized by the department head. Reimbursement for operational expenses is limited to the current allowable reimbursement rates approved by the Board of Commissioners. If a County vehicle is available for use but the traveler chooses to use his or her personal vehicle instead, reimbursement will only be permitted when approved in advance by the department head. All mileage reimbursements will be deducted from the departmental travel budget.

Common Carrier. Reimbursement for air, rail, or bus fare is limited to business or coach fare and only when substantiated by a receipt. If multiple common carriers exist, employees must obtain more than one quote and document on the trip sheet that the lowest available fare was used. This type of reimbursement requires the county manager's signature on the Travel Approval Form prior to purchasing a ticket.

Rental Vehicle. Reimbursement of rental expenses requires the county manager's approval prior to the rental. If a rental vehicle is approved, it should be secured at the lowest practical cost.

Travel Destinations. Allowable expenses based on specific travel destination criteria are listed below.

Local Travel. Employees who are individually authorized by their department head 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 an employee's customary duties must follow the guidelines listed above.

Travel Outside of Granville County. Approved travel expenses for travel outside of the county on County business or for purposes in the best interest of the County (training, conferences, professional meetings, etc.) may be reimbursed at policy limits for:

- (a) Transportation costs.
- (b) Lodging (If the destination is less than 60 miles from the employee's work location, the lodging must be authorized by the county manager on the Travel Approval Form).
- (c) Meals.
- (d) Registration costs.
- (e) Necessary incidental expenses (parking, tolls, etc.).

Reimbursable Expenses. Expenses will be reimbursed according to the stipulations listed below.

Mileage Allowance. The amount authorized on a per-mile basis for travel by privately-owned vehicle will be determined and/or revised as part of the annual budget ordinance when necessary.

Meal Reimbursement Rates. Unless a different schedule is published by the county manager, the cost of meals in connection with County business will be reimbursed when itemized receipts are submitted along with the request. 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.

Meals provided and included with registration costs will not be reimbursed to employees who choose to eat on their own elsewhere. Non-employee companion meals must be paid with personal funds.

Internal Revenue Code 162 (a)(2) requires that reimbursement of employee meals not involving overnight travel be treated as a taxable event; therefore, such reimbursements must be reported on the Non-Overnight Meal Reimbursement form. Payment will be processed through payroll and applicable taxes will be withheld.

Lodging. An itemized hotel bill must be attached to the reimbursement form in order to receive reimbursement for lodging costs when the destination is 60 miles or greater from the employee's work location. If the destination is less than 60 miles from the employee's work location, the Travel Approval Form signed by the county manager must also be attached.

Registration Cost. Registration costs should be paid directly by the County whenever possible. If an employee personally pays registration fees, a receipt should be obtained and attached to the reimbursement request. Registration costs for additional recreational or entertainment activities will not be paid by the County.

Other Costs. When appropriate, reasonable parking fees, tolls, taxi charges, and expenses of a similar nature will be reimbursed upon submission of adequate documentation. The county manager must approve or disapprove all questionable expense reimbursements or those not clearly defined in the policy.

Telephone Calls. Only long distance calls made pursuant to conducting official County business will be paid.

Non-Reimbursable Items. The items listed below will not be reimbursed by the County. This list is provided for information purposes only and is not all-inclusive. The county manager must approve or disapprove all expense reimbursements which are questioned or not clearly defined in the policy.

- (a) Miscellaneous expenses not supported by a receipt.
- (b) Meals included in registration.
- (c) Travel to and from workplace.
- (d) Souvenirs.
- (e) Items purchased to be used as door prizes or raffle items.
- (f) Non-employee expenses.
- (g) Alcoholic beverages.
- (h) Movie rentals.
- (i) Personal preference, convenience, or luxury items not necessary for conducting County business.
- (j) Personal entertainment.
- (k) Any traffic fines.

Miscellaneous. Other situations regarding travel expense and reimbursement are outlined below.

Credit Card. Those authorized to use a County credit card may elect to do so rather than submitting for reimbursement; however, meals are still subject to the reimbursement rates as shown under "Meal Reimbursement Rates" within this policy. For the expenditure to be approved, itemized receipts must be submitted to the Finance Office along with the credit card bill.

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 including taxi cabs and County- or privately-owned vehicles. Sharing travel with other governmental unit representatives is encouraged whenever possible.

Extraordinary Travel or Cost. In instances of travel not covered by this policy or when actual necessary costs exceed the maximum reimbursement allowed and the travel is in the best interest of the County, the county manager may approve reimbursement of actual cost beyond the maximums stated herein.

Travel Expenses Not Addressed. Travel expenses falling outside the scope of this policy must be approved by the county manager.

Travel Advances. Hotel accommodations may be paid in advance directly to the hotel. The itemized receipt must be submitted with the travel reimbursement request. Travel and meal reimbursements are not eligible for a travel advance. Any other travel advance must be approved by the county manager.

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](#).

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 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. 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.](#) ~~An employee desiring to request tuition reimbursement should notify his or her department head prior to registering for courses and as far in advance as possible in order that the reimbursement request may be accounted for in the County's annual budget process. As soon as possible following initial notification, the employee must complete and submit a Tuition Reimbursement Application to his or her department head who will provide departmental authorization and submit the document to human resources. If final approval is granted, human resources will prepare a contractual agreement for the employee's signature, finance director's pre-audit, and county manager's approval. Human resources will be responsible for monitoring the employee's participation and compliance and will recommend reimbursement payment be made upon receipt of proper documentation as outlined within this policy.~~

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 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 [as well as for other departments where employees are regularly required to work holidays](#). 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 ~~22~~ ²³ , ~~23~~ ²⁶ , and ~~26~~ ²⁷	~~Thursday~~ , Friday, Monday, <u>Tuesday</u>
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 [and Other Departments Required to Work Holidays](#).** 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	Hours Accrued Per Month
0 – 2	90	7.5
2 – 5	108	9.0
5 – 10	126	10.5
10 – 15	150	12.5
15 – 20	174	14.5
20 plus	198	16.5

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.

~~The option will be available annually to e~~Eligible employees must submit their request to sell back annual leave on the second pay period ~~that begins in~~ October ~~16~~ 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 existence of the employee or immediate family member's illness and the employee'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 basic 37.5-hour week day).

SECTION 17. BEREAVEMENT LEAVE

For a death in the ~~immediate~~ 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, ~~immediate~~ family is defined as ~~spouse, child,~~ parents of ~~employee or~~ 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. 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 (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.

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.

"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.

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. 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.

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.

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. LEAVE WITHOUT PAY

A full-time employee may be granted a leave of absence without pay for a period lasting from two weeks to ~~of~~ 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 22. 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 23. 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 24. 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 25. 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 26. COMMUNITY ~~INVOLVEMENT~~-SERVICE LEAVE

Employees may take paid leave up to a maximum of sixteen hours annually ~~for~~ to participate in or volunteer for school activities ~~of his or her child(ren) or grandchild(ren) in kindergarten through high school~~, volunteer for educational or community organizations or events, or otherwise make a contribution to the community.

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

- (a) The leave must be taken at a time mutually agreed upon by the employee and the County;
- (b) The County may require the employee to request the leave in writing at least 48 hours prior to the time of the desired leave; and
- (c) The County may require written verification and advance approval of the organization served.

SECTION 27. 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. 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 under this policy may file a Voluntary Shared Leave Authorization form with the human resources department. The employee donating leave cannot receive compensation for donated leave.

SECTION 28. 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

~~Normally~~After consulting with human resources, the department head, ~~or~~ county manager, or hiring authority ~~would~~ 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 ~~supervisor~~, 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

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

To: Board of Commissioners
From: Debra Weary
Department: Administration
Date: May 15, 2023
Title: KARTS County Match Request

PURPOSE:

To approve a budget amendment transferring and appropriating \$94,127 in additional funding for KARTS from unassigned fund balance into the FY22-23 budget.

BACKGROUND:

For FY 22-23, the Kerr Area Transportation Authority (KARTS) requested \$56,588 from Granville County government. The approved budget for the current year, however, only contained a flat budget of \$37,461. Franklin and Warren Counties paid the larger request up front, and at this point Vance County has also approved the additional funds.

Additionally, KARTS has been suffering some financial challenges and has requested an additional \$75,000 from each of the counties in the current fiscal year. Management has participated in numerous meetings with interim KARTS leadership (and board members) as well as management representatives from the other three counties, and though it has been difficult for KARTS to present crystal clear documentation of the need, management does believe that critical, short-term needs do exist and need to be met for KARTS to continue providing services in Granville County.

The total, requested transfer contained in the attached budget amendment combines the additional \$19,127 from the original request and the \$75,000 in additional funds requested for total request of \$94,127.

COMPLIANCE WITH CONTRACT & PURCHASING POLICY:

N/A. These funds will be transferred to KARTS under the umbrella of existing agreements between Granville County, the other three counties, and the KARTS organization.

FUNDING:

\$94,127 of additional FY 22-23 funding has been requested by KARTS and County staff recommend approval of that funding.

RECOMMENDATION:

The County Manager recommends approval of this budget amendment and the associated, additional funding for KARTS.

ATTACHMENTS:

FY 2024 County Match Letter

KARTS County Request Documentation

ACTION TAKEN:

May 1, 2023

To: KARTS County Partners
RE: Fiscal Year 2023 & 2024 Public Transportation Funding Request
From: Tonya Moore, interim Finance Manager

I. FY 2023/2024 Funding Request
December 1, 2022

- Part of the application process is to certify local funds are/will be available to match the grant request July 1, 2023. Grant applications and documents are due 12/14/2021.

The Grant Request are as follows:

	<u>Total</u>	<u>Fed</u>	<u>State</u>	<u>Local Match</u>	<u>County Contributions</u>
Admin	829,107	663,286	41,455	124,366	124,366
Capital	1,572,000	1,257,600	157,200	157,200	157,200
Rural State	442,566	0	221,283	221,283	0
Total:	2,843,673	1,920,886	419,938	502,849	281,566

Match Per County \$70,392

Capital Request Include:

- 12 vehicle replacements (for aging fleet, as well as catching up from the last two years of replacing 2 per year) with rising price increases. (\$1,572,000)

II. FY23 Fiscal Close-out Request
February 9, 2023

At the joint meeting (KARTS Board of Directors and County managers), you received a request to close-out the FY23 fiscal year due to financial constraints from each county, pending county Board of Commissioners.

- **Amount: \$75,000 per county by June 2023**

III. FY24 Additional Expenses for Administrative Budget
April 20, 2023

At the joint meeting (KARTS Board of Directors and County managers), after reviewing the FY24 budget, it was proposed by those in attendance, the counties cover the administrative budget deficit (\$172,740), pending county Board of Commissioners approval.

- **Amount: \$43,185 per county**

FY24 Total: Grant match \$70,392 + Additional Admin Expenses=\$113,577 total

October 13, 2021

To: KARTS County Partners

RE: Fiscal Year 2023 Public Transportation Funding Request Summary

FROM: Tammy Montanez, Finance Manager on behalf of Irene Johnson

FY 2022/2023 Funding Requests

KARTS is getting ready to submit our grant applications for the 2023 Fiscal year. Part of the application process is to certify local funds are/will be available to match the grant requests July 1, 2022. Grant applications and documents are due 10/8/2021.

The Grant Requests are as follows:

	<u>Total</u>	<u>Fed</u>	<u>State</u>	<u>Local Match</u>	<u>County Contribution</u>
Admin	790,150	632,120	39,508	118,523	118,523
Capital	1,078,300	862,640	107,830	107,830	107,830
RSO	442,566	221,283		221,283	ROAP
Total	2,311,016	1,716,043		447,636	226,353
				Match per County	56,588

Capital Requests include:

- 12 vehicle replacements (the replacement plan is for 11 per year, we are catching up from the last two years replacing 7 per year) \$900,100
- Radio System for dispatching and communication with buses – current system is obsolete and replacement parts can no longer be purchased. (\$125,000)
- Additional outdoor cameras for rear of building and road/driveway traffic (\$10,800)
- Additional bus cameras – replaced 49 systems, still have 6 remaining (\$18,000)
- Window coverings/shades for the front of the building, visibility into the building from the road presents a security issue, the front windows need to be covered per suggestions from the Sheriff's department. (\$9,000)

Tammy Montanez

From: Tammy Montanez <tmontanez@kartsnc.com>
Sent: Friday, December 17, 2021 12:08 PM
To: ✓ Steve McNally (steve.mcnally@granvillecounty.org); 'Katherine Bigelow'; Lee Faines (leefaines@warrencountync.gov); 'jholtzman@franklincountync.us'
Cc: 'Kathy May'; 'Kathy Moss'; Irene Johnson
Subject: KARTS FY2023 Budget and Match Request
Attachments: 2023 KARTS Local Match Summary.pdf

Good afternoon-

On behalf of Irene Johnson, I just wanted to make sure everyone received a copy of this summary for the FY2023 KARTS Match requests for our Grants. Please let me know if you have any questions.

Thank you,

Tammy Montanez

Tammy Montanez
Finance Manager



1575 Ross Mill Road, Henderson NC

PO Box 246

Henderson, NC 27536

tmontanez@kartsnc.com

252-431-3951 - direct line

252-430-8827 - direct fax

Tammy Montanez

From: Tammy Montanez <tmontanez@kartsnc.com>
Sent: Monday, January 31, 2022 1:03 PM
To: ✓ 'Katherine Bigelow'; Steve McNally (steve.mcnally@granvillecounty.org); Lee Faines (leefaines@warrencountync.gov)
Subject: KARTS County Match request for 2023
Attachments: FY2023 County Match Summary.pdf

Good afternoon,

I wanted to resend this summarizing the County Match request for KARTS so you would have it for your budget planning. Please let me know if you have any questions.

Thank you,

Tammy

Tammy Montanez
Finance Manager

KARTS
Kear Area Transportation Authority

1575 Ross Mill Road, Henderson NC

PO Box 246

Henderson, NC 27536

tmontanez@kartsnc.com

252-431-3951 - direct line

252-430-8827 - direct fax

Tammy Montanez

From: Tammy Montanez <tmontanez@kartsnc.com>
Sent: Monday, January 31, 2022 1:31 PM
To: 'Katherine Bigelow'
Subject: RE: KARTS County Match request for 2023

We got behind on our capital purchases, mainly because it took me a while to figure out what we needed in our grants. We need a new radio system because our current one is obsolete and it will run about \$120,000 for that alone. It should go back down next year, I hope.

I haven't finished the reports, I got a short reprieve because they cancelled the meeting last month due to COVID – I am working on getting the tax stuff out of the way so I can get back to the reports.

Have a good one!

Tammy

From: Katherine Bigelow [<mailto:KBigelow@vancecounty.org>]
Sent: Monday, January 31, 2022 1:25 PM
To: 'Tammy Montanez' <tmontanez@kartsnc.com>
Subject: RE: KARTS County Match request for 2023

Thank you!! I certainly had a different number in my next year's budget! Can you tell me a few of the reasons why it went up \$20K so much for my justification?

Also....how did the reports go over?



Katherine Bigelow, CPA

Finance Director

122 Young Street, Suite B

Henderson, NC 27536

Phone: (252) 738-2006 • fax: (252) 738-2039

E-mail: kbigelow@vancecounty.org

Website: www.vancecounty.org



@VanceCountyGov

From: Tammy Montanez <tmontanez@kartsnc.com>
Sent: Monday, January 31, 2022 1:03 PM
To: Katherine Bigelow <KBigelow@vancecounty.org>; Steve McNally <steve.mcnelly@granvillecounty.org>; Lee Faines <leefaines@warrencountync.gov>
Subject: KARTS County Match request for 2023

Good afternoon,

I wanted to resend this summarizing the County Match request for KARTS so you would have it for your budget planning. Please let me know if you have any questions.

Thank you,

Tammy

Tammy Montanez
Finance Manager



1575 Ross Mill Road, Henderson NC

PO Box 246

Henderson, NC 27536

tmontanez@kartsnc.com

252-431-3951 - direct line

252-430-8827 - direct fax

PUBLIC RECORDS NOTICE: Please note that all emails, information and attachments sent to and from this address are subject to the North Carolina Public Records Act and, subject to certain statutory exceptions, may be disclosed to third parties.

Tammy Montanez

From: Tammy Montanez <tmontanez@kartsnc.com>
Sent: Tuesday, March 22, 2022 10:56 AM
To: 'Katherine Bigelow'
Subject: RE: KARTSCounty Match
Attachments: FY2023 County Match Summary.pdf

[Forgot the attachment](#)

From: Tammy Montanez [mailto:tmontanez@kartsnc.com]
Sent: Tuesday, March 22, 2022 10:54 AM
To: 'Katherine Bigelow' <KBigelow@vancecounty.org>
Subject: RE: KARTSCounty Match

Sorry for the delay, I've been out of the office – see if this comparison by year helps with the explanation related to the increase in capital needs. The amounts below do not include the amount used to build the facility and do not match the Operating costs since that is what we use ROAP for. I am also attaching the original explanation for the request. Let me know if you have any more questions.

Tammy

County Match Allocations

	<u>FY2016</u>	<u>FY2017</u>	<u>FY2018</u>	<u>FY2019</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>
Total	173,589.44	173,588.00	173,588.00	173,588.00	165,140.00	183,276.00	149,844.00
Each County	43,397.36	43,397.00	43,397.00	43,397.00	41,285.00	45,819.00	37,461.00
Change from 43,397.00	0.36	-	-	-	(2,112.00)	2,422.00	(5,936.00)

From: Katherine Bigelow [mailto:KBigelow@vancecounty.org]
Sent: Thursday, March 17, 2022 3:06 PM
To: Tammy Montanez <tmontanez@kartsnc.com>
Subject: KARTSCounty Match

Tammy!

Hey!

Can I have more information? For the increase. I know you said it was to catch up on capital but I need a lot more justification.

Thank you,
Katherine



Katherine Bigelow, CPA

Finance Director

122 Young Street, Suite B

Henderson, NC 27536

Phone: (252) 738-2006 · fax: (252) 738-2039

E-mail: kbigelow@vancecounty.org

Website: www.vancecounty.org



[@VanceCountyGov](https://www.facebook.com/VanceCountyGov)

PUBLIC RECORDS NOTICE: Please note that all emails, information and attachments sent to and from this address are subject to the North Carolina Public Records Act and, subject to certain statutory exceptions, may be disclosed to third parties.

Tammy Montanez

From: Tammy Montanez <tmontanez@kartsnc.com>
Sent: Friday, April 1, 2022 12:05 PM
To: Steve McNally (steve.mcnally@granvillecounty.org)
Subject: Did you have some questions?
Attachments: FY2023 County Match Summary.pdf

Hi Steve,

I heard you may have some questions about the FY2023 Local Match request. The reason it is more than last year is because we didn't order the number of vehicles on our replacement list. In addition we have to replace our radio system, it's obsolete and the communications company can't find parts anymore so we are using band aids to keep it working.

Let me know if the attached summary helps.

Thank you,

Tammy

Tammy Montanez
Finance Manager



1575 Ross Mill Road, Henderson NC

PO Box 246

Henderson, NC 27536

tmontanez@kartsnc.com

252-431-3951 - direct line

252-430-8827 - direct fax

Tammy Montanez

From: Tammy Montanez <tmontanez@kartsnc.com>
Sent: Saturday, August 13, 2022 9:48 PM
To: 'Irene Johnson'
Subject: RE: Granville County Budget 2022-2023 - KARTS Funding
Attachments: FY2023 County Match Summary.docx

We requested \$56,588 from each county – the letter with explanation is attached.

From: Irene Johnson [mailto:ijohnson@kartsnc.com]
Sent: Saturday, August 13, 2022 11:45 AM
To: 'Debra Weary' <debra.weary@granvillecounty.org>
Cc: 'Tammy Montanez' <tmontanez@kartsnc.com>
Subject: RE: Granville County Budget 2022-2023 - KARTS Funding
Importance: High

Hello Ms. Weary,
You work hours like I do. Please, change this letter, from Brink to Johnson.
Have a great weekend.
Thanks so much!
Irene

From: Debra Weary <debra.weary@granvillecounty.org>
Sent: Friday, August 12, 2022 7:05 PM
To: Irene Johnson - KARTS <ijohnson@kartsnc.com>
Cc: Doug Logan <doug.logan@granvillecounty.org>; Korena Weichel <korena.weichel@granvillecounty.org>; Steve McNally <Steve.McNally@granvillecounty.org>; Vivian Wright <vivian.wright@granvillecounty.org>; Denise Holmes <denise.holmes@granvillecounty.org>
Subject: Granville County Budget 2022-2023 - KARTS Funding

Ms. Irene Johnson
K.A.R.T.S.
P. O. Box 246
Henderson, NC 27536

Dear Mr. Brink:

At the regular meeting held on June 20, 2022, the Granville County Board of Commissioners approved the County's annual operating budget for fiscal year 2022-2023. The fiscal year begins on July 1, 2022 and ends on June 30, 2023. The funding for K.A.R.T.S. is \$37,461.

Please let me know if you have any questions and thank you for providing the best possible services to our citizens.

Debra A. Weary, NCMCC, CMC
Clerk to the Board
Executive Assistant

104 Belle Street
P.O. Box 906
Oxford, NC 27565
919-603-1307
www.granvillecounty.org



Please be aware that e-mail and attachments sent to and from this address are subject to the North Carolina Public Records Law and may be disclosed to third parties.

Tammy Montanez

From: Tammy Montanez <tmontanez@kartsnc.com>
Sent: Monday, August 22, 2022 3:54 PM
To: Steve McNally (steve.mcnally@granvillecounty.org)
Cc: Irene Johnson; 'Debra Weary'
Subject: 2023 KARTS County Match request
Attachments: 2022-2023 Granville County Match Letter.pdf

Mr. McNally,

Please find attached the request for the Granville County match request for KARTS 2022-2023. Thank you for your continued support for public transportation in your county.

Thank you,

Tammy Montanez

*Tammy Montanez
Finance Manager*



1575 Ross Mill Road, Henderson NC

PO Box 246

Henderson, NC 27536

tmontanez@kartsnc.com

252-431-3951 ~ direct line

252-430-8827 ~ direct fax

Tammy Montanez

From: Tammy Montanez <tmontanez@kartsnc.com>
Sent: Monday, August 22, 2022 3:54 PM
To: 'Katherine Bigelow'
Cc: Irene Johnson
Subject: 2023 KARTS County Match request
Attachments: 2022-2023 Vance County Match Letter.pdf

Katherine,

Please find attached the request for the Vance County match request for KARTS 2022-2023. Thank you for your continued support for public transportation in your county.

Thank you,

Tammy Montanez

Tammy Montanez
Finance Manager



1575 Ross Mill Road, Henderson NC

PO Box 246

Henderson, NC 27536

tmontanez@kartsnc.com

252-431-3951 - direct line

252-430-8827 - direct fax



Granville County Administration

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

To: Board of Commissioners
From: Debra Weary
Department: Administration
Date: May 15, 2023
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: County Attorney's Report
Date: May 15, 2023
Title: **County Attorney's Report**

Any items as needed by the County Attorney.

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 15, 2023
Title: **Presentations by County Board Members**

PURPOSE:

Board members will make comments, give reports, and make announcements.

- Commissioner Rob Williford
- Commissioner Sue Hinman
- Commissioner Tony W. Cozart
- Commissioner Timothy Karan
- Commissioner Jimmy Gooch
- Commissioner Zelodis Jay
- Chair Russ May

ACTION TAKEN:



Granville County

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

To: Board of Commissioners
From: Debra Weary
Department: Administration
Date: May 15, 2023
Title: **Notice of Special Joint Meeting - Workshop on the Recreation Master Plan Update**

PURPOSE:

To announce a Special Joint Meeting.

NOTICE of SPECIAL JOINT MEETING

All interested persons please take notice that the Granville County Board of Commissioners will hold a Special Joint Meeting with the Parks, Greenways and Recreation Advisory Committee on Monday, June 5, 2023 at 5:00 p.m. at the Granville Convention & Expo Center, 4185 Highway 15, Oxford, NC. The purpose of the Special Joint Meeting is for the final workshop on the Recreation Master Plan.

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

ACTION TAKEN:



Granville County Economic Development

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

To: Board of Commissioners
From: Debra Weary
Department: Administration
Date: May 15, 2023
Title: **Change of July Meeting Date**

PURPOSE:

To notify the public of a change in the meeting date for the July meeting.

NOTICE of CHANGE OF MEETING DATE

All interested persons please take notice that the Granville County Board of Commissioners will meet on Monday, July 10, 2023 at 7:00 p.m. at the Granville Expo & Convention Center, 4185 Highway 15, Oxford, NC for their regular meeting. This is a change from the previously advertised date of July 3, 2023 due to the holiday.

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

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 15, 2023
Title: **Any Other Matters**

PURPOSE:

To consider any other matters as needed.

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 15, 2023
Title: **Closed Session as allowed by G.S. 143-318.11(a)(4)- Economic Development**

PURPOSE:

To discuss matters relating to the location or expansion of industries or other businesses in the area served by the public body, including agreement on a tentative list of economic development incentives that may be offered by the public body in negotiations.

ACTION TAKEN: