

AGENDA

GRANVILLE COUNTY BOARD OF COMMISSIONERS

Monday, February 7, 2022 via Zoom



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

Consent Agenda

1. Contingency Summary (p. 3)
2. Budget Amendment #5 for Fiscal Year 2021-2022 (p. 5)
3. Tax Refunds, Releases and Write-offs (p. 9)

Introductions, Recognitions and Presentations

4. Introduction of Field Crops Agent (p. 10)
5. Presentation on Household Waste Collection Event (p. 11)
6. CenturyLink Partnership Proposal for Granville County Fiber Project (p. 15)
7. Presentation and Request by Granville Health System (p. 18)

Public Hearings

8. Public Hearing Economic Development Project Meel (p. 19)

Public Comments

9. Public Comments (p. 21)

Sheriff Matters

10. Detention Center Pay Tel Contract (p. 23)

Solid Waste Matters

11. Concrete Pad Construction at Butner Site (p. 37)

Tax Matters

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Construction Projects

- 13. Interior Alterations for the Clerk of Court (p. 55)
- 14. GAP Baseball Dugout Covers for Fields 3 & 4 (p. 61)

Proclamations, Resolutions and Legislative Matters for Consideration

- 15. Proclamations, Resolutions and Legislative Matters (p. 68)

Appointments

- 16. Granville County Library System Board of Trustees (p. 69)
- 17. Juvenile Crime Prevention Council (p. 70)
- 18. Adult Home Care Community Advisory Committee (p. 71)
- 19. Nursing Home Community Advisory Committee (p. 72)
- 20. Animal Control Advisory Committee (p. 73)
- 21. Agricultural Advisory Board (p. 74)
- 22. Granville County Human Relations Commission (p. 76)
- 23. Oxford Zoning Board of Adjustment (p. 77)
- 24. Veterans Affairs Committee (p. 78)

County Manager's Report

- 25. Proposed Recommendation for Employee Benefits Broker (p. 79)
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Any Other Matters

- 29. Any Other Matters (p. 218)



Granville County Finance

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

To: Board of Commissioners
From: Steve McNally
Department: Finance
Date: February 3, 2022
Title: Contingency Summary

RECOMMENDATION:

Finance Director recommends approval of the Contingency Summary date February 7, 2022.

ATTACHMENTS:

Contingency Summary

ACTION TAKEN:

Summary of Contingency and Use of Fund Balance

Contingency Summary For FY 2021-2022 Budget February 7, 2022

Use of Contingency Summary - General Fund

General Contingency (10-9910-991):

Date	Description/Action	Adjustment Amount	Balance
7/1/2021	Budget Ordinance		\$ 180,000
9/7/2021	Fund balance of GVHD renovation project	\$ 51,000	\$ 129,000
9/7/2021	COTT Register of Deeds automation project	\$ 17,550	\$ 111,450
10/18/2021	Fire, Ambulance and Rescue consulting services	\$ 60,000	\$ 51,450
1/4/2022	Supplies and credit card processing fees for Parks and Grounds department	\$ 29,000	\$ 22,450
1/4/2022	Adjustment to Workers Comp premium due to audit adjustment	\$ 8,450	\$ 14,000

Environmental Disaster Contingency (10-9910-993):

Date	Description/Action	Adjustment Amount	Balance
7/1/2021	Budget Ordinance		\$ 10,000

School Bond D/S Contingency (10-9910-994):

Date	Description/Action	Adjustment Amount	Balance
7/1/2021	Budget Ordinance		\$ 100,000
9/7/2021	Fund replacing fire alarm system an Butner/Stem Elementary, BoCC approved 7/6/21	\$ 100,000	\$ -

Use of Fund Balance Summary - General Fund

Date	Description/Action	Adjustment Amount	Balance
7/1/2021	Budget Ordinance		\$ 5,645,236
9/7/2021	Roll over unexpended FY 21 Reach grant funds	\$ 15,000	\$ 5,660,236
9/7/2021	Adjust 4H Best funding per initial funding agreement	\$ (58,237)	\$ 5,601,999
9/7/2021	Adjust funding for FY 22 JCPC programs per PDS funding plan	\$ (20,876)	\$ 5,581,122
9/7/2021	Carry forward unexpended funds from FY 21 GVHD project	\$ 379,000	\$ 5,960,122
9/7/2021	Carry forward from FY 21 Engineering services for Triangle North	\$ 40,000	\$ 6,000,122
9/7/2021	Debtbooks lease accounting software for Finance	\$ 9,750	\$ 6,009,872
9/7/2021	Carry forward from FY 21 funding for County 275 Anniversary book	\$ 6,000	\$ 6,015,872
9/7/2021	Additional fee to cover total FY 22 W/C fee from NCACC	\$ 44,000	\$ 6,059,872
9/7/2021	Carry forward from FY 21 Engineering services for Triangle North	\$ 10,496	\$ 6,070,368
9/7/2021	Replace vehicle for Emergency Management. Should have been in Ordinance	\$ 30,000	\$ 6,100,368
9/7/2021	Fire Department stipend.	\$ 39,720	\$ 6,140,088
10/18/2021	Purchase replacement radios	\$ 575,000	\$ 6,715,088
10/18/2021	Parks and Grounds administrative position - 9 months	\$ 43,350	\$ 6,758,438
10/18/2021	Stovall property for future Senio Services North building	\$ 92,570	\$ 6,851,008
10/18/2021	Fund \$200,000 match for the \$400,000 One NC Fund Grant for Carolina Coops	\$ 200,000	\$ 7,051,008
12/6/2021	Animal Control Officer starting 1/16/2022	\$ 47,638	\$ 7,098,646
12/6/2021	Two Telecommunications Officers starting 1/16/2022	\$ 50,143	\$ 7,148,789
12/6/2021	carry over FY 21 Supplemental Grant Expense balance and 2020 EMPG grant	\$ 73,182	\$ 7,221,971
1/4/2022	Adjust annual inmate housing revenue	\$ (597,560)	\$ 6,624,411
1/4/2022	Additional construction adm/project expenditures for balance of FY 22	\$ 70,000	\$ 6,694,411
1/4/2022	Fund O/T and additional expenditures for Sheriff's dept	\$ 41,000	\$ 6,735,411
1/4/2022	Fund O/T and additional expenditures for Detention Center	\$ 23,000	\$ 6,758,411
1/4/2022	Stovall Senior Center land purchase	\$ 81,071	\$ 6,839,482
1/4/2022	Transfer funds from LEC construction Fund (Fund 48)	\$ (2,318,548)	\$ 4,520,934
2/7/2022	Fund repairs to Law Enforcement Center	\$ 5,000	\$ 4,525,934
2/7/2022	Correct journal entry BE 9913 - rev. duplicate amendment for Stovall land purchase	\$ (92,570)	\$ 4,433,364
2/7/2022	Salary adjustment and annual leave payout	\$ 52,420	\$ 4,485,784



Granville County Finance

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

To: Board of Commissioners
From: Steve McNally
Department: Finance
Date: February 3, 2022
Title: **Budget Amendment #5 for Fiscal Year 2021-2022**

RECOMMENDATION:

Finance Director recommends approval of Budget Amendment #5.

ATTACHMENTS:

BA #5 - 2-7-22

ACTION TAKEN:

Budget Amendment #5
February 7, 2022

Be it ordained, the FY 2021-2022 Annual Budget Ordinance is hereby amended as follows:

GENERAL FUND

Expenditures: Increase/(Decrease)

General Government

Administration	40,953
IT	4,580
Finance	4,607
Human Resources	909
Internal Auditor	2,871
General Services	5,008

Public Safety

Sheriff's Department	198,253
Forestry	1,319
911 Operations	107,975
Addressing / GIS	2,520

Community Services

Cooperative Extension Service	9,464
Soil Conservation Program	1,987
Planning	6,839
Inspections	22,141
Construction Projects	25,000

Human Services

Social Services	(5,788)
Oxford Senior Center	27,494
Senior Center - South	2,671

Area Projects and Other Appropriations

Non-Departmental	(482,732)
Pass Thru Funds and Transfers	5,788

Contributions to Other Funds

Tourism Development Authority	2,990
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Total Expenditures

(15,150)

Revenues: Increase/(Decrease)

Investment Earnings & Operating Transfers In	20,000
Appropriated Fund Balance	(35,150)

Total Revenues

(15,150)

Budget Amendment #5

(For reference only)

Balance

General Fund/

Expenditures: Increase/ (Decrease)

10-	4251	442	GAP Improvements	\$20,000	\$78,000
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Revenues: Increase/(Decrease)

10-	3991	949	Transfer from GAP Phase III Project	\$20,000	\$20,000
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Description : Transfer funds for dugout replacement for Fields 3 & 4 from the GAP Phase III project fund.

General Fund/Administration

Expenditures: Increase/ (Decrease)

10-	4120	260	Strategic Plan	\$2,500	\$5,500
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10-	8540	128	IT & Connectivity Services	(\$2,500)	\$49,500
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Description : Funding for strategic planning books for current year, instead of FY 22-23.

General Fund/Construction Projects

Expenditures: Increase/ (Decrease)

10-	4251	814	Law Enforcement Center Repairs	\$5,000	\$5,000
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Revenues: Increase/(Decrease)

10-	3990	991	Appropriated Fund Balance	\$5,000	\$4,525,934
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Description : Fund various repairs to the Law Enforcement Center

General Fund/Non-Departmental

Expenditures: Increase/ (Decrease)

10-	5300	314	Work First Transportation	(\$5,788)	\$10,000
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10-	8580	140	KARTS/RPG	\$5,788	\$101,671
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Description : Per DSS and Kathy May, mover excess ROAP funds out of Work First and into KARTS.

General Fund/Non-Departmental

Expenditures: Increase/ (Decrease)

10-	8540	808	Stovall Senior Center Land Purchase	(\$92,570)	\$81,071
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Revenues: Increase/(Decrease)

10-	3990	991	Appropriated Fund Balance	(\$92,570)	\$4,433,364.00
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Description : Correct BE 9913. Offset to correctly reduce 10-8540-126 Trust Acct Expenditures should be to Fund Balance.

General Fund: Various departments

Expenditures: Increase/ (Decrease)

10-	4120	121	Salaries	\$23,884	\$420,604
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10-	4120	181	FICA	\$184	\$30,105
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10-	4120	182	Retirement	\$3,352	\$47,744
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10-	4120	183	Health Insurance	\$11,033	\$54,033
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10-	4122	121	Salaries	\$1,187	\$248,445
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10-	4122	182	Retirement	\$3,393	\$37,793
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10-	4125	183	Health Insurance	\$909	\$18,109
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10-	4130	121	Salaries	\$3,982	\$270,411
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10-	4130	181	FICA	\$93	\$20,475
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10-	4130	182	Retirement	\$532	\$30,772
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10-	4135	121	Salaries	\$1,344	\$72,334
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10-	4135	182	Retirement	\$114	\$8,171
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10-	4135	183	Health Insurance	\$1,413	\$10,013
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10-	4260	121	Salaries	\$1,731	\$145,071
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10-	4260	181	FICA	\$168	\$16,437
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10-	4260	182	Retirement	\$3,109	\$28,909
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10-	4310	121	Salaries	\$184,618	\$3,721,344
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10-	4310	122	Overtime	\$6,064	\$86,064
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10-	4310	181	Retirement	\$7,571	\$292,128
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10-	4350	121	Salaries	\$11,227	\$530,730
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10-	4350	182	Retirement	\$1,140	\$60,104
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10-	4350	183	Health Insurance	\$9,774	\$78,574
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10-	4370	126	Part -Time Salaries	\$1,093	\$32,072
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10-	4370	181	FICA	\$83	\$2,453
10-	4370	182	Retirement	\$143	\$3,659
10-	4390	121	Salaries	\$83,853	\$895,477
10-	4390	122	Overtime	\$9,688	\$109,688
10-	4390	181	FICA	\$3,402	\$73,907
10-	4390	182	Retirement	\$11,032	\$114,501
10-	4396	121	Salaries	\$1,036	\$58,613
10-	4396	182	Retirement	\$71	\$6,606
10-	4396	183	Health Insurance	\$1,413	\$10,013
10-	4910	121	Salaries	\$1,200	\$287,220
10-	4910	182	FICA	\$268	\$32,731
10-	4910	183	Retirement	\$5,371	\$48,371
10-	4950	126	Part -Time Salaries	\$8,791	\$8,791
10-	4950	181	FICA	\$673	\$673
10-	4961	181	FICA	\$1,139	\$4,908
10-	4961	183	Health Insurance	\$848	\$9,448
10-	5860	121	Salaries	\$1,685	\$313,351
10-	5860	127	Part -Time Salaries	\$20,155	\$20,155
10-	5860	183	Health Insurance	\$5,654	\$57,254
10-	5870	121	Salaries	\$1,823	\$49,143
10-	5870	183	Health Insurance	\$848	\$9,448
10-	6180	121	Salaries	\$1,967	\$56,836
10-	6180	182	Retirement	\$175	\$6,403
10-	6180	183	Health Insurance	\$848	\$9,448
10-	8540	111	Position Reclass	(\$223,850)	\$0
10-	8540	113	Performance Based Adjustment	(\$163,812)	\$0
Revenues: Increase/(Decrease)					
10-	3990	991	Appropriated Fund Balance	\$52,420	\$4,485,784

Description: Fund adjustments in departmental salary and benefits due to merit increases and annual leave payouts for the balance of FY 2021-2022.



Granville County Tax Administration

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

To: Board of Commissioners
From: Jenny Griffin
Department: Tax Administration
Date: January 11, 2022
Title: Tax Refunds, Releases and 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	November 2021:	\$ 329.26
Releases	November 2021:	\$1,454.70
Write-offs (\$2 and less)	November 2021:	\$ 24.30
Refunds	December 2021:	\$1,509.85
Releases	December 2021:	\$1,591.21
Write-offs (\$2 and less)	December 2021:	\$ 6.82

A copy of the tax refunds, releases and write-offs is located in the Tax Administrator's Office for inspection.

RECOMMENDATION:

Approval of tax refunds, releases and write-offs for November and December 2021.

ACTION TAKEN:



Granville County Cooperative Extension

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

To: Board of Commissioners
From: Debra Weary
Department: Cooperative Extension
Date: February 3, 2022
Title: Introduction of Field Crops Agent

PURPOSE:

Introduction of the new Field Crops Agent.

BACKGROUND:

Charissa Puryear, County Extension Director, will introduce the new Field Crops Agent Mikayla Graham.

ACTION TAKEN:



Granville County Environmental Services

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

To: Board of Commissioners
From: Debra Weary
Department: Environmental Services
Date: February 3, 2022
Title: Presentation on Household Waste Collection Event

PURPOSE:

To hear a presentation from Teresa Baker, Recycle and Sustainability Coordinator.

ATTACHMENTS:

Granville County Totals November 2021

ACTION TAKEN:

Co Code COUNTY	#VALUE! GRANVILLE
1997 DATES LBS.	
1998 DATES LBS.	21-Apr 3223
1999 DATES LBS.	
2000 DATES LBS.	19-Sep 1926
2001 DATES LBS.*	
2002 DATES LBS.*	5-Nov 2300
2003 DATES LBS.*	
2004 DATES LBS.*	18-Nov 1146
2005 DATES LBS.*	
2006 DATES LBS.*	31-Aug 715
2007 DATES LBS.*	
2008 DATES LBS.*	29-Oct 691
2009 DATES	

3223

3223

1926

1926

2300

2300

1146

1146

715

715

691

691

LBS.*	
2010 DATES	9-Nov
LBS.*	1037
2011 DATES	hhw1d:4-30
LBS.*	523
2012 DATES	hhw1d:4-14/14-Nov
LBS.*	216 / 681
2013 DATES	hhw1d: 3-2+11-16
LBS.*	1102 / 400
2014 DATES	hhw1d: 3-22+11-8 / 30-Sept
LBS.*	385 / 266 / 269
2015 DATES	hhw1d: 4-25
LBS.*	279
2016 DATES	15-Sept / hhw1d: 11-12
LBS.*	1046/726
2017 DATES	hhw1d: 11-18
LBS.*	398
2018 DATES	27-Sept/ hhw1d: 11-17
LBS.*	2076(1) / 697
2019 DATES	hhw1d: 11-16
LBS.*	868
2020 DATES	hhw1d: 11-21
LBS.*	714
2021 DATES	fs:1-20/hhw1d:5-15 11-20
LBS.*	2083(5)/1624/439
'1' 4 the Record	Apr-98
	3223

1037	1037	HHW		
523		523		
897	681	216		
1502		1502	1102	400
920	269	651	385	266
279		279		
1772	1046	726		
398		398		
2773	2076 (1)	697		
868		868		
714		714		
4146	2083 (5)	2063	1624	439
25830	TOTAL	8637		

PERM	
1D	1
PERM NO	
1D NO	

TOTAL 1998-2021	
25,830 pounds	HHW lbs
	8,637
12.915 tons	4.32

jd.bell 120721



Granville County Administration

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

To: Board of Commissioners
From: Korena Weichel
Department: Administration
Date: January 31, 2022
Title: CenturyLink Partnership Proposal for Granville County Fiber Project

PURPOSE:

To consider a Memorandum of Understanding committing Granville County to a partnership with CenturyLink in the Growing Rural Economies with Access to Technology (GREAT) grant program established by the North Carolina Broadband Infrastructure Office.

BACKGROUND:

Mr. Ted Hankins, Government Affairs Director for Lumen (dba CenturyLink), will present a proposal for a Granville County Fiber Project to be submitted through the GREAT grant program in the supplemental round of applications which opened on January 31, 2022.

Following the presentation, Mr. Hankins and county administration will be available to respond to any questions.

FUNDING:

This is an eligible expense for funds received by Granville County through the Coronavirus State and Local Fiscal Recovery Funds (part of the American Rescue Plan Act of 2021).

RECOMMENDATION:

County administration recommends approving the Memorandum of Understanding with Carolina Telephone and Telegraph Company, LLC d/b/a CenturyLink and authorizing the County Manager to draft a letter of support and to finalize a GREAT grant application in partnership with CenturyLink to include a Granville County contribution not to exceed \$1,000,000.

ATTACHMENTS:

Memorandum of Understanding for Granville County and CenturyLink Partnership in GREAT Program (DRAFT)

ACTION TAKEN:

MEMORANDUM OF UNDERSTANDING

The parties to this Memorandum of Understanding ("MOU") are Granville County, North Carolina ("Granville County") and Carolina Telephone and Telegraph Company, LLC d/b/a CenturyLink ("CenturyLink"). The purpose of this MOU is to establish a commitment by the parties to partner in the North Carolina Growing Rural Economies with Access to Technology ("GREAT") program established by the North Carolina Broadband Infrastructure Office ("Broadband Office"). Although a partnership between Granville County and CenturyLink has not yet been formalized for the CenturyLink - Granville County Fiber Project ("Project"), which is described more specifically below, both parties are collaborating on a contract ("Contract") to be executed if the Broadband Office awards a GREAT Grant to CenturyLink for the Project during the supplemental round of applications due on _____. The Contract would require CenturyLink to complete the Project and would require Granville County to pay CenturyLink a portion of the costs associated with the Project. Neither party would be under any obligation to the other (1) if CenturyLink is not awarded the Project by the Broadband Office; or (2) if in CenturyLink's sole discretion, CenturyLink chooses not to submit an application to the Broadband Office for the Project. The various obligations in the Contract contemplated by the parties are summarized below:

CenturyLink would commit to:

- a. Execute a five-year service agreement with the Broadband Office for the Project, which will deploy fiber-to-the-home service to approximately _____ locations with a total Project cost of approximately \$_____;
- b. If awarded the Project by the Broadband Office, promptly enter a Contract with Granville County to formalize a partnership whereby CenturyLink will complete the Project and Granville County will pay a portion of the Project costs as described below;
- c. Complete all Grant Activities to be described in the Contract;
- d. Provide a copy of any required Progress Report to Granville County on the status of the Project;
- e. Notify Granville County if its assistance is needed with the Project;
- f. Submit requests for payment to Granville County when the Project is completed, or earlier at the request of Granville County;
- g. Complete all Project work within the required timeframe;
- h. Provide Granville County information on the locations where broadband has been enabled as part of the Project;
- i. Prepare and execute any required nondisclosure agreements related to the Project; and
- j. Include this MOU in its application to the Broadband Office for the Project.

Granville County would commit to:

- a. If CenturyLink is awarded the Project by the Broadband Office, promptly enter a Contract with CenturyLink to formalize a partnership whereby CenturyLink will complete the Project and Granville County will remit \$_____ to CenturyLink at the conclusion of the Project in accordance with the terms of the Contract;
- b. Obtain all necessary approvals to enter the Contract;

- c. Process requests for payment for the Project pursuant to the Contract in a timely manner;
- d. Provide assistance with the Project in accordance with the Contract within the scope of Granville County's authority;
- e. Execute any necessary non-disclosure agreement related to the Project;
- f. Provide information about the Project on the Granville County Broadband Initiative website;
- g. Assist in publicizing the Project to Granville County residents; and
- h. Allow CenturyLink to include this MOU in its application to the Broadband Office for the Project.

CENTURYLINK

Name (printed)_____

Title_____

Signature_____

Date_____

GRANVILLE COUNTY

Name (printed)_____

Title_____

Signature_____

Date_____



Granville County Administration

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

To: Board of Commissioners
From: Michael Felts
Department: Administration
Date: February 2, 2022
Title: **Presentation and Request by Granville Health System**

PURPOSE:

John Snow, CEO and Adam W. McConnell, CFO of Granville Health System, will present an update and request approval for real property purchase.

BACKGROUND:

Granville Health System (GHS) proposes to acquire 101A Professional Park Drive. 101A Professional Park Drive is a condominium unit consisting of 8,420 square feet formerly occupied by Oxford Family Physicians. The lower unit is occupied by Center for Women's Health, P.A. This building is adjacent to the Granville Health System campus. GHS plans to use the space for physician practice medical office space.

This request is brought before the Board of Commissioners because Granville County holds title to all Granville Health System Real Property as required by the Resolution Establishing the Board of Trustee.

FUNDING:

GHS plans to purchase the property with cash from operations and may refinance, at a later date, with a Local Government Commission approved loan.

ACTION TAKEN:



Granville County Economic Development

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

To: Board of Commissioners
From: Lynn Cooper
Department: Economic Development
Date: February 2, 2022
Title: **Public Hearing Economic Development Project Meel**

PURPOSE:

The purpose of this hearing is to receive the views of the public on aiding and encouraging the relocation and expansion of industrial facilities in Granville County.

BACKGROUND:

Granville County served notice that a hearing would be held to obtain the views on aiding and encouraging the relocation and expansion of a manufacturing company in Granville County to expand its existing facility. The company will invest approximately \$5.7 million and employ 24 new employees. The maximum costs of the County-funded improvements will be up to \$32,500 in accordance with the County funding policy to serve as a 50% match of \$25,000 towards the \$50,000 One NC Grant and a 5% match of \$7,500 towards the \$150,000 Building Reuse Grant awarded by the North Carolina Department of Commerce.

FUNDING:

This project will be funded with general County operation funds. The costs to the County of the County funded capital improvements will be offset by new tax revenues generated by the company's capital investment in the project over a period not to exceed five years.

RECOMMENDATION:

Following the public hearing, the Economic Development Department Director requests the approval of the Board of Commissioners for the 50% match totaling \$25,000 towards the \$50,000 One NC Grant and the 5% match totaling \$7,500 towards the \$150,000 Building Reuse Grant

ATTACHMENTS:

Project Meel Notice of Public Hearing

ACTION TAKEN:

Notice of Public Hearing

All interested persons please take notice that a public hearing will be held by the Granville County Board of Commissioners pursuant to N.C.G.S. 158-7.1 on February 7, 2022, at 7:00 p.m. or shortly thereafter. The meeting will be held remotely by ZOOM video/conference call. Efforts will be made during the meeting to receive verbal comments from interested individuals attending the remote meeting. Written comments received prior to the opening of the Public Hearing will be considered and may be sent to Debra Weary, Clerk to the Board, 104 Belle St. Oxford, NC 27565. Zoom meeting information can be obtained by contacting the Clerk's office at 919-693-5240 prior to meeting.

The purpose of the public hearing is to hear the views of the public on aiding and encouraging the expansion of industrial facilities in Granville County, specifically as follows: the relocation and expansion of a manufacturing company in Granville County. The company will invest approximately \$5.7 million and employ potentially 24 new employees. The maximum cost of the County-funded improvements will be up to \$32,500 in accordance with the County funding policy to serve 50% match of \$25,000 towards the \$50,000 One NC Grant and a 5% match of \$7,500 towards the \$150,000 Building Reuse Grant awarded by The North Carolina Department of Commerce.

This project will be funded with general County operating funds. The cost to the County of the County-funded capital improvements will be offset by new tax revenues generated by the company's capital investment in the project over a period not to exceed five years.

The public benefits to be derived from the making of these improvements include the development of industrial properties which will increase the County's tax base to better provide for County services, and to increase employment opportunities within the County.

All interested citizens are invited and urged to attend.

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: Debra Weary
Department: Administration
Date: February 2, 2022
Title: Public Comments

PURPOSE:

Public comments are limited to 3 minutes.

ATTACHMENTS:

Public Comment Received 2/1/2022

ACTION TAKEN:

**For Public Comments
Granville County Commissioners Meeting
Feb. 7, 2022**

Commissioners,

Arbor Day, 2022 will be observed in North Carolina on March 18. According to the N.C. Forest Service, Arbor Day is observed each year to encourage outdoor beautification and to draw attention to our natural resources through the planting of trees. In many areas across the state, celebrations are held through a tree-planting ceremony on public grounds, with a goal of adding beauty, shade, and a place to gather in their communities.

With that idea in mind, the Granville Athletic Park is an ideal place to bring awareness to the natural beauty of our county, and could be a potential setting for a "memory garden" - dedicated to those who have made a difference in our county.

I would like to propose a County-sponsored tree planting ceremony at the GAP, to be held in Spring of 2022, to honor the memories of former County Commissioners Dave Currin, Edgar Smoak and Owen Roberts, who we sadly lost in recent years. Trees planted in their memory could be weeping willows, flowering dogwoods, or other small low-maintenance trees to be planted in a corner area of the park, where the names of those honored could be engraved on a park bench, designating the area as a place to sit, reflect and enjoy the beauty of the Granville Athletic Park.

This tree-planting ceremony could also serve as a community gathering to bring awareness to Arbor Day and to the Park, as well as to the impactful work of these former Commissioners, who were dedicated to enriching the lives of our county residents. Participation from the Commissioners' families and members of the public could also be a special part of the ceremony, with an invitation to contribute comments and add personal memories.

Assistance for this project can be readily available through already-existing partnerships with the N.C. Forest Service and N.C. Cooperative Extension. The Granville Gardeners and other local organizations may also be interested in assisting with an Arbor Day celebration.

Please consider this suggestion, and let me know if I can be of any assistance in making this a reality. (National Arbor Day is designated as the last Friday in April, if the weather on March 18 is a concern.)

Thank you,



Lynn Allred
6070 Highway 96 North
Oxford, NC 27565
252-425-9399
lallred3@nc.rr.com



Granville County Sheriff's Office

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

To: Board of Commissioners
From: Sheriff John Hardy
Department: Sheriff's Office
Date: February 2, 2022
Title: Detention Center Pay Tel Contract

PURPOSE:

To approve an updated contract with Pay Tel Communications, Inc. as the exclusive provider of enabled and secured inmate communication services to inmates.

BACKGROUND:

With a need to improve security, reduce contraband, and provide safety to detention staff, the Granville County Sheriff's Office and Detention Center staff reached out to our existing vendor, Pay Tel Communications (Pay Tel) to include mail scanning services to the existing list of enabled and secured inmate communication services. Pay Tel provide a proposed amendment (amendment #6) to the existing master agreement to provide the services at no additional cost assuming a 1-year extension to the agreement. This one-year extension would extend the agreement through December 2026.

The master agreement was signed in 1999 and had subsequent amendments approved in 2004, 2008, 2009, 2014, and 2017. After consulting with County Administration, it was determined that an updated master agreement should be prepared to incorporate the previous 5 amendments and the proposed changes. Attached for your reference is an updated master agreement continuing the long-standing relationship between Granville County and Pay Tel. Major Cash has reviewed it against the old contract and addendums and all commissions and services are correct.

The term of the updated contract is through December 26, 2026 and allows for a four-year renewal period. The inclusion of the mail scanning services and the extension of the agreement through December 2026, will allow for an adequate number of tablets to be provided for inmate use.

FUNDING:

No cost increase is requested. Funds exist in the current budget to continue this service.

RECOMMENDATION:

The Sheriff, Major Cash, and the County Manager recommend approval of the contract with our existing vendor Pay Tel.

ATTACHMENTS:

Updated Pay Tel Contract

ACTION TAKEN:

MASTER SERVICES AGREEMENT

This Master Services Agreement (hereinafter "Agreement") is made and entered into this _____ day of _____, 2022 between Granville County, North Carolina and the Sheriff of Granville County ("Customer") of the one part and Pay Tel Communications, Inc., a North Carolina Corporation ("Pay Tel") of the other part,

WHEREAS, Customer and Pay Tel desire to continue the long term relationship pursuant to which Pay Tel will act as the exclusive provider of enabled and secured inmate communications services to inmates as outlined in Exhibit A, such services generally originate or relate to communications within Customer Premises Facility (hereinafter sometimes "Premises" as identified in Exhibit B (hereinafter sometimes "Services")); and

WHEREAS, Customer understands the cost to Pay Tel associated with providing such Services and Customer agrees to cooperate and assist Pay Tel as set forth below.

NOW THEREFORE, in consideration of the mutual promises and obligations hereunder, the parties to this Agreement do hereby agree as follows:

1.0 AUTHORITY TO CONTRACT

Customer, acting in its proprietary capacity, warrants by its/their signature that the requisite approval has been obtained to bind any authority having jurisdiction over the Premises including the requisite authority sufficient to bind Customer to agreements of the size, nature and term covered by this Agreement.

2.0 LOCATION

2.1 This Agreement is for Services at or connected to the premises at the location or locations described in Exhibit B attached hereto (the "Premises") except as set forth below.

2.2 Customer acknowledges and agrees during the original or any renewed term of this Agreement that if Customer commences operations at any location other than the Premises described herein, Pay Tel shall have the exclusive right to provide Services at such new location(s) in accordance with the terms and conditions of this Agreement.

3.0 TERM

3.1 The term of the Agreement began upon commencement of services and shall continue through December 26, 2026. This Agreement shall be automatically renewed for successive four (4) year terms unless written notice of intent to terminate is given by either party no more than 120 days and no less than 60 days prior to the expiration of the then current term.

3.2 During the original or any renewed term of this Agreement, Customer shall not allow any other party the right to supply the same or similar Services at the Premises. In addition, Customer acknowledges and agrees during the original or any renewed term of this Agreement that if Customer commences operations at any location other than the Premises described herein, Pay Tel shall have the exclusive right to provide Services at such new location(s) in accordance with the terms and conditions of this Agreement.

3.3 In connection with the provision of Services, Pay Tel shall have the exclusive right during the original or renewed term of this Agreement, to act as agent for the Customer solely with respect to the implementation of Services at the Premises to provide, for example, telecommunications services. In this regard, Customer agrees that it will not authorize any party other than Pay Tel to act as its agent for the purposes of negotiating, obtaining, renewing, or terminating contracts or agreements relating to the installation, operation and provision of Services at the Premises.

4.0 COMPENSATION

4.1 Customer agrees reasonably to assist Pay Tel in its efforts to prevent losses and fraud and further agrees to aid in the prosecution of any perpetrators of fraudulent activity whether such perpetrators are located inside or outside the Premises.

4.2 The parties acknowledge and understand that this Agreement is subject to the provisions of state and federal laws and regulations, and Pay Tel can only provide Services in compliance with all applicable rules and regulations, including those rules and regulations promulgated by the Federal Communications Commission (“FCC”) and state Public Utility Commissions (“PUCs”). If there are any changes or new interpretations of existing laws or regulations by the FCC, PUCs or any other governmental body that conflict with the terms of this Agreement, the parties hereto understand and agree that the provisions of this Agreement will need to be amended to conform to those legal requirements. If Pay Tel is aware of the likely passage or promulgation of any material change to law or regulation, it will endeavor to give as much notice as possible of the pendency of such change. As soon as Pay Tel has actual notice of any change that materially affects the terms of this Agreement, it will provide Customer at least twenty (20) days prior written notice of any change that will require amendment of this Agreement. If Customer objects to any such change in writing within twenty (20) days of receipt of notice, Customer’s objection will be resolved by application of the dispute resolution provision of Section 8.2. During the pendency of the dispute, however, any proposed amendment made to conform to state or federal law will be deemed to be in effect.

4.3 Pay Tel will make compensation payments as set forth in Exhibit C. This Exhibit C will be modified in the event of a material change in the operation of the facility as further described in Section 4.4

4.4 Any compensation required to be paid under this Agreement is based on information provided by Customer and contingent on the cooperation of Customer as well as Customer’s vendors whose services affect Pay Tel’s ability to earn revenue. Customer understands and agrees that any material change to this cooperation or events as set forth in this section may constitute a material change to the information upon which Pay Tel reasonably relied to set the compensation rates set forth in this Agreement. If there is a material change in cooperation or regulations that affect this Agreement, Pay Tel and Customer will work together to modify the terms of this Agreement in light of both the Customer’s and Pay Tel’s respective interests.

The following list provides examples of items that will affect the generation of revenue for Customer and Pay Tel,

1. A sustained reduction in Inmate population.
2. Unreasonable restriction of inmate access to Pay Tel Services during normal awake hours (even restrictions imposed for security or disciplinary purposes.)
3. Other restriction of Pay Tel’s ability to provide comprehensive inmate communications Services defined in Exhibit A.
4. Interference or lack of cooperation by Customer- selected-vendors such as the provider of Jail Management Software and/or Commissary companies whose lack of cooperation, for example, would inhibit Pay Tel’s ability to commence or fully implement the installation of its equipment or provision of services to enable real-time transfer of money for the purpose of debit calling and/or messaging,
5. Lack of availability of products or services anticipated by this Agreement.
6. Any other action by Customer or Customer-selected vendors that unreasonably impede the use of Pay Tel equipment and Services by Inmates.
7. Regulatory changes that prohibit or mandate current pricing for Services.

5.0 COOPERATIVE PURCHASING

To the extent other County Boards, Sheriff's Offices, Regional Jail Authorities or Corrections Departments within the state of North Carolina ("Similar Parties") may desire to obtain services as generally described in this Agreement, that such Similar Parties may elect to enter into an agreement with Pay Tel for similar services. Exact terms may be adjusted as necessary to meet the unique requirements of each organization.

6.0 EQUIPMENT AND SERVICES PROVIDED BY PAY TEL

6.1 Pay Tel will provide, install and operate equipment at the Premises necessary to provide the Services set forth in Exhibit A attached hereto.

6.2 The placement of any equipment to be provided at the Premises will be determined by Pay Tel in consultation with the Customer and may be adjusted as necessary.

6.3 In the event that Pay Tel has agreed to provide limited free services, such services are understood to be provided only as set forth in Exhibit D. Paragraph 4.3 is incorporated into this paragraph by reference.

6.4 Unless otherwise provided in Exhibit C, all Services will be provided by Pay Tel at its expense.

6.5 Customer will provide space and necessary utilities to support the provision of Services.

6.6 Pay Tel will charge rates for all Services that are compliant with the FCC and any applicable State Public Service Commission.

6.7 Any equipment provided by Pay Tel hereunder associated with the operation of the Services is agreed by Customer to be the personal property of Pay Tel and is not intended to be a permanent fixture. It is the express intention of both Customer and Pay Tel that such equipment is and shall continue to be personal property of Pay Tel. All equipment provided by Pay Tel in connection with its services will be removed by Pay Tel at the end of the term of this Agreement, including termination of this Agreement pursuant to Paragraph 8.1 hereof. Following termination for whatever reason, Pay Tel shall have the absolute right to recover its Equipment at any reasonable time wherever it is then located. Customer agrees to provide access and to facilitate such removal. Pay Tel shall repair any and all damage to the Premises by reason of removal of Pay Tel's equipment.

6.8 Pay Tel agrees to maintain its equipment in good operating condition, as further described in Exhibit E herein. In order to do so, Pay Tel shall have the right during normal business hours to enter the Premises to perform necessary maintenance and repairs as well as for purposes of inventory control. In order to trigger a service event, Customer must promptly notify Pay Tel of any malfunctions or loss of service.

6.9 Nothing herein shall require or obligate Pay Tel to perform maintenance or repairs to equipment that Pay Tel did not install or separately agreed in writing to repair or maintain.

6.10 Pay Tel agrees that its equipment will conform with all applicable local, state and federal requirements concerning the provision of Services to those with disabilities as defined by the Americans With Disabilities Act (hereinafter the "ADA"). Customer shall cooperate with Pay Tel to ensure compliance with all access requirements contained in applicable local, state and federal regulations relating to those with disabilities as defined in the ADA.

7.0 LIMITED LICENSE

In order to allow Services, Customer hereby grants to Pay Tel's employees and to the company a limited license to act under its law enforcement authority to record and manage inmate communications. Call recordings, emails or other electronic information ("Electronic Data") may be in Pay Tel's custody or control for periods of time and such custody and/or control shall be deemed under the authority of Customer's law enforcement personnel and any direction from Customer to Pay Tel and its employees with respect to such Electronic Data shall be deemed to be under a limited license to provide such data to law enforcement officials or to use for legitimate business purposes. Pursuant to this Agreement, Customer grants to Pay Tel a perpetual limited license to a) comply with requests submitted to Pay Tel by any representative of Customer; b) disclose electronic data or physical forms of such data to Customer's representatives; c) utilize such data in order to perform functions necessary to provide Services; d) monitor such data to prevent fraud; e) monitor such data for equipment quality control and maintenance purposes; f) use the data in connection with legitimate business purposes; and g) Pay Tel will notify Customer's designated administrative contact of any requests to Pay Tel from Law enforcement or other authorities as soon as is practically possible.

8.0 Termination

8.1 Customer may terminate this Agreement in the event of an uncured material breach. Customer shall be required to give written notice to Pay Tel of any alleged material breach in strict conformance with Paragraph 10.1. Pay Tel shall have a right to cure any such breach within thirty (30) business days of receipt of written notice. This thirty (30) day cure period will be suspended and must be extended for an additional ninety (90) days if such cure has begun, is being diligently pursued but cannot reasonably be effected within the initial thirty (30) day period. Additional extensions may be granted by mutual agreement.

8.2 In addition to objections arising under Section 4.2, or if any state or federal legislative, regulatory, judicial or other legal action (a) materially affects any terms of this Agreement or the ability of Pay Tel to perform any terms of this Agreement, or (b) would make Pay Tel's compliance with its obligations under this Agreement, in Pay Tel's reasonable judgment, no longer economical or feasible, Pay Tel may provide written notice of such facts to Customer and the parties shall renegotiate in good faith such mutually acceptable new terms as may be required. In the event negotiations are not resolved within forty-five (45) days of notice, either party may submit the dispute for resolution pursuant to section 10.6 of this Agreement or alternatively, Pay Tel may terminate this agreement on thirty (30) days' notice to Customer.

9.0 SUCCESSORS IN INTEREST

9.1 Customer agrees that Pay Tel shall have the right to assign this Agreement and that Pay Tel shall have the right to grant a security interest in this Agreement and in any of Pay Tel's equipment for use in providing Services. . This Agreement shall be binding upon the successors and assignees of both Customer and Pay Tel, including, without limitation, any financial institution providing financial accommodations to Customer or Pay Tel.

10.0 MISCELLANEOUS PROVISIONS

10.1 All notices required to be given under this Agreement and the attached exhibits shall be sent to Pay Tel and to Customer addressed as shown on the signature page of this Agreement. Notices shall be sent by certified mail, return receipt requested. The date of receipt shall be deemed to be the date of giving such notice.

10.2 This written document, including Exhibit A, Exhibit B, Exhibit C, Exhibit D, and Exhibit E shall constitute the entire understanding of the parties and all prior agreements and

understandings are merged herein. This Agreement shall not be modified, changed or altered in any respect except in writing signed by Customer and Pay Tel.

10.3 This Agreement shall be construed in accordance with the laws of the State of North Carolina.

10.4 In the event that any paragraph or part of the agreement is held to be void or unenforceable under any law or regulation, all other paragraphs and subparagraphs hereof shall be deemed severable and remain in full force and effect.

10.5 The plural number as used herein shall equally include the singular and the masculine, feminine, and neuter genders are interchangeable as required by context.

10.6 Any and all claims or disputes arising out of or relating to this Agreement or the breach thereof shall be decided by binding arbitration in accordance with the commercial rules governing arbitration of the American Arbitration Association. The exclusive venue for such arbitration shall be Greensboro, North Carolina unless otherwise agreed by the parties. At the conclusion of this arbitration, the award may be confirmed and judgment entered by any court having jurisdiction over the parties.

11.0 LIMITATION OF LIABILITY

ANYTHING HEREIN TO THE CONTRARY NOTWITHSTANDING, PAY TEL SHALL NOT BE LIABLE FOR ANY INDIRECT, INCIDENTAL, SPECIAL OR CONSEQUENTIAL DAMAGES, ARISING OUT OF ANY CAUSE OR CIRCUMSTANCE INCLUDING WITHOUT LIMITATION, LOSS OR CORRUPTION OF ELECTRONIC INFORMATION DUE TO BREACH OF CONTRACT, NEGLIGENCE OR ANY OTHER FAULT OR CIRCUMSTANCE. FURTHERMORE, PAY TEL'S LIABILITY FOR DIRECT DAMAGES SHALL NOT EXCEED THE AMOUNT OF COMPENSATION OTHERWISE DUE CUSTOMER DURING THE PERIOD IN QUESTION OR THE PRECEDING ONE YEAR PERIOD, WHICHEVER IS SHORTER.

This Agreement entered into as of the day and year first written above.

THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK

GRANVILLE COUNTY SHERIFF:

PAY TEL COMMUNICATIONS, INC.:

By: _____ (Seal)

By: _____ (Seal)

By: _____ (Printed)

By: Vincent Townsend (Printed)

Date: _____

Date: _____

Attest: _____

Attest: _____

Address: 525 New Commerce Drive
Oxford, North Carolina 27565

Address: Post Office Box 8179
Greensboro, North Carolina
27419

Account Representative: Megan Hurley

COUNTY BOARD OF COMMISSIONERS

By: _____ Date: _____

Tony W. Cozart, Chairman

This instrument has been pre-audited in the manner requested by
the Local Government Budget and Fiscal Control Act.

COUNTY Finance Director

EXHIBIT A

SERVICES & EQUIPMENT

Services Included:

- Inmate calling via phone and tablet
 - Direct Billed Collect
 - Prepaid Collect
 - Debit
- Purple Video Relay Service Device
- inteleVOICETM Inmate pre-call voice biometric identification
- inteleTABLETM
- inteleMESSAGETM Inmate Messaging
- inteleSCANTM Postal Mail Scanning
- Law Library
- Rise4MeTM Reentry Resource Webpage
- inteleVISITTM Video Visitation

Equipment Summary

Pay Tel **CenturionITS**TM Centralized Inmate Telephone System sized to support:

- Fully Automated Direct Billed Collect, Prepaid Collect and/or Debit Calling Options
- Stainless Steel Inmate Telephone Instruments at Detention Center
- Purple Video Relay Service Device
- Secure Access to ITS from County PCs and/or Laptops
- Sufficient redundant storage capacity to support 5 years of call detail records and 2 years of call recordings

Pay Tel's **inteleTABLETM** Multi-function Inmate Tablet Solution

- inteleTABLETM Devices and self-service charging stations sufficient to provide a 1:1 ratio of inmates to tablets based on facility ADP.
- Tablets will be configured with the following features:
 - Pathway to AchieveTM Inmate Education with Incentive-based Learning
 - Entertainment Application
 - Phone Call Application
 - inteleMESSAGETM Messaging Application
 - Facility tile with Inmate Handbook and other facility documents as needed
 - Re-entry tile with Career Information (CareerOneStop) and copy of Rise4MeTM Resource information
 - Pay Tel Library
 - Law Library
 - Pathways to Faith – sermons and inspirational videos
 - Inmate briefcase to access scanned postal mail
- inteleTABLETM Self Service Charging Stations
- inteleSCANTM Postal Mail Scanning Solution

inteleVISITTM Video Visitation Solution

- Supporting on-site and remote visitation through installed kiosks as currently configured.
- Live monitoring access for management of video visits
- 90 days storage of recorded video visits

EXHIBIT B

PROPERTY DESCRIPTION

The Premises which is the subject of this Agreement:

Granville County Detention Center
525 New Commerce Drive
Oxford, North Carolina 27565

EXHIBIT C

RATES & COMPENSATION

Inmate Phone Calls

Call Type	Pay Tel Per Minute Rate	Facility Compensation
Local	\$.17	40%
IntraLATA	\$.21	40%
InterLATA	\$.21	40%
Interstate	\$.21	N/A
International 10-Digits – Canada, Puerto Rico, US Virgin Islands, Guam	\$.21	N/A
International Mexico	\$.75	40%
International Other	\$.95	40%

**Applicable local, state and federal taxes and mandatory regulatory fees will be applied in addition to the above rate per minute without markup or additive.*

Pricing and Commission for Tablet Services

Service	Rate	Commission
inteleMESSAGE™ Secure Tablet Messaging	\$.50 per message	20%
Entertainment paid for with education credits	No Charge	N/A
Entertainment paid for with inmate funds	\$.05 per minute	N/A

Pricing for Other Services

Service	Rate
On-site Video Visitation	No Charge
Remote Video Visitation	\$.30 per minute
Video Message	\$.60 per message

EXHIBIT D

SPECIAL CONFIGURATION SETTINGS

Description	Setting
Default Call Duration Limit	Retain Current Settings
Default Phone Operating Hours	“ “

EXHIBIT E

SERVICE COMMITMENT

Pay Tel will use its best efforts to satisfy its customer and will operate generally in accordance with the following:

Local Representation

All local technicians utilized for this project will be trained by Pay Tel and certified to perform all potential repairs associated with the proposed inmate telephone service.

On-Site Inventory of Spare Equipment

Pay Tel will provide and maintain on-site inventory of spare components to minimize the time to repair. Where possible, rack mounted spares will be pre-installed and ready to be swapped in the event of component failure.

Service Response Commitment

PAY TEL SERVICE ACTION LEVELS

ROUTINE TELEPHONE INSTRUMENT REPAIR COMMITMENT

Level	Definition	Commitment**
Minor Telephone Repair	Less than 20% of the phones in any given living unit or pod are in need of repair	Repair to be performed within three (3) business days.
Major Telephone Repair	20% or more of the phones in any given living unit or pod are in need of repair	Repair to be performed during special scheduled visit as requested by Facility point-of-contact.

*** Pay Tel reserves the option to combine specially scheduled Telephone Repair visits with upcoming preventative maintenance activity planned for later the same month.*

OPERATIONS CENTER PREVENTATIVE MAINTENANCE COMMITMENT

Routine Maintenance is the proactive work to address service enhancements, architecture modifications, infrastructure upgrades, and equipment replacement or reconfiguration.

Pay Tel will make every attempt to perform server maintenance at Pay Tel's corporate data center and disaster recovery site during our normal maintenance window of 1am thru 6am EST. If server maintenance will result in system downtime, facilities will be notified via a bulletin on the Administrator interface with a minimum of 24 hours notice under normal circumstances.

Pay Tel's Inmate Telephone Service System (ITS) has been designed to minimize service interruption and ensure a carrier class level of uptime. Through the use of 24/7 monitoring of all critical systems to the utilization of redundant equipment at every layer Pay Tel strives to provide a 99.999% service level to all of our customers.

Pay Tel commits to a proactive approach to service and support, including preventative maintenance (as further described in the table below) and routine repairs of phone instruments. If a service call is initiated prior to a scheduled site visit, the local technician may opt to perform preventative maintenance while on site following the repair activity.

ON-SITE PREVENTATIVE MAINTENANCE COMMITMENT

Item	Description	Commitment
Preventative Maintenance	Pay Tel will schedule a Preventative Maintenance (PM) Visit to the Site a minimum of once per quarter to complete any open phone repairs and to inspect inmate telephones and related equipment as outlined in Pay Tel's Preventative Maintenance Checklist.	Scheduled PM Visit (minimum) once per quarter

The following chart outlines the three Service Level Agreements for System Service Outages. Preventative Maintenance and Routine Phone Repair Commitments are addressed on the previous page.

PAY TEL SERVICE ACTION LEVELS for ITS SYSTEM SERVICE OUTAGE

<u>Level</u>	<u>Definition</u>	<u>Time-Line</u>	<u>Commitment</u>	<u>Notification Intervals</u>
ALL	ALL Issues	<15 Minutes	Initial Response: to generate trouble ticket Assess Issue & Assign Severity Level	
1 – Minor	Less than 10% of the system is not responding	< 2 Hours No Later than Next Business Day No Later than Next Business Day	Follow-up Response: Diagnose problem, determine course of action and engage necessary resources On-site Commitment (when needed) Corrective Action Expectation	2 Hours 6 Hours 12 Hours Next Business Day
2 – Serious	Between 10% and 25% of the system is not responding	< 1 Hour <12 Hours <12 Hours <1 week	Follow up Response: Diagnose problem, determine course of action and engage necessary resources On-site Commitment (when needed) Corrective Action Expectation Post-event Report & action plan to avoid future issues of this kind (if applicable)	30 Minutes, 2 Hours 4 Hours 12 Hours
3 - Major	Over 25% of the system is not responding	< 30 Minutes <4Hours <4 Hours <1 week	Follow up Response: Diagnose problem, determine course of action and engage necessary resources On-site Commitment (when needed) Corrective Action Expectation Post-event Report & action plan to avoid future issues of this kind (if applicable)	30 Minutes 45 Minutes 2 Hours 4 Hours

*Note: On-site commitments may be adjusted as agreed or required by the designated County Contact.
(All times noted are measured from the time an issue is reported.)*



Granville County Environmental Services

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

To: Board of Commissioners
From: Jason Falls
Department: Environmental Services
Date: January 24, 2022
Title: Concrete Pad Request for Proposals-Butner Site

PURPOSE:

To construct a concrete pad past the Butner Scale house to store three, 30-yard waste containers to accept construction and demolition wastes.

BACKGROUND:

Staff sent out proposals for pricing of a 50' x 50' concrete pad to have the ability to accept construction and demolition wastes at the Butner Convenience Site. Below is a summary of bids received.

Pricing Summary of Bid Received (50' X 50')

Vendor	Bid
Briggs Grading & Excavating	\$47,380.00
Carrington Clearing and Grading	\$26,521.00
New Ground Construction	\$43,590.00
Vance Construction	\$31,776.00

FUNDING:

Funds are available in the Solid Waste Enterprise Fund for this project.

RECOMMENDATION:

Award to Carrington Clearing and Grading at a not-to-exceed amount of \$26,521.00.

ATTACHMENTS:

Request for Proposal

ACTION TAKEN:

REQUEST FOR PROPOSALS

GRANVILLE COUNTY, NORTH CAROLINA



ENVIRONMENTAL PROGRAMS

Project Title: Construction of 50' x 50' Concrete Pad

Project Locations: Butner Convenience Site
2796 Old Route Highway 75
Butner, NC 27509

Agency Contact: Jason Falls
P.O. Box 906
Oxford, NC 27565
(919) 603-1354 (O); (919) 691-0928 (M); (919) 690-8610 (Fax)
jason.falls@granvillecounty.org

Date: December 21, 2021

General Scope

Granville County is seeking competitive pricing proposals for the construction of (1) 50' x 50' concrete dumpster and tire storage pad. The pad will be located in accordance with attached site plan; however, the final location may be adjusted slightly and will be determined prior to commencement of work. The pad shall be constructed in accordance with the attached detail, but in summary, the pad will be 6" in thickness consisting of 4,000-psi air entrained concrete with #4 rebar at 16" on center, each way in slab. Note: The pad are to sit on a minimum of 6" compacted processed fill. All exposed edges to receive a 3/4" chamfered edge.

Bidding Requirements:

Instruction to Bidders:

- Site conditions; bidders shall inform themselves fully of the site conditions relating to the construction.
- Bulletins or addendums issue and received during the bidding period become a part of the contract documents.
- Each bid must be submitted by the deadline of 5PM, January 21, 2022. Any bid submittals received after the deadline will not be accepted.

Bid Performance and Payment Bonds:

- In accordance with GS 143-129 Bid, Performance, or Payment Bonds are not required based upon the estimated value of this work.

Insurances Required:

- Commercial General Liability: \$1,000,000 each occurrence; Bodily Injury Liability \$1,000,000 per occurrence / \$2,000,000 aggregate; Property Damage Liability \$1,000,000 each occurrence / \$2,000,000 aggregate
- Workers Compensation / Employer's Liability: \$1,000,000 each accident / \$1,000,000 disease each employee limit
- Vehicle Liability: \$1,000,000 combined single limit each accident

Prior to award of this bid, the contractor shall submit for a review of Insurances. The certificate holder shall be Granville County, 104 Belle Street, Oxford, NC 27565. The county shall be listed as additionally insured and the certificate must note that the County will be given 30 days prior notice to cancellation or changes in the policies.

General Requirements:

- Work Covered by Contract Documents

The construction scope include all necessary supervision, labor, equipment, tools, materials, services, and insurances. The work activities will consist of but not limited to temporary facilities, clearing, grading, compacted stone base, and construction of concrete pads.

- Work License Requirement/Completion Schedule

Work shall be bid and contracted in accordance with NCGS Chapter 87 / Article 1: General Contractors.

The project shall be completed within 45 calendar days after issuance of Notice to Proceed.

- Work Sequences

The work shall be conducted in a continuous sequence of activities, limiting delays caused by adverse weather and allowing adequate time for coordination of other trades either under direction with the Contractor or contracted by the owner.

- Owner-Furnished Products/Services

The county will provide all the necessary building permits.

- Temporary Facilities

The Contractor shall provide portable toilets during duration of the project.

There is no permanent electrical service in this location. The Contractor shall provide service by means of portable generator

- Excavating and Grading

The Contractor shall locate any existing utilities prior to work. If existing utilities are found and are to remain, the Contractor shall protect until completion of work.

During the grading operation, the Contractor shall insure that the areas under construction drain adequately in the event of rain. Payment will not be made to the contractor for removal of soil determined unsuitable due to moisture resulting from inadequate drainage.

- Stone Placement/Pavement

Approved fill material shall be processed non-specified crushed stone (Crush and Run). Contractor should maintain maximum moisture content of aggregate during placement to insure compaction. Compact the material to determined subgrade elevations using a smooth-drum vibratory roller.

Due to the uncertainty of underlying rock that may affect the resulting subgrade elevation of the proposed pad, a Unit Price for additional processed fill is requested (per ton). Payment for additional fill will be in accordance with weight ticket provided by each truck upon delivery.

- Ready-Mixed Concrete

Ready-mixed concrete shall be in accordance with the project plans and provided by a manufacturer complying with ASTM C 94 requirements for productions and facilities. 6" minimum, 4000 psi air entrained concrete with #4 rebar at 16" O.C. E.W. A $\frac{3}{4}$ " chamfer on top edge on all exposed edges.

The contractor shall form, reinforce, and place the concrete in accordance with the project plans and current ACI standards. Provide a medium broom finish.

Installation of Control Joints; the contractor shall saw cut control joints immediately after the concrete has set and the surface condition is hard enough not to spall. Saw cut depths shall be a minimum of 1 $\frac{1}{2}$ " and located so that no section of concrete exceeds 10' x 10'

Attachments:

- Location Vicinity Map
- Proposed Pad Location
- Concrete Pad Detail

BID SUBMITTAL SHEET

Bidders are requested to use this bid form. If this form does not meet your requirements for submitting a bid, please contact Jason Falls at (919) 691-0928. **Bids will be awarded to the lowest responsive bidder and should be returned to the Granville County Solid Waste Department at P.O. Box 906, Oxford, NC 27565, or emailed to jason.falls@granvillecounty.org by January 21, 2022.**

Job	Price
General Scope- Construct (1) 50' x 50' concrete pad in accordance with attach request.	\$ _____ <i>(Lump sum price)</i>
Unit Price per Ton – Additional processed fill material; provided, placed and compacted.	\$ _____ per ton

Company Name

Company Address

Phone Number

Authorized Signature

-The County of Granville has the right to reject any and all bids-

Butner Conv Site



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0 3

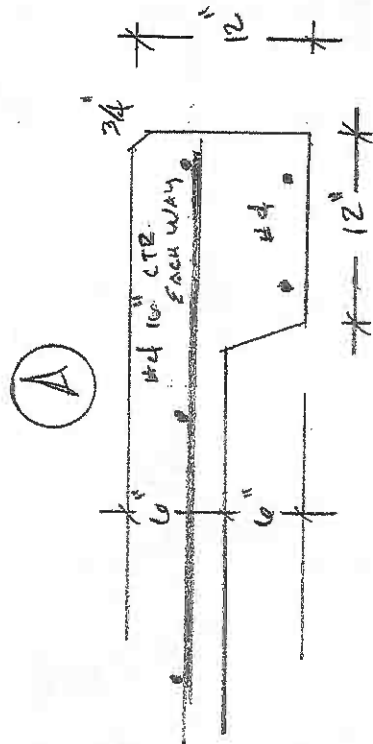
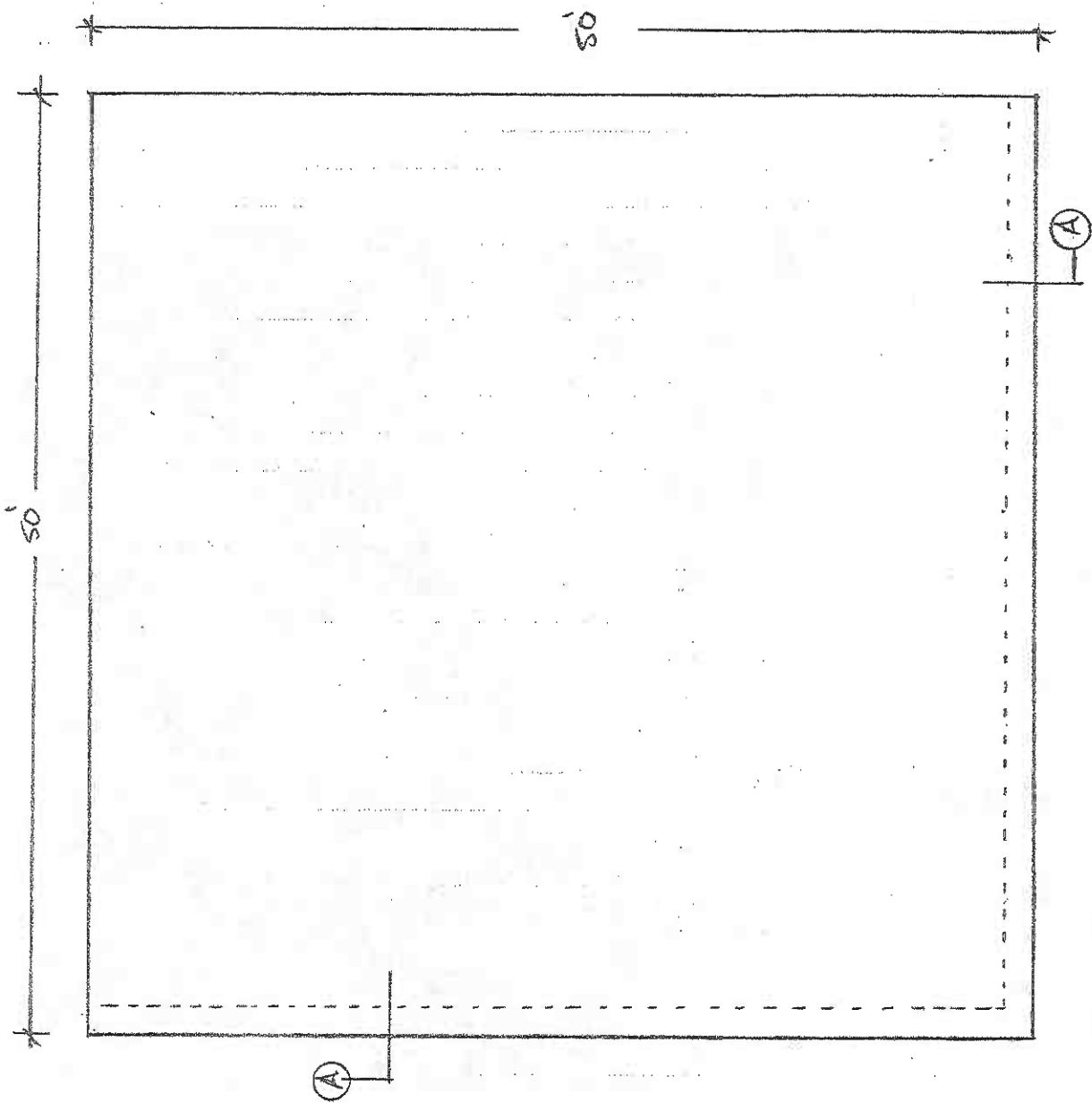
Butner Conv Site



12/21/2021, 1:49:13 PM

- ☐ Parcels
- ☐ Imagery Latest
- ☐ granville_nc_anno
- ☐ Green: Band_2
- ☐ Red: Band_1
- ☐ Blue: Band_3

Butter Condensate Site





Granville County Tax Administration

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

To: Board of Commissioners
From: Jenny Griffin
Department: Tax Administration
Date: February 2, 2022
Title: **2024 Revaluation Project**

PURPOSE:

To approve an appraisal firm to conduct Granville County's 2024 revaluation.

BACKGROUND:

During the regular meeting held on September 8, 2020, the Granville County Board of Commissioners authorized staff to notify the North Carolina Department of Revenue (NCDOR) of the County's decision to adopt a six-year revaluation cycle. The Board subsequently, on October 5, 2020, approved the authorizing resolution adopting the six-year revaluation cycle, which remains on file with NCDOR and set our next revaluation effective date as January 1, 2024.

The County decided to use the request for qualifications rather than a request for proposal method, therefore price was not a component of the selection process. The Tax Office issued a Request for Qualifications (RFQ) for services to conduct Granville County's 2024 Revaluation on December 10, 2021, with a deadline of January 14, 2022. A copy of the RFQ is included for your reference. The service requested includes the furnishing of labor, materials, supplies and the performance of all work required for the completion and delivery of a visual review property revaluation of all real property within the Granville County, assistance to the Granville County Tax Administrator and staff, the Board of County Commissioners and the Granville County Board of Equalization and Review.

Three companies responded by the RFQ deadline, and they were C.B. Ferris, Pearson's Appraisal Service, and Vincent Valuations. A review panel of tax department staff reviewed the responses and is recommending Pearson's Appraisal Service. It should be noted that Pearson's Appraisal Service has conducted the previous four revaluation projects with excellent results.

The Tax Administrator and key tax department staff meet to review the responses with the County Manager on Tuesday, February 1, 2022, and the County Manager agrees with the recommendation of the Tax Administrator.

FUNDING:

Price will be negotiated with the firm approved by the County Board of Commissioners.

North Carolina counties are required under NCGS 153A-150 to set aside funds to finance a periodic reappraisal of real property. Each year a county must appropriate funds to its reappraisal reserve fund in an amount that will accumulate enough to finance the next scheduled reappraisal. Granville County completed the 2018 reappraisal at a cost of \$661,145 and anticipates the 2024 reappraisal to cost approximately \$800,000. The current reserve amount and planned funding is on target to provide this level of funding for the 2024 project.

RECOMMENDATION:

The Granville County Tax Administrator recommends approval of Pearson's Appraisal Service to conduct Granville County's 2024 Revaluation, and authorize the County Tax Administrator, County Manager, and County Attorney to prepare a contract based on a negotiated price for the Board's subsequent consideration and approval.

ATTACHMENTS:

Request for Qualifications

ACTION TAKEN:

**Granville County
Tax Department**



**2024
Revaluation
RFQ**

GRANVILLE COUNTY
Request for Qualifications
Granville County 2024 Real Property Revaluation

Date: December 10, 2021

I. Introduction:

Granville County is soliciting qualifications statements from qualified firms (hereinafter “Firm”) for contract services related to the furnishing of labor, materials, supplies and the performance all work required for the completion and delivery of a visual review property revaluation of all real property within Granville County, assistance to the Granville County Tax Administrator and staff, the Board of County Commissioners and the Granville County Board of Equalization and Review.

Granville County reserves the right to reject any and all submittals and may award in the best interest of Granville County and the project. This RFQ is not an offer, obligation, or agreement to award work to any Firm and no contractual relationship is created by responding to this RFQ.

Statements of Qualifications will be accepted up to but no later than **12 Noon on Friday, January 14, 2022**. No submission will be considered if received after this deadline has expired, regardless of reason.

Statements of Qualification must be clearly marked “**RFQ – Granville County 2024 Real Property Revaluation**” and addressed and delivered to:

Attn: Jennifer Griffin, Tax Administrator
Granville County
141 Williamsboro St
Oxford, NC 27565
Or if mailed
P. O. Box 219
Oxford, NC 27565

All qualifications packages must be submitted in a box, envelope or container. Packages must include: One (1) original, one (1) copy of the original, and one (1) electronic copy on CD, DVD or USB (email submissions are not acceptable).

Firms shall submit qualifications of both the firm and person(s) directly responsible for the work including a list of similar projects completed in North Carolina and by this firm and by said responsible person(s).

II. Background

Granville County is scheduled for a six year reappraisal of real property effective January 1, 2024. Granville County currently has an approximate total of 33,300 real property parcels. A categorization of these parcels is as follows:

Description	Quantity
Commercial	1,139
Commercial Exempt	192
Industrial	104
Industrial Exempt	11
Residential	30,946
Residential Exempt	908

III. Project

The service requested includes the furnishing of labor, materials, supplies and the performance of all work required for the completion and delivery of a visual review property revaluation of all real property within the Granville County, assistance to the Granville County Tax Administrator and staff, the Board of County Commissioners and the Granville County Board of Equalization and Review. Included in the project is the following:

- A. Appraisals – Revaluation. The Firm shall aid and assist the Granville County Tax Administrator and the Board of County Commissioners and shall advise, aid, and assist the Board of Equalization and Review the arriving at the true value in money as of January 1, 2024 of all real property in Granville County, in the appraisal and revaluation of Commercial Real Property, Industrial Real Property, Urban and Rural Property, Agricultural, Horticultural and Forestland, Manufactured and Modular Homes, Exempt Property, All Other Real Property, Real Property of Public Service companies situated Granville County which are not appraised by the State of North Carolina. The Firm will not provide for the appraisal of Personal Property, including commercial furniture and fixtures, industrial machinery and equipment or other personal property. The entire procedure of the revaluation program is to be in accordance with all applicable Statues of North Carolina and all other applicable statutes of North Carolina relating to the reappraisal of property. Performance by the Firm shall not be deemed completed until all hearings with taxpayers including before and during meetings of the County Board of Equalization and Review respecting the revaluation program shall have been completed and until all appeals from the County Board of Equalization and Review to the Property Tax Commission or to the Courts, in the case of

complaints concerning the assessed valuation arising within (3) years following the completion of the work and its acceptance by the County, shall be determined.

- B. Revaluation Schedule of Values – Including but not necessarily limited to Tax Administrator’s Manual and Cost Schedules. Granville County is considering changes to existing Schedule of Values (SOV) format and the successful Firm will assist the County by recommending changes to modernize the SOV format. Any changes will not adversely affect the property owner’s ability to use the SOV to better understand how the mass appraisal process is conducted and values are determined. The successful Firm shall prepare electronically and deliver electronic and three (3) printed copies and assessment manual, cost schedules and land value schedules prior to finalizing any appraisals. The design of the manual must be approved by the Tax Administrator and personnel designated by the Tax Administrator and personnel designated by the Tax Administrator are to be trained in the use of the manual during the revaluation period.

C. Generally

- 1. Bonding and Liability Insurance. The successful Firm will be required to furnish a performance bond for the full amount of the contract and liability insurance with coverages in the amounts deemed sufficient by Granville County, both of which shall be with companies licensed and authorized to do business in the State of North Carolina.
- 2. Prosecution of Work. Time is of the essence in the prosecution of work to be performed, it is anticipated that the successful Firm will begin work by early April 2022 and shall carry on the program of revaluation and completed and deliver said work on or before August 1, 2023 with the exception of new buildings partially completed as of January 1, 2024, the appraisal of which shall be completed by the successful Firm with assistance from the County on or before March 1, 2024. The County appraisers will appraise all new construction until the revaluation effective date of January 1, 2024.
- 3. Personnel. Employees executing appraisals or other skilled work shall be properly licensed and certified, and have sufficient education, training, and experience in such work to preform it

properly and satisfactorily and such employees will not have less than five (5) years of active practical and extensive experience appraising commercial, industrial, residential, and farm properties. All personnel assigned by the successful Firm will be required to undergo a criminal background check at the expense of the successful Firm.

4. Office Space. Granville County has space necessary for the performance of the revaluation work. The County will supply tables, chairs and file cabinets for the County provided office space. The County will supply computers with productivity enhancement software such as Microsoft, Excel, Word, or comparable products. County printers will be available as needed. The County will provide telephone service and internet access in the County provided offices.
5. Technology. Granville County is currently using web based Computer Assisted Mass Appraisal (CAMA) software provided by Bi-Tek. This software utilizes an SQL Server database. Granville County will provide necessary training to the successful Firm's Project Leader to analyze the revaluation data but the County will be responsible for model building with the assistance from the successful Firm. The County will work with the successful Firm to both export county data and images and import field review data from the Contractor in a timely manner and in a cost effective manner for both parties.
6. Support of Values. Upon delivery of complete appraisal work, the successful Firm is expected to participate in informal meetings with taxpayers scheduled by appointment and conducted by the successful Firm and Tax Administrator. If requested by the Tax Administrator. If requested by the Tax Administrator, the successful Firm will be present at any official meetings of the Board of Equalization and Review and any informal hearings or meetings following the completion of the work until all complaints are heard and disposed of, to assist in the settlement of complaints and to defend the values placed upon various properties.

IV. Selection Process

After the expiration of the deadline, an evaluation committee made up of county staff will review all submitted qualifications packages that comply with the requirements contained

within this document. The criteria by which the packages will be evaluated include, but are not limited to:

1. Clarity of Proposal
2. Firm's understanding of the project objectives.
3. Firm's recommended approach to the project, including Firm's demonstrated ability to conduct revaluation program services within North Carolina.
4. Qualifications of principal(s) to perform the work and the level of involvement in the project.
5. Qualifications of project manager, supervisor, and key personnel assigned to the project.
6. Firm's Knowledge and demonstrated experience specifically with revaluation programs within North Carolina.
7. Firm's familiarity of North Carolina Statutes and other laws relating to revaluation programs.
8. The Firm's ability to perform the project based on the successful completion of similar size projects with similar project scope. Proof of the projects that were completed on time and at or under budget.

V. Contents

Qualifications shall be submitted on 8-½ x 11" paper, side bound or single corner stapled with a Table of Contents and reference tabs for key sections and packaged as specified above.

Information provided in the Qualifications statement should include but not limited to:

1. A Letter of Transmittal signed by the individual authorized to negotiate for and contractually bind the Firm.
2. Firm name, address, telephone number, fax number, email address and contact person(s).
3. Brief history of the firm to include current size/staff, years in business, organizational chart of proposed team and any former names under which the firm operated. The Firm must be certified with the North Carolina Department of Revenue, Local Government Division.
4. Names, office location and resumes of all personnel who will be assigned to this project, including licenses, and professional affiliations. At a minimum, list the following team members:
 - A. Principal-in-Charge
 - B. Project Manager
 - C. Project Supervisor
 - D. Key Personnel

5. List specialty consultants (if any), and identify their location and background.
6. Approach to the revaluation project, including your approach with public relations with taxpayers, the public and other stakeholders in the revaluation project.
7. Reference & contact list for similar projects, including project descriptions, location, completion time, completion cost, and project outcomes.
8. Listing of all local government revaluations now underway or under contract, including client contact information.
9. Unique qualifications or work methodology.
10. Please state whether you can provide digital images including street level image of improved properties. Please explain.
11. Experience in North Carolina revaluation programs of counties with similar number and types of parcels, and experience working with Tax Administrators, Boards of County Commissioners, Boards of Equalization and Review, and the North Carolina Property Tax Commission.
12. List any past, current or pending legal proceedings (litigation, mediation, or court action) filed by any person against your firm in the least five years. List any failure to complete contract for revaluation services and state reason.

Clarification requests and questions regarding this Request for Qualifications must be in writing and directed to Jennifer Griffin, Tax Administrator, no later than 12 Noon, date January 14, 2022. Questions can be emailed, jenny.griffin@granvillecounty.org, mailed to P.O. Box 219, Oxford, NC 27565 or faxed to 919-603-1398. Contact with any county official other than the Tax Administrator during the RFQ process may be grounds for disqualification.

END OF RFQ



Granville County

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

To: Board of Commissioners
From: Scott Phillips
Department: Development Services Director
Date: January 31, 2022
Title: Interior Alterations for the Clerk of Court

PURPOSE:

This request is to update the Board on our bid results and a recommendation to award a Construction Contract for services.

BACKGROUND:

Granville County received competitive bid proposals on January 21, 2021, for the interior alterations needed for the Granville County Clerk of Court. The needed office alterations are to accommodate their increasing number of estates, adoption, land division, and other special proceedings within their department each year, as well as some added security elements for the cashier's area.

Granville County Development Services contacted five (5) area contractors for this request. The two (2) that responded are listed below.

- J.L. Williams Construction Company \$39,605.00 Add Alt \$2,899.00
- Paul Williford Builder \$73,000.00 Add Alt \$4,000.00

Add Alt – Providing Carpet Tile instead of Broadloom (rolled)

FUNDING:

FY 2021-2022 budget can facilitate the base bid amount as well as the alternate pricing.

RECOMMENDATION:

The Granville County Development Services Director recommends awarding the Construction Contract to J.L. Williams Construction for an amount of \$39,605.00, and alternate \$2,899.00 should the Board desire.

ATTACHMENTS:

Request for Bids
Bid Proposal from J.L. Williams Construction

ACTION TAKEN:



COUNTY OF GRANVILLE, NORTH CAROLINA

122 Williamsboro Street • Post Office Box 877 • Oxford, North Carolina 27565

Granville County Development Services
Planning (919) 603-1331
Inspections (919) 603-1326
Construction Administration (919) 603-1425
Fax (919) 693-6794

Request for Bids

Interior Alterations / Clerk of Court Office

Date: December 6, 2021

Project Request: Granville County Courthouse
120 Williamsboro Street
Oxford NC 27565

Granville County is requesting fixed-price bids from *Licensed North Carolina General Contractors* for the interior office alterations located in the Granville County Courthouse / Clerk of Court.

Please submit price proposals no later than January 21, 2022 to Granville County Development Services; Attention Scott Phillips, on provided Bid Form. Bid submittals can be emailed to scott.phillips@granvillecounty.org, or mailed to PO Box 877, Oxford, NC 27565.

For information regarding this request, please contact Scott Phillips @ 919-603-1425 or at the above email address

Project Description:

In accordance with the attached Architectural plan A-1, Granville County is requesting alterations to Office #100 and Cashier Desk #101. Work includes selective demolition to interior wall(s), casework, and ceiling; relocation of electrical receptacles, lighting fixtures and switching; installation of new interior aluminum storefront windows and doors; installation of new casework; painting; and carpet (Carpet replacement price shall include all areas of Clerk of Court, estimated to be 1,898 SF, and shall include moving of office furniture for work.)

Product specifications for materials are contained on Architectural plan A-1, and referenced within this request.

Carpet:

The bid price shall include the replacement of the existing carpet with a broadloom carpet, and an Alternate Price for modular carpet tile. The Alternate Price shall be the difference, increase or decrease to the base bid price.

Carpet material shall be Mohawk Group / New Basics III 26 or 24 x 24 Tile, or an approved equivalent meeting the same technical specifications.

Schedule:

- Completion within 45 days of notice to proceed is required. Hours of work will be between 7:30 AM to 5:00 PM / Monday – Friday. Weekend work may be schedule with prior approval.
- The Clerk of Court will relocate offices within the areas of work; however, the remaining Clerk of Court offices will remain active within selective areas while work is ongoing.

Pricing Requirements: All Bids shall include the following;

- The firm submitting the bid shall be a licensed NC General Contractor / Classification Building, and shall be actively engaged in overseeing the work.
- Temporary toilet facilities; Trade Workers are permitted to use the public restrooms located within the Courthouse.
- Dust Partitions separating the work area from the occupied space shall be provided and maintained by the Contractor.
- Debris generated by the work shall be removed daily.
- The Contractor to have the following insurance coverage and minimum dollar limitation;
 - Workers Compensation \$1,000,000 per accident limit; \$1,000,000 disease per policy limit; \$1,000,000 disease each employee limit
 - Bodily Injury Liability \$1,000,000 per occurrence / \$2,000,000 aggregate
 - Property Damage Liability \$1,000,000 per occurrence / \$2,000,000 aggregate
 - Vehicle Liability \$1,000,000 combined single limit (ea accident)
- All State and local Sales tax for materials.

Request for Bids

Interior Alterations / Clerk of Court Office

Granville County Courthouse
120 Williamsboro Street
Oxford NC 27565

NAME OF FIRM PROVIDING BID

ADDRESS

BASE BID

\$

ADD ALTERNATE

\$

AUTHORIZED SIGNATURE

Request for Bids

Interior Alterations / Clerk of Court Office

Granville County Courthouse
120 Williamsboro Street
Oxford NC 27565NAME OF FIRM PROVIDING BID J.L.WILLIAMS CONST. CO. INC.ADDRESS 2600 OXFORD RD
HENDERSON, NC 27536BASE BID \$ 39,605.00ADD ALTERNATE \$ 2899.00

AUTHORIZED SIGNATURE



BASE BID INCLUDES ELECTRICAL ALLOWANCE OF \$1000.



Granville County

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

To: Board of Commissioners
From: Scott Phillips
Department: Development Services Director
Date: January 31, 2022
Title: **GAP Baseball Dugout Covers for Fields 3 & 4**

PURPOSE:

This request is to update the Board on our bid results and a recommendation to award a Construction Contract for services.

BACKGROUND:

Granville County received competitive bid proposals on January 21, 2021, for replacement of the existing aluminum framed, canvas covered dugout covers with wood-framed structures utilizing 29-gauge metal roof. This work request is identical to what was done in 2019 for fields 1 & 2.

Granville County Development Services contacted five (5) area contractors for this request. The two (2) that responded are listed below.

- | | |
|------------------------------|-------------|
| ▪ Paul Williford Builder | \$39,000.00 |
| ▪ J.L. Williams Construction | \$41,496.00 |

FUNDING:

FY 2021-2022 budget can facilitate the bid amount.

RECOMMENDATION:

The Granville County Development Services Director recommends awarding the Construction Contract to Paul Williford Builder for an amount of \$39,000.00.

ATTACHMENTS:

Request for Bids
Bid Proposal from Paul Williford Builder

ACTION TAKEN:



COUNTY OF GRANVILLE, NORTH CAROLINA

122 Williamsboro Street • Post Office Box 877 • Oxford, North Carolina 27565

Granville County Development Services
 Planning (919) 603-1331
 Inspections (919) 603-1326
 Construction Administration (919) 603-1425
 Fax (919) 693-6794

Request for Bids

Baseball Dugout Covers
 Fields 3 & 4

Date: December 6, 2021

Project Request: Granville Athletic Park
 4619 Belltown Road
 Oxford NC 27565

Granville County is requesting fixed-price bids from *Licensed North Carolina General Contractors* for the installation of (4) wood-framed Dugout Covers for Baseball Fields 3 & 4 located at the Granville Athletic Park, Oxford.

Please submit price proposals no later than January 21, 2022 to Granville County Development Services; Attention Scott Phillips, on provided Bid Form. Bid submittals can be emailed to scott.phillips@granvillecounty.org, or mailed to PO Box 877, Oxford, NC 27565.

For information regarding this request, please contact Scott Phillips @ 919-603-1425 or at the above email address

Project Description:

In accordance with the attached Engineered plan S-1, Granville County is requesting the installation of (4) wood-framed dugout covers. The existing chain-link dugout fencing will remain. Contractor will locate the framing around the existing concrete pad and saw cut and remove the existing asphalt for installation of the new post support foundations (Granville Co staff will try to locate any existing utilities, however, the Contractor shall take care in excavating). Concrete around the post supports shall be poured flush with existing asphalt and finished smooth.

Schedule:

- Completion within 45 days of notice to proceed is required.

Pricing Requirements: All Bids shall include the following;

- The firm submitting the bid shall be a licensed NC General Contractor / Classification Building, and shall be actively engaged in overseeing the work.
- Temporary toilet facilities; Trade Workers are permitted to use the public restrooms located at the Granville Athletic Park.
- Contractor shall provide temporary barricades around the construction area for pedestrian protection.
- Debris generated by the work shall be removed daily.
- The Contractor to have the following insurance coverage and minimum dollar limitation;
 - Workers Compensation \$1,000,000 per accident limit; \$1,000,000 disease per policy limit; \$1,000,000 disease each employee limit
 - Bodily Injury Liability \$1,000,000 per occurrence / \$2,000,000 aggregate
 - Property Damage Liability \$1,000,000 per occurrence / \$2,000,000 aggregate
 - Vehicle Liability \$1,000,000 combined single limit (ea accident)
- All State and local Sales tax for materials.

Request for Bids
Baseball Dugout Covers
Fields 3 & 4
Granville Athletic Park

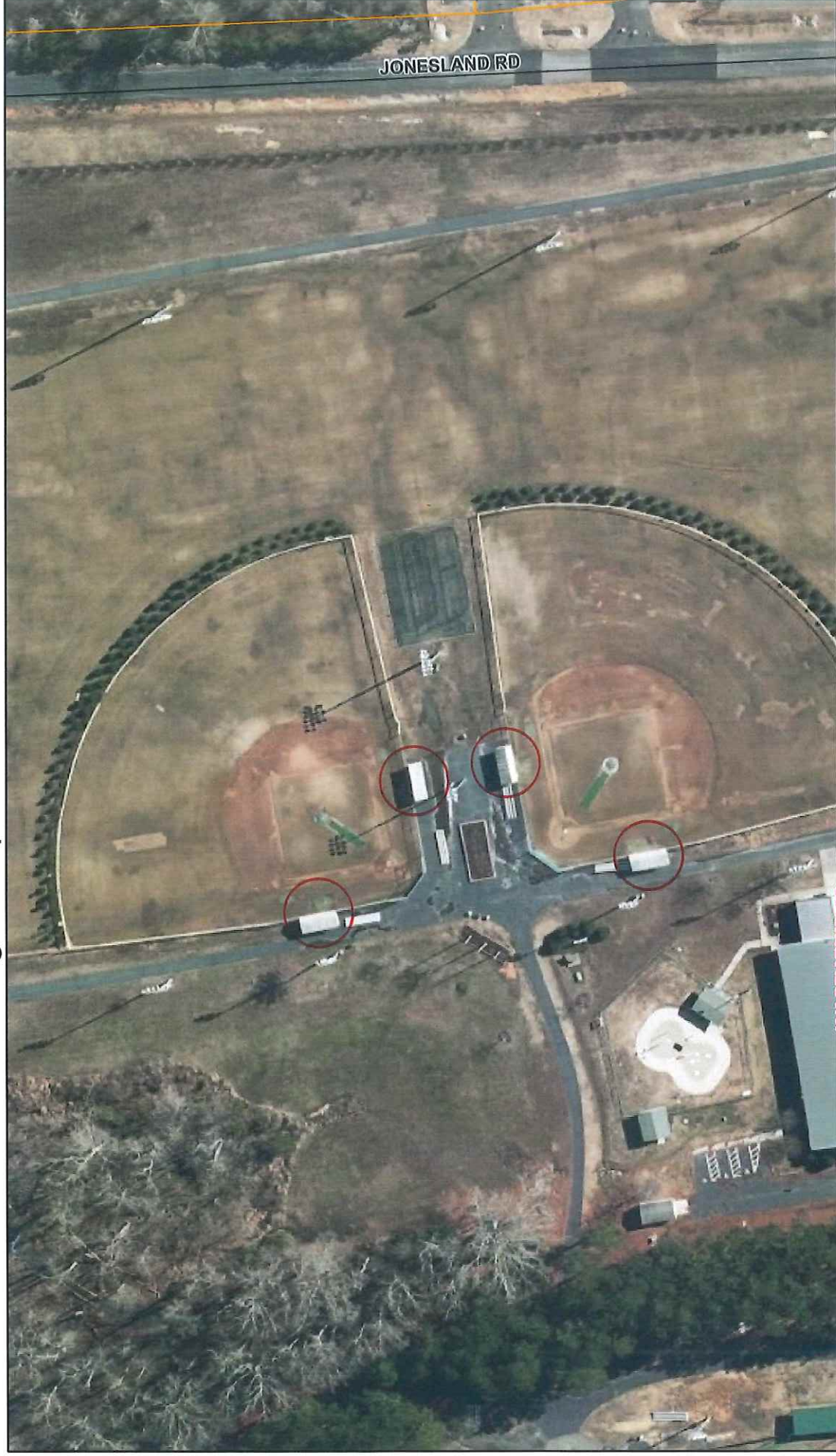
NAME OF FIRM PROVIDING BID _____

ADDRESS _____

BASE BID \$ _____

AUTHORIZED SIGNATURE

Dugout Replacement for Fields 3 & 4



12/20/2021, 8:22:17 AM

- Centerlines granville_nc_anno
- Parcels Imagery Latest
- Green: Band_2
- Blue: Band_3
- Red: Band_1

Request for Bids
Baseball Dugout Covers
Fields 3 & 4
Granville Athletic Park

NAME OF FIRM PROVIDING BID

PAUL WILKIFORD BUILDERS LLC

ADDRESS

4600 FIELDING KNOTT RD
OXFORD NC 27565

BASE BID

\$ 9750.00
X 4 \$39000.00

AUTHORIZED SIGNATURE





Granville County Administration

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

To: Board of Commissioners
From: Debra Weary
Department: Administration
Date: February 3, 2022
Title: Proclamations, Resolutions and Legislative Matters

PURPOSE:

This item on the agenda will be used for the introduction of proclamations, resolutions, or legislative matters. It can also be used for the general discussion of related matters.

ACTION TAKEN:



Granville County Administration

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

To: Board of Commissioners
From: Debra Weary
Department: Administration
Date: February 3, 2022
Title: Granville County Library System Board of Trustees

PURPOSE:

To make appointments to the Granville County Library System Board of Trustees.

BACKGROUND:

Pam Muller (District 6) has resigned and needs to be replaced. Ersell Downey (District 1) is unable to attend meetings and also needs to be replaced.

Others serving:	Helen Mitchell	District 2
	Karen Alley	District 7 appointed by 3
	Juanita Rogers	District 4
	Edelizete Pauplis	District 5
	Teresa Walker	District 7

ACTION TAKEN:



Granville County

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

To: Board of Commissioners
From: Debra Weary
Department: Administration
Date: February 1, 2022
Title: **Juvenile Crime Prevention Council**

PURPOSE:

To fill vacancy on the Juvenile Crime Prevention Council (JCPC).

BACKGROUND:

District 6 has a vacancy on the JCPC due to a resignation that need to be filled.

Others serving by Districts:	District 1	Rev. Leroy Anderson
	District 2	Alex Fonville
	District 3	Elliott Carver
	District 4	Cynthia Yancey
	District 5	Alvin Downing, Sr.
	District 7	Jackie Sergeant

ACTION TAKEN:



Granville County

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

To: Board of Commissioners
From: Debra Weary
Department: Administration
Date: February 3, 2022
Title: **Adult Home Care Community Advisory Committee**

PURPOSE:

To make appointments/reappointments to the Adult Care Home Community Advisory Committee.

BACKGROUND:

The terms of Barbara Harris (District 2), Joseph Pettiford (District 7) and Judy Taylor (District 7) expired in January.

Others serving:	Delores Lyons	District 4
	Vernestine Bannerman	District 6 appointed by 1

RECOMMENDATION:

Per an email received from Kimberly Hawkins, Kerr-Tar Regional Council of Governments, on January 31, 2022, Barbara Harris, Joseph Pettiford and Judy Taylor are recommended for reappointment.

ACTION TAKEN:



Granville County Administration

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

To: Board of Commissioners
From: Debra Weary
Department: Administration
Date: February 1, 2022
Title: Nursing Home Community Advisory Committee

PURPOSE:

To make appointments/reappointments to the Nursing Home Community Advisory Committee.

BACKGROUND:

The terms of Sarah Mayfield (District 1), Denise Smith (District 2) and Jason Jenkins (District 5) expired in January.

Others serving:	Gwen Bullock	District 1
	Gail Birdsong	District 7

RECOMMENDATION:

Per an email received from Kimberly Hawkins, Kerr-Tar Regional Council of Governments, on January 31, 2022, Sarah Mayfield, Denise Smith and Jason Jenkins are recommended for reappointment.

ACTION TAKEN:



Granville County

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

To: Board of Commissioners
From: Debra Weary
Department: Administration
Date: February 2, 2022
Title: **Animal Control Advisory Committee**

PURPOSE:

To make appointments/reappointments to the Animal Control Advisory Committee.

BACKGROUND:

The terms of Sarah Gabel (District 2), Dr. Abigail Crownshaw (District 3 appointed by District 4) and Angela Gooch (District 6) expire in February.

Others serving:	Dr. Trudi J. Bowden	District 1
	Michael Covert	District 3
	Dean Richards	District 5
	Jerry Dunn	District 7
	Matt Katz	Ex-Officio
	Lisa M. Harrison	Ex-Officio
	Sue Hinman	Commissioner
	Ed Rosen	The Humane Society of Granville County
	Dr. Diana Dudley	South Granville Animal Hospital

ACTION TAKEN:



Granville County

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

To: Board of Commissioners
From: Debra Weary
Department: Administration
Date: February 1, 2022
Title: **Agricultural Advisory Board**

PURPOSE:

To make appointments/reappointments to the Agricultural Advisory Board.

BACKGROUND:

The terms of Sandy Gabel (District 1) and Randy Guthrie (District 3) expire in February. Rusty Corley (District 6) has resigned and needs to be replaced.

Others serving:	Jimmy Crews	District 2
	Steve Hicks	District 4
	Robert Lawrence	District 5
	Williams Lyons	District 7

RECOMMENDATION:

Per the attached letter, the Agricultural Advisory Board recommends the reappointments of Sandy Gabel and Randy Guthrie and recommends Shelby McStoots for the District 6 vacancy.

ATTACHMENTS:

Recommendation Letter

ACTION TAKEN:



125 Oxford Loop Rd.
Oxford, NC 27573
P: 919.603.1350

To Granville County Board of Commissioners:

I am writing on behalf of the Agriculture Advisory Board for Granville County. We would like to recommend Sandy Gabel and Randy Guthrie to continue to serve on this board. Additionally, we would like to recommend Shelby McStoots to fill the District 6 position recently vacated.

We appreciate your continued support of this board and Granville County agriculture.

Sincerely,

A handwritten signature in black ink that reads 'Kimberly D. Woods'.

Kim Woods
Area Livestock Agent
Granville and Person Counties





Granville County

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

To: Board of Commissioners
From: Debra Weary
Department: Administration
Date: February 2, 2022
Title: Granville County Human Relations Commission

PURPOSE:

The terms of William O. Betts (District 3 appointed by District 1) and Ethel Anderson (District 1) expire in February. Lynn Cooper is recommended to fill the Staff Representative vacancy.

Others serving:	Sarah Mayfield	District 1
	Telessie McGhee	District 1
	Quon Bridges	District 2
	Ron Bullock	District 2
	Harold Slaughter, Sr.	District 2
	Rev. John Gooch	District 3
	Helen Amis	District 4
	Bessye McGhee	District 4
	Wilma Moore	District 4
	Jacob Moore	District 5
	Kechia Brustmeyer-Brown	District 5
	Tito Montoya	District 6
	Rev. Dennis W. Daniel	District 6
	Eduardo Sosa	District 6 appointed by District 7
	Linda Jordan	District 7
	Michael McFadden	District 7
	John Wimbush	District 7
	Commissioner David Smith	District 2
	Commissioner Tony W. Cozart	District 4
	Phillip Harris	State Appointment

ACTION TAKEN:



Granville County

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

To: Board of Commissioners
From: Debra Weary
Department: Administration
Date: February 2, 2022
Title: Oxford Zoning Board of Adjustment

PURPOSE:

The term of Stewart Harris, Alternate (District 1) expires in February.

Others serving:	Leonard Overton	District 2
	Steve Pruitt	District 2
	LuAnne Elliott Gilligan	District 3
	Annie Nesbitt	District 3
	Ajulo Othow Norman	District 4
	Harold Satterwhite	District 4

ACTION TAKEN:



Granville County

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

To: Board of Commissioners
From: Debra Weary
Department: Administration
Date: February 2, 2022
Title: Veterans Affairs Committee

PURPOSE:

To make appointments/reappointment(s) to the Veterans Affairs Committee.

BACKGROUND:

The terms of Ronnie Boyd (District 2), Harriet Morton (District 4) and Allan Strickland (District 6) expired February 1st.

Others serving:	Michael K. Allen	District 1
	Michael O'Briant Turner	District 6 appointed by 3
	Michael Scott	District 5
	Gerard Seibert	District 7
	Lynette Breisacher	Spouse of a Veteran
	Judy Smith	Female Veteran
	Anne Williams	At-Large Member
	Charles Miller	Ernest F. Hart American Legion Post 90
	James E. Hunsuckle	Butner-Creedmoor VFW Post 10777
	Larry Hester	Hester-Crews American Legion Post 166
	Charles Penland	Moses S. Cash American Legion Post 161
	Rodney Frazier	Staff Representative
	Russ May	Commissioner

ACTION TAKEN:



Granville County

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

To: Board of Commissioners
From: Angela Miles
Department: Human Resources
Date: January 27, 2022
Title: **Proposed Recommendation for Employee Benefits Broker**

PURPOSE:

To approve a change to a new employee benefits broker.

BACKGROUND:

A review of our current insurance broker was done to make sure that we are getting the best brokerage services to support the needs of the county, as well as the best insurance coverage available to our employees.

Human Resources staff and six other county employees from various departments served on a committee to review the benefits and services currently being offered to our employees. Request for proposals for insurance brokers was received from approximately eight insurance brokers. The committee selected the top three vendors to interview. Those brokers included:

- Gallagher (current insurance broker)
- Mark III
- Pierce Group

The committee selected Mark III as the proposed insurance broker for employee benefits based on their experience in the industry, the services they can provide to the county and employees, emerging trends, and cost savings.

FUNDING:

Funding is included in the existing budget; no additional allocation is required.

RECOMMENDATION:

The Human Resource Director and County Administration recommends approving Mark III as the County's new insurance broker for employee benefits.

ACTION TAKEN:



Granville County Administration

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

To: Board of Commissioners
From: Korena Weichel
Department: Administration
Date: January 27, 2022
Title: **Proposed Amendments to Personnel Policy**

PURPOSE:

To review proposed amendments 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. Proposed amendments were then incorporated into the original policy document utilizing the track changes feature to ensure they were easily recognizable to the reader.

In January 2022, a notice regarding the proposed amendments was provided to employees along with the draft red-lined policy and summary of key changes. Employees were given the opportunity to review and submit comments on the proposed amendments. Administration and human resources received several appreciative comments as well as a few minor suggestions. Suggestions which were applicable to all county employees, and which fit well with the meaning and intent of the policy were incorporated into the final draft document.

Attached to this agenda item for review and reference are the following:

- A summary of key amendments;
- A "redline" version of the proposed draft policy (track changes enabled); and
- A "clean" version of the proposed draft policy.

Further discussion on the proposed amendments is expected to take place at the Board's Annual Retreat on February 25, 2022.

FUNDING:

N/A

RECOMMENDATION:

Information item only. No action is anticipated at this meeting.

ATTACHMENTS:

Summary of Key Changes to Personnel Policy
Personnel Policy w/Proposed Amendments (red-lined version)
Personnel Policy w/Proposed Amendments (clean version)

ACTION TAKEN:

SUMMARY OF KEY AMENDMENTS TO PERSONNEL POLICY

February 7, 2022

Periodic updates to Granville County's 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.

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	How Revision Relates to Existing Policy or Practice	Recommended Modification
1.	I Departmental Rules and Regulations	3	Revises existing policy.	Adds requirement for current versions of department-specific policies to be submitted & kept on file in the HR department.
2.	I Definitions	3	Clarifies existing policy.	Adds statutory reference for appointing authority of Board of Elections, Social Services, and Soil and Water Conservation Board.
3.	III Probationary Pay Increases	7	Clarifies existing policy.	Clarifies that employees hired between the hiring rate and minimum (i.e., "less than the minimum") are eligible to receive a pay increase to the minimum upon successful completion of the probationary period.
4.	III Overtime Pay Provisions	10	Revises existing policy.	Adds exclusion of elected sheriff and register of deeds positions from earning comp time.
5.	III On-Call and Call-Back Compensation	10	Clarifies existing policy.	Adds clarification for when an employee in on-call status is required to be compensated.
6.	III Hourly Rate of Pay	11	Revises existing policy.	Adds reference to the new part-time pay schedule adopted by the BOC on 11/15/2021.
7.	III Timesheet Rounding Rule	11	Revises existing policy.	Incorporates existing practice of utilizing the FLSA permitted 'rounding rule' to round an employee's work time to the nearest quarter hour into written policy and provides additional clarification on its application.
8.	III Certification and Educational Incentives	13	Revises existing policy.	Adds clarification to eligibility and procedures for requesting a pay incentive for obtaining an advanced education degree. Increases coursework completion while employed with Granville County from 30% to 50%.
9.	IV Recruitment, Selection, and Hiring	15	Revises existing policy.	Adds notice of new requirement for psychological examinations of justice officers as established by SL 2021-138.

	Article	Section Title	Page	How Revision Relates to Existing Policy or Practice	Recommended Modification
10.	IV	Recruitment, Selection, and Hiring	15	Clarifies existing policy.	Adds clarification for hiring procedures, approval of starting salaries, and adjusts for electronic submission of documentation.
11.	IV	Definition of Promotions, Demotions, and Transfers	16	Revises existing policy.	Adds requirement that employees be in regular status (not probationary) in order to be eligible for promotion.
12.	V	Expectation of Ethical Conduct	17	Expands existing policy.	Establishes procedures for documenting and processing free gifts received through merchant purchasing programs.
13.	V	Telework Policy	19	Expands existing policy.	Adds requirement for documentation of approval & purpose for earning comp time or overtime when working remotely.
14.	V	Performance Review	20	Clarifies existing policy.	Clarifies information for probationary reviews, dates of the County's established annual review cycle, and that employees who have not completed probation prior to June 15 are not eligible for the annual review cycle nor any merit increase during that year's cycle.
15.	V	Attendance	34	New policy.	Adds expectations for employee attendance to assist supervisors in addressing employee attendance issues.
16.	VII	Holidays and Leaves of Absence	39	Clarifies existing policy.	Clarifies that shift personnel receive holiday pay on the actual holiday when holidays that vary from year-to-year fall on a Saturday or Sunday (New Year's Day, Fourth of July, Veteran's Day, Christmas).
17.	VII	Holidays and Leaves of Absence	39	Expands existing policy.	Expands the flex holiday options to include any day during the employee's birth month. <i>Flex holiday is currently restricted to a federally-recognized holiday for which the County's offices would normally remain open. There are only 3 such holidays available to take (Presidents Day, Juneteenth, & Columbus Day) which has caused some scheduling difficulties in smaller departments.</i>
18.	VII	Holidays and Leaves of Absence	40	New policy.	Adds exclusion of elected sheriff and register of deeds positions from earning annual leave.

	Article	Section Title	Page	How Revision Relates to Existing Policy or Practice	Recommended Modification
19.	VII	Holidays and Leaves of Absence	42	Expands existing policy.	Removes cap on sick leave balance transfers and allows all hours to transfer with the stipulation that the sick leave is not credited to the employee's Granville County sick leave accrual balance until the employee has successfully completed their probationary period. The policy is not retroactive and only employees who begin employment after the policy adoption date are eligible. <i>The County currently caps sick leave transfers at 240 hours for new employees who worked for an employer covered by LGERS. [This policy has a negative impact on efforts to recruit experienced local government employees who have been responsible in their use of sick leave.]</i>
20.	VII	Community Involvement Leave	47	Expands existing policy.	Expands paid leave eligibility to employees' grandchildren. <i>Paid leave to attend school activities is currently only available for employees' children.</i>
21.	VII	Voluntary Shared Leave	48	Expands existing policy.	Adds back language from the previous County Personnel Ordinance which allowed an exception for employees to donate a maximum of 450 hours to family members who are employed with the County. <i>Current policy limits all employees to 90 hours maximum for donating leave.</i>
22.	VII	Adverse Weather and Emergency Conditions	49	New policy.	Adds a 2-hour call-back pay provision for employees in non-critical positions who are required to report to work for departmental needs when County offices are closed due to weather. This pay is in addition to their receiving inclement weather pay (regular pay) for the day.
23.	XI	Access to Confidential Records	59	Revises existing policy.	Replaces excerpt from NC GS 153A-98 with reference to the statute to avoid potential inaccuracies if legislators revise the statute language in the future.
24.	XII	Amendments	60	Revises existing policy.	Updated to reflect amendments/changes to the policy to be announced and circulated via email, uploaded to an employee portal, and/or an announcement published in the employee newsletter. <i>Existing policy requires policy changes to be posted on bulletin boards in employee work locations & not all locations have this available.</i>



COUNTY OF GRANVILLE PERSONNEL POLICY

Effective January 16, 2021
Amended Month DD, YYYY

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GRANVILLE COUNTY
PERSONNEL POLICY

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

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ARTICLE I. GENERAL PROVISIONS

SECTION 1. PURPOSE OF THE POLICY

The purpose of this 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~~ [Social Services as governed by Chapter 108A of the North Carolina General Statutes](#). These are the official appointing authorities covered by this Personnel Policy. This Policy is established under authority of NC General Statutes §153A, Article 5 and §126.

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. All positions requiring the performance of the same duties and fulfillment of the same responsibilities will be assigned to the same class and the 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 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 also will make and confirm appointments when so specified by the General Statutes.

SECTION 4. RESPONSIBILITIES OF THE COUNTY MANAGER

The county manager will be 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 the state statutes and other policies and procedures spelled out in this Policy.

The county manager will:

- (a) recommend policies and revisions to the personnel system to the Board of Commissioners;
- (b) make changes as necessary to maintain an up to date and accurate Position Classification Plan;
- (c) recommend necessary revisions to the Pay Plan;
- (d) determine which employees are subject to overtime provisions of the Fair Labor Standards Act (FLSA);
- (e) develop and administer such recruiting programs as may be necessary to obtain an adequate supply of competent applicants to meet the needs of the County;
- (f) perform such other duties as may be assigned by the Board of Commissioners not inconsistent with this Policy; and
- (g) appoint 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) recommend policies and revisions to the personnel system to the county manager for consideration;
- (b) recommend changes as necessary to maintain an up to date and accurate Position Classification Plan;
- (c) recommend necessary revisions to the Pay Plan;
- (d) recommend which employees will be subject to the overtime provisions of FLSA;
- (e) maintain a roster of all persons in County service;
- (f) establish and maintain a list of authorized positions in County service at the beginning of each budget year which identifies each authorized position, class title of position, salary range, any changes in class title and status, position number, and other such data as may be useful;
- (g) develop and administer such recruiting programs as may be necessary to obtain an adequate supply of competent applicants to meet the needs of the County;
- (h) develop and coordinate training and educational programs for County employees;
- (i) investigate the operation and effect of the personnel provisions of this Policy periodically;
- (j) ensure that the County complies with various human resources related laws and regulations;
- (k) perform other duties as may be assigned by the county manager not inconsistent with this Policy;
- (l) identify and work to resolve barriers to employee engagement and effective performance;
- (m) provide consultation to employees, department heads, and elected officials regarding legal and up to date human resources practices, employee relations and morale, equal treatment of employees, and other issues; and
- (n) ensure all employees receive and acknowledge receipt of access to a copy of this Policy and 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 of the provisions of this Policy will be subject to appropriate disciplinary action, as well as prosecution under any civil or criminal laws which may have been violated. All employees are expected to cooperate with any

investigations conducted by the County.

SECTION 8. DEPARTMENTAL RULES AND REGULATIONS

Because of specific personnel and operational requirements of various County 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. 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 County 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~~shall be the appointing authority for positions in the Elections Department;~~
- (d) The Department of Social Services which is governed by Chapter 108A of the North Carolina General Statutes~~social services director shall be the appointing authority for positions in the Social Services Department;~~
- (e) The Soil and Water Conservation Board which is governed by Chapter 139 of the North Carolina General Statutes~~will be the appointing authority for staff in that function;~~ 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 by the County. Such employees are eligible for benefits.

Limited service. An employee appointed to a position for which continuous employment required by the County 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 are required by the County 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.
- (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.

Permanent position. A position authorized for the budget year 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 full 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 Public Health and Department of Social Services will be classified by the NC Office of State ~~Personnel~~ 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 to the county manager when warranted to ensure that classifications accurately reflect current job duties and responsibilities.

The Office of State ~~Personnel~~ 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 in the next budget process.

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 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 the 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 appear to be warranted. As part of the annual budget process, the Board of Commissioners may 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 issues.

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 employed in positions approved in the Position Classification Plan will usually be employed at the hiring 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, employee salaries may be approved above the minimum of the pay range. Reasons for hiring above minimum include exceptional 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 County 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 every 60 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 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 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 be in a 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 at the hiring rate established for the job class.

SECTION 5. PROBATIONARY PAY INCREASES

Employees hired or promoted at ~~the hiring~~less than the minimum rate of the pay range will receive a salary increase to the minimum rate within the salary range ~~of up to 5%~~ 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; employees with a 12-month probationary period 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 6. 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 7. 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 8. 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 normally be advanced to the hiring 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 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 action should be appropriate to this consideration along with 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 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 9. 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 10. TRANSITION TO A NEW SALARY PLAN

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

- (a) No employee will receive a salary reduction as a result of the transition to a new salary plan.
- (b) Employees being paid at a rate lower than the hiring rate established for their respective classes will have their salaries raised to the new hiring 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 rate and below the maximum rate are considered as being paid at a competitive rate for the job class and may receive any approved salary 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. 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. 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 7-day period; or 171 hours in a 28-day cycle for sworn law enforcement personnel). 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 hours worked 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 off 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).

Supervisors are encouraged to approve the use of compensatory time within three months after it is earned whenever possible. 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 granted 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. Such compensatory time is not guaranteed to be taken and ends without compensation upon separation from the organization.

[Elected Positions. Elected sheriff or register of deeds positions are not eligible for compensatory leave.](#)

SECTION 13. ON-CALL AND CALL-BACK COMPENSATION

The County provides continuous service to its citizens 24 hours a day, seven days a week; therefore, it is necessary for certain employees to respond to any reasonable request 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 by the appointing authority.

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. All on-call/standby schedules must be submitted to the Human Resources Department. Employees eligible for standby compensation are those required to be on standby for at least one out of every six weeks or more frequently. The Human Resources Department will maintain a list of employees who are approved for on-call compensation arrangements.

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 \(in most cases\) while on-call and is not required by the FLSA to be compensated. See U.S. Department of Labor Wage and Hour Division Fact Sheet #22.](#)

When non-exempt employees are required to be "on-call" and the on-call time is not substantially restricted, employees may be compensated according to policies and procedures established by the department head and approved by the county manager. Hours actually worked while on stand-by are calculated beginning when the employee reports to the work site and are added to the regular total hours worked for the week.

Call-back. Call-back time consists of actual time spent when called into work to handle an emergency or urgent situation. Non-exempt employees are guaranteed a minimum payment of two hours of wages for being called back to work outside of normal working hours when not on stand-by. "Call-back" provisions do not apply to previously scheduled overtime work, training, meetings, etc. (scheduled one or more days in advance) or remote work.

SECTION 14. 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. If a pay date falls on a Saturday, Sunday, or holiday, employees will be paid on or before the last working day prior thereto. Part-time employees are paid on a bi-weekly basis. 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. 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.

The hourly rate for employees will be determined by dividing the average number of hours scheduled per year into the annual salary established for the position.

SECTION 16. 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 work time totals in quarter hour increments (i.e., .00, .25, .50, or .75). For example, if an employee records time in as 8:30 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.

SECTION ~~16~~¹⁷. 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 rate) of the job in which the employee is acting or an increase of 10%.

Criteria involved in determining the amount of compensation will include:

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

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

SECTION ~~17~~¹⁸. DIRECT DEPOSIT

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

SECTION ~~18~~19. CERTIFICATION AND EDUCATIONAL INCENTIVES

Certifications. Note: This Section does not apply to the certification structure in place for the County 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 and approved by the county manager. To request consideration of this increase for an employee, the department head must submit a written notice to the Human Resources Department 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.

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.

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 will not apply in the following situations:

- (a) When the certification is or was a required condition of an employment offer;
- (b) 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
- (c) 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 renewal of required certifications in accord with [Section 13 of Article V](#).

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, books, and student

fees 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. ~~All requests must be submitted~~ 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. ~~Upon receipt of a qualifying degree, employees~~ [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;](#)

~~(a)~~(b) All steps and eligibility factors outlined in this section have been observed; and

~~(b)~~(c) At least ~~30%~~ [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 ~~original request~~ [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

It is the County's policy to foster, maintain, and promote equal employment opportunity. The County shall select employees on the basis of the applicant's qualifications for the job and award them, with respect to compensation and opportunity for training and advancement including upgrading and promotion, 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, the Human Resources Department 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 quality 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 jobs 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 County will consider the severity of the crime, degree to which the crime is job-related, and length of time since the conviction 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 commitment is made to an internal or external applicant, the department head will make recommendations to the human resources director including the position to be filled and the reasons for selecting the candidate over other candidates on a Request to Hire form [with reference check completed and candidate's application and supporting documentation attached \(i.e., degrees, F-3 forms, etc.\)](#). The human resources director will ~~recommend~~ [notify the department head of the](#) approval of [all potential](#) new hire(s) along with the starting salary(ies). ~~If necessary, the~~ county manager ~~or human resources director~~ will ~~approve the starting salary and~~ have the [final](#) authority to approve negotiated [salaries and benefits above the recommendation provided by Human Resources](#). All employment offers ~~should~~ [will](#) be confirmed in writing [by Human Resources with the exception of the Social Services Department who will provide and confirm their department employment offers in writing](#). ~~The Personnel Action Form, the original application for employment, a copy of the employment offer letter, and any additional supporting documents pertaining to the selected candidate should be submitted to the Human Resources Department prior to making a conditional offer to the candidate.~~ 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, probationary periods may be extended for three months with the possibility of one additional three-month extension for a maximum of six months' extension. The maximum probationary period for sworn law enforcement officers and department heads is eighteen months and for other County employees is 12 months.

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

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, all demotions shall follow procedures established in Article III, Section 8 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 range. If a vacancy occurs and an employee in another department is eligible for a transfer, the employee 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 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.

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. 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.

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. Conflicting and/or unreported outside employment are grounds for disciplinary action up to and including dismissal. The Request to Work Outside Employment form will be placed in the employee's personnel file.

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 without approval by the county manager. This includes any combination of full-time, part-time, or limited service employment. The County will consult FLSA regulations in any potential dual employment cases to ensure that the 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, promotions, 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 this Article also 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 to 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 that 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 will not be 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. No employee will purchase equipment or supplies for personal use through County purchase accounts. During working hours, an employee will only conduct County business. Use of County time, supplies, or equipment for personal or other purposes not related to the employee's County duties and responsibilities is prohibited and subjects 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 County 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 for replacement costs from the employee's final paycheck.

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. All requests must be approved by the county manager who will make the final decision on a case-by-case-basis. As such, employees are not entitled to or guaranteed the opportunity to telework. Consideration of a teleworking agreement will require an evaluation of suitability based on job responsibilities, employee suitability, equipment needs, and tax and other implications.

Individuals requesting teleworking arrangements must have been employed with the County for a minimum of 12 full-time continuous months of regular employment without any disciplinary actions during the previous 12 months. Part-time employees or full-time employees that have not completed their probationary period are not eligible for teleworking.

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](#) ~~Accruing~~ 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 needed. 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 prior to entering a probation period.

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 an 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.

[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.](#)

[Regular status employees will receive a performance review on an annual cycle which begins May 15 and ends June 15 each year. This annual review cycle also 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 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 in order to be effective beginning July 16.

The new supervisor will be responsible for evaluating performance of transfers or promotions within his or her department and may work with the previous supervisor to obtain feedback on the employee's performance prior to the transfer or promotion. The department head will ensure that all changes in employee duties are reviewed and incorporated into a current job description.

The completed performance evaluation form will be ~~placed in the employee's personnel file~~[archived in the payroll software program](#). Procedures for the performance evaluation program will be published by the human resources director with the approval of the county manager.

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 County 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 complete 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 the Human Resources Department 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 County 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 County's 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 NC 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 the 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 the Human Resources Department 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 record 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 County's 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. It is monitored and reviewed annually for revisions by an IT Steering Committee composed of a cross-section of County personnel. Changes to the policy recommended by the Committee must be submitted to the county manager for approval and to the Board of Commissioners as deemed appropriate.

All new employees must read the comprehensive Granville County Information Technology Policy document (available on the County website or from the Human Resources Department) 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 Steering Committee 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, and 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. Storage of personal records on County information systems shall be kept to a minimum. Any personal storage that IT determines interferes with efficient operations of the County's information systems is subject to removal.

Prohibited Use. Except in cases where the county manager has determined it necessary for the performance of a 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. Employees should funnel inquiries through the IT department to determine if the County already owns a comparable software.

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 Office.

Common Shared Folders and Inter-Departmental Folders. Sensitive documents are not to be stored in commonly shared folders which are accessible by any County 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. Scanner files may be cleared every 24 hours.

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 will also serve as back-up administrator for all social media accounts for emergency situations.

Employee Use of Personal Accounts. Employees are strongly discouraged 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 make every effort to 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;
- (c) Employees have no reasonable expectation of privacy when using government technology; and
- (d) Employee use of personal social media at work must not interfere with performance of duties or with the workplace, and not involve commercial, political, or other prohibited activities.

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 Section 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 stipend is a non-accountable plan; therefore, additional receipts and documentation are not required. 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. 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. Call logs of personal calls will be audited each month.

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 each month 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 strongly discouraged; 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.

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 Office 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 appropriate department head. Reimbursement for operational expenses are 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. In such cases, mileage reimbursements will be deducted from the department 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, quotes must be obtained from more than one and the employee must 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 Pre-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 federal, state and FICA 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 Pre-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. Employees are not allowed to charge long distance personal calls to the County. Only long distance calls made pursuant to conducting official County business will be paid by the County.

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 Article VIII, Section 2)

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. Eligibility for pro-rated benefits applies only to part-time employees hired after adoption of this Policy. 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 will be 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 when eligible 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 director 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;
- (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 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 allowance will be disbursed through payroll as a one-time payment of \$500.

SECTION 10. TUITION REIMBURSEMENT

The County encourages and supports employees to pursue educational and training experiences that 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 for curriculum and books for courses deemed appropriate by the department head and/or his or her designee, provided the employee maintains at least a ~~"C"~~ average 2.0 or higher GPA. Eligible curriculum would normally 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. 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 approve or deny the request. The form will be forwarded to human resource and staff will prepare a Tuition Reimbursement Agreement for the 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

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 (also see exceptions for shift employees regarding holidays that do not fall on the same day of the week each year). All regular eligible employees will receive holidays with 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	These Days
Sunday*	December 22, 23, and 26	Thursday, Friday, Monday
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.** For shift employees only, if ~~Christmas Day and New Year's Day~~ the holidays listed below fall on either 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 any other 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. 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 regular library personnel will receive the same number of holiday hours as other full-time regular 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 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 which 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.](#)

All 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 accrued compensatory time before using any accrued annual or sick leave.

SECTION 6. ANNUAL LEAVE: ACCRUAL RATE

Each full-time and eligible part-time general 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 of this Article.

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 January 1.

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 eligible employees on the pay period that begins October 16 of each year or other published date as determined by the county manager.

SECTION 10. ANNUAL LEAVE: PAYMENT UPON SEPARATION

An employee who has successfully completed six months of the probationary period will normally 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 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. 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. 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 when sick and may be used in half-hour increments. Sick leave may be granted to an employee

absent from work for any of the following reasons: sickness, bodily injury, required 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 accrued compensatory time before using any 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 ~~up to 240~~ 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 ~~upon receipt~~ 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 16, 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 12 to obtain the number of leave hours earned monthly; the number of hours in step 2 divided by 26 is the number of leave hours earned biweekly and divided by 52 would be the amount of leave earned weekly.
- (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 pay amount 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.

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.

The request for leave must be made in writing by the employee and approved by the department head or county manager. The county may also 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 of up to six months upon recommendation of the department head and approval of the county manager. 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 the Human Resources Department for the county manager'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 LEAVE

Employees may take paid leave up to a maximum of sixteen hours annually 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.

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 but 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. The county manager has authority to evaluate each case.

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 project 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 the 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

The County has responsibility for providing emergency services and adequate staff are required to operate these critical services 7 days per week and 24 hours per day in all weather. The county manager, upon recommendation of department heads, should 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 working day unless authorization for closure or other deviation from the regular schedule is announced through the county manager's office. The county manager will consider the hazard of driving conditions and other relevant factors in determining whether to close offices. 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 in which 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. An employee who cannot perform the essential duties of a position because of a physical or mental impairment may be separated for disability. 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.

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 re-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 re-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, a regular 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 be available to assist all parties with the procedures in taking or responding to disciplinary actions. All cases of disciplinary suspension, demotion, or dismissal must be 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 (24 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, the department head or county manager would place the employee on non-disciplinary suspension 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.

With the recommendation of the human resources director and approval of the county manager or hiring authority, an employee may be placed on disciplinary suspension, demoted, or dismissed without prior warning for causes relating to personal conduct detrimental to County service 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, human resources director, 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, human resources director, 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 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, or county manager may suspend the employee as a non-disciplinary action for part or all of the duration of the proceedings. 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 or sick leave from the date of suspension; however, all other benefits will be maintained during the period of suspension.

SECTION 8. NAME CLEARING HEARING

Following the County's 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 from County service.

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 (ex, claims or complaints of harassment).

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 which affect them;
- (c) Promoting better understanding of policies, practices, and procedures which 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 unless otherwise provided. 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 or 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 to resolve it informally. The employee or supervisor may involve the Human Resources Department as a resource to help resolve the grievance.

Step 1. If a resolution to the grievance is not reached informally, 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 department head 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 department head'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 department head 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's 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 roles 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 will have the right to appeal directly to the human resources director and the county manager.

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 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](#). ~~in the following instances:~~

~~The employee or his/her duly authorized agent may examine all portions of his/her personnel file except letters of reference solicited prior to employment and information concerning a medical disability, mental or physical, that a prudent physician would not divulge to the patient.~~

~~A licensed physician designated in writing by the employee may examine the employee's medical record.~~

~~A County employee having supervisory authority over the employee may examine all material in the employee's personnel file.~~

~~By order of a court of competent jurisdiction, any person may examine all material in the employee's personnel file.~~

~~A state or federal government agency official or an agency official of any political subdivision of the state may inspect any portion of a personnel file when such inspection is deemed by the county manager to be necessary and essential to the pursuit of a proper function of the inspecting agency. No information shall be divulged for the purpose of assisting in a criminal prosecution of the employee or for the purpose of assisting in an investigation of the employee's tax liability; however, the official having custody of the personnel records may release the name, address, and telephone number from a personnel file for the purpose of assisting in a criminal investigation.~~

~~An employee may sign a written release that permits the record custodian to provide information to prospective employers, educational institutions, or other specified persons either in person, by telephone, or by mail. The signed release shall be placed in the employee's personnel file.~~

~~The county manager, with the concurrence of the Board of Commissioners, may inform any person of the employment, non-employment, promotion, demotion, suspension or other disciplinary action, reinstatement, transfer, or termination of a County employee, and reasons for that action. Before releasing the information, the county manager shall determine that the release is essential to maintaining the level and quality of County services. The written determination is a record for public inspection and will be retained in the county manager's office as part of the personnel file.~~

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 these policies are hereby repealed.

SECTION 2. SEPARABILITY

If any provision of these policies 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

These policies shall become effective on a date approved by the Board of Commissioners.

SECTION 4. AMENDMENTS

This Policy may be amended by action of the Board of Commissioners and by resolution appropriately approved. Notice of any suggested amendment 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 the amendments going to the Commissioners for action. Proposed amendments should be ~~posted on bulletin boards in all employee work locations~~ 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 revisions or amendments adopted in conformance with this procedure will become effective as of the date of such adoption unless otherwise specified in the resolution.



COUNTY OF GRANVILLE PERSONNEL POLICY

Effective January 16, 2021
Amended Month DD, YYYY

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GRANVILLE COUNTY
PERSONNEL POLICY

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

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ARTICLE I. GENERAL PROVISIONS

SECTION 1. PURPOSE OF THE POLICY

The purpose of this 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 as governed by Chapter 108A of the North Carolina General Statutes. These are the official appointing authorities covered by this Personnel Policy. This Policy is established under authority of NC General Statutes §153A, Article 5 and §126.

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. All positions requiring the performance of the same duties and fulfillment of the same responsibilities will be assigned to the same class and the 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 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 also will make and confirm appointments when so specified by the General Statutes.

SECTION 4. RESPONSIBILITIES OF THE COUNTY MANAGER

The county manager will be 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 the state statutes and other policies and procedures spelled out in this Policy.

The county manager will:

- (a) recommend policies and revisions to the personnel system to the Board of Commissioners;
- (b) make changes as necessary to maintain an up to date and accurate Position Classification Plan;
- (c) recommend necessary revisions to the Pay Plan;
- (d) determine which employees are subject to overtime provisions of the Fair Labor Standards Act (FLSA);
- (e) develop and administer such recruiting programs as may be necessary to obtain an adequate supply of competent applicants to meet the needs of the County;
- (f) perform such other duties as may be assigned by the Board of Commissioners not inconsistent with this Policy; and
- (g) appoint 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) recommend policies and revisions to the personnel system to the county manager for consideration;
- (b) recommend changes as necessary to maintain an up to date and accurate Position Classification Plan;
- (c) recommend necessary revisions to the Pay Plan;
- (d) recommend which employees will be subject to the overtime provisions of FLSA;
- (e) maintain a roster of all persons in County service;
- (f) establish and maintain a list of authorized positions in County service at the beginning of each budget year which identifies each authorized position, class title of position, salary range, any changes in class title and status, position number, and other such data as may be useful;
- (g) develop and administer such recruiting programs as may be necessary to obtain an adequate supply of competent applicants to meet the needs of the County;
- (h) develop and coordinate training and educational programs for County employees;
- (i) investigate the operation and effect of the personnel provisions of this Policy periodically;
- (j) ensure that the County complies with various human resources related laws and regulations;
- (k) perform other duties as may be assigned by the county manager not inconsistent with this Policy;
- (l) identify and work to resolve barriers to employee engagement and effective performance;
- (m) provide consultation to employees, department heads, and elected officials regarding legal and up to date human resources practices, employee relations and morale, equal treatment of employees, and other issues; and
- (n) ensure all employees receive and acknowledge receipt of access to a copy of this Policy and 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 of the provisions of this Policy will be subject to appropriate disciplinary action, as well as prosecution under any civil or criminal laws which may have been violated. All employees are expected to cooperate with any investigations conducted by the County.

SECTION 8. DEPARTMENTAL RULES AND REGULATIONS

Because of specific personnel and operational requirements of various County 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. 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 County 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 which is governed by Chapter 108A of the North Carolina General Statutes;
- (e) The Soil and Water Conservation Board which 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 by the County. Such employees are eligible for benefits.

Limited service. An employee appointed to a position for which continuous employment required by the County 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 are required by the County 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.
- (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.

Permanent position. A position authorized for the budget year 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 full 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 Public Health and 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 to the county manager 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 in the next budget process.

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 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 the 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 appear to be warranted. As part of the annual budget process, the Board of Commissioners may 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 issues.

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 employed in positions approved in the Position Classification Plan will usually be employed at the hiring 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, employee salaries may be approved above the minimum of the pay range. Reasons for hiring above minimum include exceptional 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 County 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 every 60 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 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 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 be in a 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 at the hiring 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; employees with a 12-month probationary period 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 6. 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 7. 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 8. 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 normally be advanced to the hiring 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 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 action should be appropriate to this consideration along with 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 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 9. 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 10. TRANSITION TO A NEW SALARY PLAN

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

- (a) No employee will receive a salary reduction as a result of the transition to a new salary plan.
- (b) Employees being paid at a rate lower than the hiring rate established for their respective classes will have their salaries raised to the new hiring 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 rate and below the maximum rate are considered as being paid at a competitive rate for the job class and may receive any approved salary 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. 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. 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 7-day period; or 171 hours in a 28-day cycle for sworn law enforcement personnel). 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 hours worked 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 off 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).

Supervisors are encouraged to approve the use of compensatory time within three months after it is earned whenever possible. 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 granted 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. Such compensatory time is not guaranteed to be taken and ends without compensation upon separation from the organization.

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

SECTION 13. ON-CALL AND CALL-BACK COMPENSATION

The County provides continuous service to its citizens 24 hours a day, seven days a week; therefore, it is necessary for certain employees to respond to any reasonable request 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 by the appointing authority.

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. All on-call/standby schedules must be submitted to the Human Resources Department. Employees eligible for standby compensation are those required to be on standby for at least one out of every six weeks or more frequently. The Human Resources Department will maintain a list of employees who are approved for on-call compensation arrangements.

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 (in most cases) while on-call and is not required by the FLSA to be compensated. See U.S. Department of Labor Wage and Hour Division Fact Sheet #22.

When non-exempt employees are required to be "on-call" and the on-call time is not substantially restricted, employees may be compensated according to policies and procedures established by the department head and approved by the county manager. Hours actually worked while on stand-by are calculated beginning when the employee reports to the work site and are added to the regular total hours worked for the week.

Call-back. Call-back time consists of actual time spent when called into work to handle an emergency or urgent situation. Non-exempt employees are guaranteed a minimum payment of two hours of wages for being called back to work outside of normal working hours when not on stand-by. "Call-back" provisions do not apply to previously scheduled overtime work, training, meetings, etc. (scheduled one or more days in advance) or remote work.

SECTION 14. 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. If a pay date falls on a Saturday, Sunday, or holiday, employees will be paid on or before the last working day prior thereto. Part-time employees are paid on a bi-weekly basis. 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. 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.

The hourly rate for employees will be determined by dividing the average number of hours scheduled per year into the annual salary established for the position.

SECTION 16. 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 work time totals in quarter hour increments (i.e., .00, .25, .50, or .75). For example, if an employee records time in as 8:30 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.

SECTION 17. 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 rate) of the job in which the employee is acting or an increase of 10%.

Criteria involved in determining the amount of compensation will include:

- (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 18. DIRECT DEPOSIT

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

SECTION 19. CERTIFICATION AND EDUCATIONAL INCENTIVES

Certifications. Note: This Section does not apply to the certification structure in place for the County 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 and approved by the county manager. To request consideration of this increase for an employee, the department head must submit a written notice to the Human Resources Department 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.

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.

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 will not apply in the following situations:

- (a) When the certification is or was a required condition of an employment offer;
- (b) 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
- (c) 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 renewal of required certifications in accord with [Section 13 of Article V](#).

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, books, and student fees 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

It is the County's policy to foster, maintain, and promote equal employment opportunity. The County shall select employees on the basis of the applicant's qualifications for the job and award them, with respect to compensation and opportunity for training and advancement including upgrading and promotion, 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, the Human Resources Department 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 quality 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 jobs 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 County will consider the severity of the crime, degree to which the crime is job-related, and length of time since the conviction 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 commitment is made to an internal or external applicant, the department head will make recommendations to the human resources director including the position to be filled and the reasons for selecting the candidate over other candidates on a Request to Hire form with reference check completed and 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 hire(s) along with the starting salary(ies). 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 the Social Services Department who will provide and confirm their department employment offers in writing. 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, probationary periods may be extended for three months with the possibility of one additional three-month extension for a maximum of six months' extension. The maximum probationary period for sworn law enforcement officers and department heads is eighteen months and for other County employees is 12 months.

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

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, all demotions shall follow procedures established in Article III, Section 8 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 range. If a vacancy occurs and an employee in another department is eligible for a transfer, the employee 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 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.

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. 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.

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. Conflicting and/or unreported outside employment are grounds for disciplinary action up to and including dismissal. The Request to Work Outside Employment form will be placed in the employee's personnel file.

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 without approval by the county manager. This includes any combination of full-time, part-time, or limited service employment. The County will consult FLSA regulations in any potential dual employment cases to ensure that the 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, promotions, 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 this Article also 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 to 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 that 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 will not be 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. No employee will purchase equipment or supplies for personal use through County purchase accounts. During working hours, an employee will only conduct County business. Use of County time, supplies, or equipment for personal or other purposes not related to the employee's County duties and responsibilities is prohibited and subjects 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 County 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 for replacement costs from the employee's final paycheck.

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. All requests must be approved by the county manager who will make the final decision on a case-by-case-basis. As such, employees are not entitled to or guaranteed the opportunity to telework. Consideration of a teleworking agreement will require an evaluation of suitability based on job responsibilities, employee suitability, equipment needs, and tax and other implications.

Individuals requesting teleworking arrangements must have been employed with the County for a minimum of 12 full-time continuous months of regular employment without any disciplinary actions during the previous 12 months. Part-time employees or full-time employees that have not completed their probationary period are not eligible for teleworking.

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 needed. 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 prior to entering a probation period.

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 an 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.

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.

Regular status employees will receive a performance review on an annual cycle which begins May 15 and ends June 15 each year. This annual review cycle also 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 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 in order to be effective beginning July 16.

The new supervisor will be responsible for evaluating performance of transfers or promotions within his or her department and may work with the previous supervisor to obtain feedback on the employee's performance prior to the transfer or promotion. The department head will ensure that all changes in employee duties are reviewed and incorporated into a current job description.

The completed performance evaluation form will be archived in the payroll software program. Procedures for the performance evaluation program will be published by the human resources director with the approval of the county manager.

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 County 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 complete 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 the Human Resources Department 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 County 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 County's 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 NC 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 the 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 the Human Resources Department 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 record 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 County's 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. It is monitored and reviewed annually for revisions by an IT Steering Committee composed of a cross-section of County personnel. Changes to the policy recommended by the Committee must be submitted to the county manager for approval and to the Board of Commissioners as deemed appropriate.

All new employees must read the comprehensive Granville County Information Technology Policy document (available on the County website or from the Human Resources Department) 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 Steering Committee 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, and 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. Storage of personal records on County information systems shall be kept to a minimum. Any personal storage that IT determines interferes with efficient operations of the County's information systems is subject to removal.

Prohibited Use. Except in cases where the county manager has determined it necessary for the performance of a 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. Employees should funnel inquiries through the IT department to determine if the County already owns a comparable software.

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 Office.

Common Shared Folders and Inter-Departmental Folders. Sensitive documents are not to be stored in commonly shared folders which are accessible by any County 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. Scanner files may be cleared every 24 hours.

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 will also serve as back-up administrator for all social media accounts for emergency situations.

Employee Use of Personal Accounts. Employees are strongly discouraged 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 make every effort to 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;
- (c) Employees have no reasonable expectation of privacy when using government technology; and
- (d) Employee use of personal social media at work must not interfere with performance of duties or with the workplace, and not involve commercial, political, or other prohibited activities.

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 Section 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 stipend is a non-accountable plan; therefore, additional receipts and documentation are not required. 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. 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. Call logs of personal calls will be audited each month.

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 each month 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 strongly discouraged; 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.

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 Office 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 appropriate department head. Reimbursement for operational expenses are 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. In such cases, mileage reimbursements will be deducted from the department 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, quotes must be obtained from more than one and the employee must 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 Pre-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 federal, state and FICA 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 Pre-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. Employees are not allowed to charge long distance personal calls to the County. Only long distance calls made pursuant to conducting official County business will be paid by the County.

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.

<u>APPROPRIATE</u>	<u>INAPPROPRIATE</u>
(a) Dress slacks, trousers, or crop/capri pants.	(a) Jeans or t-shirts unless approved for a specific job task or Casual Fridays (no holes or fraying).
(b) Casual dresses, skirts, or jumpers.	(b) Sweatshirts, sweatpants, exercise wear, or jogging suits unless approved for a specific job task.
(c) Casual (golf type polo) or dress shirts.	(c) Shirts with offensive or inappropriate writing.
(d) Sweaters or turtlenecks.	(d) Shorts or cutoffs.
(e) Suit or sport jackets.	(e) Tank tops, spaghetti straps, or tops with bare shoulders unless worn under another article of clothing (e.g., blouse, shirt, or jacket).
(f) Athletic/walking shoes, loafers, or deck-type shoes.	(f) Clothing with inappropriate cutouts or see-through elements, or that does not cover the back, waist, or midriff.
(g) Dress shoes, heels, clogs, boots, flats, tennis shoe, or sandals (open or closed toe).	(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 Article VIII, Section 2)

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. Eligibility for pro-rated benefits applies only to part-time employees hired after adoption of this Policy. 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 will be 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 when eligible 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 director 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;
- (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 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 allowance will be disbursed through payroll as a one-time payment of \$500.

SECTION 10. TUITION REIMBURSEMENT

The County encourages and supports employees to pursue educational and training experiences that 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 for curriculum and books for courses deemed appropriate by the department head and/or his or her designee, provided the employee maintains at least a 2.0 or higher GPA. Eligible curriculum would normally 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. 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 approve or deny the request. The form will be forwarded to human resource and staff will prepare a Tuition Reimbursement Agreement for the 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

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 (also see exceptions for shift employees regarding holidays that do not fall on the same day of the week each year). All regular eligible employees will receive holidays with 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	These Days
Sunday*	December 22, 23, and 26	Thursday, Friday, Monday
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.** For shift employees only, if the holidays listed below fall on either Saturday or Sunday, the respective holidays will be as follows:

New Year's: New Year's Day
Fourth of July: July 4

Veteran's Day: November 11
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 any other 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. 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 regular library personnel will receive the same number of holiday hours as other full-time regular 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 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 which 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.

All 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 accrued compensatory time before using any accrued annual or sick leave.

SECTION 6. ANNUAL LEAVE: ACCRUAL RATE

Each full-time and eligible part-time general 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 of this Article.

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 January 1.

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 eligible employees on the pay period that begins October 16 of each year or other published date as determined by the county manager.

SECTION 10. ANNUAL LEAVE: PAYMENT UPON SEPARATION

An employee who has successfully completed six months of the probationary period will normally 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 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. 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. 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 when sick and may be used in half-hour increments. Sick leave may be granted to an employee

absent from work for any of the following reasons: sickness, bodily injury, required 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 accrued compensatory time before using any 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 16, 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 12 to obtain the number of leave hours earned monthly; the number of hours in step 2 divided by 26 is the number of leave hours earned biweekly and divided by 52 would be the amount of leave earned weekly.
- (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 pay amount 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.

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.

The request for leave must be made in writing by the employee and approved by the department head or county manager. The county may also 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 of up to six months upon recommendation of the department head and approval of the county manager. 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 the Human Resources Department for the county manager'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 LEAVE

Employees may take paid leave up to a maximum of sixteen hours annually 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.

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 but 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. The county manager has authority to evaluate each case.

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 project 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 the 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

The County has responsibility for providing emergency services and adequate staff are required to operate these critical services 7 days per week and 24 hours per day in all weather. The county manager, upon recommendation of department heads, should 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 working day unless authorization for closure or other deviation from the regular schedule is announced through the county manager's office. The county manager will consider the hazard of driving conditions and other relevant factors in determining whether to close offices. 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 in which 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. An employee who cannot perform the essential duties of a position because of a physical or mental impairment may be separated for disability. 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.

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 re-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 re-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, a regular 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 be available to assist all parties with the procedures in taking or responding to disciplinary actions. All cases of disciplinary suspension, demotion, or dismissal must be 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 (24 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, the department head or county manager would place the employee on non-disciplinary suspension 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.

With the recommendation of the human resources director and approval of the county manager or hiring authority, an employee may be placed on disciplinary suspension, demoted, or dismissed without prior warning for causes relating to personal conduct detrimental to County service 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, human resources director, 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, human resources director, 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 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, or county manager may suspend the employee as a non-disciplinary action for part or all of the duration of the proceedings. 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 or sick leave from the date of suspension; however, all other benefits will be maintained during the period of suspension.

SECTION 8. NAME CLEARING HEARING

Following the County's 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 from County service.

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 (ex, claims or complaints of harassment).

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 which affect them;
- (c) Promoting better understanding of policies, practices, and procedures which 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 unless otherwise provided. 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 or 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 to resolve it informally. The employee or supervisor may involve the Human Resources Department as a resource to help resolve the grievance.

Step 1. If a resolution to the grievance is not reached informally, 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 department head 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 department head'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 department head 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's 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 roles 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 will have the right to appeal directly to the human resources director and the county manager.

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 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 these policies are hereby repealed.

SECTION 2. SEPARABILITY

If any provision of these policies 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

These policies shall become effective on a date approved by the Board of Commissioners.

SECTION 4. AMENDMENTS

This Policy may be amended by action of the Board of Commissioners and by resolution appropriately approved. Notice of any suggested amendment 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 the amendments going to the Commissioners for action. Proposed amendments should 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 revisions or amendments 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: February 2, 2022
Title: **County Attorney's Report**

PURPOSE:

Any matters as needed by the County Attorney.

ACTION TAKEN:



Granville County

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

To: Board of Commissioners
From: Debra Weary
Department: Administration
Date: February 2, 2022
Title: **Presentations by County Board Members**

PURPOSE:

Board members will make comments.

- Commissioner May
- Commissioner Karan
- Commissioner Gooch
- Commissioner Jay
- Commissioner Smith
- Commissioner Hinman
- Chairman Cozart

ACTION TAKEN:



Granville County

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

To: Board of Commissioners
From: Debra Weary
Department: Administration
Date: February 2, 2022
Title: **Any Other Matters**

PURPOSE:

Any other matters as needed.

ACTION TAKEN: