

Personnel Policy Suggested changes from February 6, 2017 BOC meeting

Commissioners recommended changes follow:

Article IV. SECTION 8. "DISMISSAL". A permanent employee whose work is not satisfactory over a period of time shall be notified in what way his/her work is deficient and what he/she must do if his/her work is to be satisfactory. **With the approval of the County Manager,** permanent employee may be dismissed by his/her Department Head if he/she fails to perform work up to the standard of the classification which he/she holds or for any of the following reasons, acts or omissions:

Article V. SECTION 4. "ANNUAL LEAVE (VACATION)".

(A) **"ANNUAL LEAVE"** Annual leave is earned by all full-time employees (unless full-time temporary). This leave will accrue based on years of employment with the county. Increases in annual leave earned will be effective the first day of the month following the anniversary date. It is earned as listed below:

Hire date to 3 rd anniversary	6.67 hours per month
	Or 10 days per year

Note: The committee recommends making the annual leave effective March 1 for existing employees and new hires and not making it retroactive for existing employees.

Article II. SECTION 5. "EVALUATION". All employees are subject to evaluation. All Department Heads shall evaluate new employees after the required **two year** probationary period is complete. All aspects of their performance to date shall be reviewed, and the Department Head shall forward to the County Manager a record of such evaluation. All Department Heads shall evaluate all departmental employees on a yearly basis after completion of the **two-year probationary period**. The County Manager shall evaluate all Department Heads annually.

ARTICLE V. Conditions of Employment

SECTION 36. "COMMUNITY SERVICE LEAVE"

(A) General Statement of Policy

In recognition of the County's interests in supporting its employees who wish to volunteer in schools, communities, institutions of higher education, State agencies, and not-for-profit organizations, and recognizing the commitment of County employees to engage in volunteer service, Community Service Leave, within the parameters outlined below, may be granted to:

- any employee for volunteer activity in the schools (as defined below); or
- any employee for volunteer activity in a not-for-profit Community Service Organization (as defined below), or
- any employee for volunteering in a State of North Carolina Public University, Community College System or State agency provided that the service is outside of the employee's normal scope of duties and responsibilities and that the employee is not receiving any form of compensation for the services rendered.

With approval of the supervisor, a full-time employee is eligible for Community Service Leave as follows: The eight hours (8) of paid leave shall be credited to each employee on July 1 of each year. The leave shall be used in no less than two-hour increments per occurrence.

(B) What is Community Service

Community service organization, is herein defined as a not-for-profit, non-partisan community organization which is designated as a IRS Code 501(c)(3) agency, or a human service organization licensed or accredited to serve citizens with special needs including children, youth, and the elderly. Note: Although religious organizations may be 501(c)(3) agencies, this leave does not apply to activities designed to promote religious beliefs.

Community service, for this purpose is:

- performing school-approved volunteer service approved by a teacher, school administrator, or program administrator,
- performing a service for a community service organization
- performing volunteer service for a public university** that is approved by a university administrator or other authorized university official;
- performing volunteer service for a community college that is approved by a community college administrator or other authorized community college official, or
- performing volunteer service for a State agency** that is approved by the agency head or his/her designee.

**An individual shall not be considered a volunteer if the person is otherwise employed by a State agency or State university to perform the same type of

service as those for which the person proposes to volunteer.

Notes:

- (1) Service does not include activities designed to promote religious beliefs such as teaching or leading religious assemblies or in raising funds to support religious activities. Service would include activities supported by religious organizations such as volunteering in soup kitchens, homeless shelters or other community activities.
- (2) Service for a fundraising event is eligible for Community Service Leave if there is a bona-fide volunteer relationship and the fundraising event is directly sponsored and supported by an eligible community service organization. For example, playing in a golf tournament that is raising money for the American Cancer Society is not considered a volunteer activity that would be eligible for Community Service Leave; however, setting up tents, handling parking and registration, or serving at the food tent at the fundraising golf event would be considered a volunteer activity and would be eligible for community service leave. Volunteering at a fundraising event for an individual political candidate or political party is not eligible for Community Service Leave.
- (3) Disaster relief service must be performed through a recognized eligible disaster relief organization; example, the American Red Cross.
- (4) Community Service leave for volunteer service is meant to be used for actual service time. Time spent training to be a volunteer is not covered by Community Service Leave. Also, time spent in administrative duties such as attending organization meetings, electing officials, or attending social events sponsored by an organization shall not be covered by Community Service Leave.

(C) Approval of Leave

Employees must receive approval from their supervisor to use this leave. The supervisor or other agency/institution manager may require that the leave be taken at a time other than the one requested, based on the needs of the agency. Leave shall only be requested and approved for community service that occurs during the employee's regularly scheduled hours of work. Agencies with shift employees regularly scheduled to work evening or night shift with a shift schedule in excess of a regular 8 hour shift may allow the use of community service leave in situations where the employee's participation in community service outside of the normal work schedule significantly impacts the employee's normal sleep period.

The agency may require acceptable proof that leave is being utilized in accordance with the purpose of this policy. Reasonable travel time may be included in approved time for community service, but only for the time that intersects the employee's regular work schedule. The majority of the leave shall be used for direct volunteer service.

(D) Additional stipulations

1. Leave not taken by the end of the fiscal year is forfeited; it shall not be carried into the next fiscal year.

2. Employees shall not be paid for any such unused leave upon separation.
3. The use of Community Service leave shall be reported separately from all other paid leave. Employees and supervisors are responsible for timely and accurately reporting the use of Community Service leave on the employee's time record.
4. Partisan political activity during County time and the use of County equipment or property for any community service are not permitted. Special care must be taken to avoid any possible interpretation that the County is, in fact, permitting time off and in so doing supporting a political candidacy.