

Policy Changes Summary 2019

11.7.8

Employees who are in concurrent pay status during a period of FMLA shall continue to accrue paid leaves of absence (Sick Leave, Vacation Leave, Compensatory Time Off, ~~and Holidays~~), provided they are in pay status for at least 40 hours during the pay period in which leave accrues.

To be consistent with policy 11.1 which states "Employees in unpaid status at any time during the week in which the holiday occurs, are not eligible for holiday pay."

11.3.1

An employee who is in pay status for any regularly scheduled work days in any pay period shall earn sick leave at the rate of 3.70 hours (3 hours, 42 minutes) per pay period. A part-time employee shall earn Sick Leave on a pro-rata basis in accordance with the formula set forth in Calculating Leave for Permanent Part-Time Employees.

Sick Leave shall accumulate without limit for the duration of each eligible employee's continuous service to the County.

Under no circumstances will accrued Sick Leave be paid out upon separation from employment. Accrued Sick Leave may not be used prior to an employee's separation from employment in an effort to be paid for the accrued leave.

To clarify current policy which does not specifically address this issue because accrued sick leave is added to an employee's length of service at retirement.

11.13

Sick leave may be donated when a serious illness/injury has occurred. ~~Shared Sick Leave will not be allowed for pregnancy and delivery without complications.~~

To allow shared sick leave when an employee is on maternity/paternity leave.

17.7 Subsistence

Meal costs will be advanced or reimbursed at the per diem rate. Per diem will not be allowed for any meals which are included as part of the registration fee or program. ~~Reimbursement for meals when there is no overnight stay is taxable income and will be reported on W2's.~~ Meals when there is no overnight stay will not be reimbursed.

To be consistent with the law and our practice.

17.7.1

The authorizing party will determine which meals and incidental expenses are allowed to be covered by per diem based on the travel itinerary departure and return times.

To add incidental expenses for clarification

18.1

~~Smoking is not permitted in County vehicles.~~ The use of tobacco products including cigarettes, vaping, e-cigs, etc. and smokeless tobacco, is prohibited in County vehicles.

To include vaping and smokeless tobacco in policy.

23.1.2

Misconduct is mismanagement, intentional wrongdoing, or any deliberate violation of laws, regulations, policies, or procedures. Examples of misconduct include but are not limited to:

- Fraud in securing employment or appointment;
- Dishonesty;
- Claiming paid sick leave for situations not authorized in the section Sick Leave in this policy.
- Using or possessing illegal narcotics or non-prescribed habit-forming drugs.
- Consuming alcohol;
- Driving a County vehicle after consuming alcohol or using illegal narcotics or non-prescription drugs that may cause impairment;
- Reporting to work while impaired;
- Being convicted of a felony or a misdemeanor involving conduct that is considered contrary to community standards of justice, honesty, or good morals (moral turpitude);
- Treating the public or other employees discourteously;
- Misusing public property including County computer hardware and software;
- Behavior or activities during or outside duty hours which could impair the effective delivery of public service including activities on social media. See Section 15 of the Personnel Policy;
- Falsifying records;
- Unauthorized access, duplication, or release of confidential records;
- Participating in an action which could, in any way, seriously disturb or disrupt the normal operation of any branch of County government, or impair the integrity or trust of County Government;
- Possessing unauthorized firearms or dangerous weapons on the job;
- Refusing to accept or failing to carry out reasonable and proper assignments from an authorized Supervisor (insubordination);
- Accepting gifts or gratuities in exchange for favors or influence;
- Disclosing confidential information from official records;
- Engaging in incompatible outside employment or other conflict of interest;
- Taking part in prohibited political activities; and,
- Sexually harassing employees, clients, or public patrons.

To clarify current policy

10.9 Educational Assistance Educational Reimbursement

With the approval of their Department Director, full-time employees who have 2 years creditable service with the County may receive educational assistance in the amount of \$3,000 per year per employee for a course of study related to the employee's job. The assistance, at the discretion of the Department Director, Reimbursement may or may not include, tuition, fees, books, and paid time off (classes during work hours only).

Educational Assistance will only be provided when an employee: (1) has been employed with the County a minimum of two years, (2) has not received any disciplinary action in the previous year at the time of the request, (3) makes a written request in advance, (4) receives prior approval from the Department Director, and (5) earns a grade of "C" or better, (6) Classes are with an educational institution accredited by one of the National or Regional Accreditation Councils for the U.S Dept. of Education. Tuition reimbursement for non-state supported schools, out-of-state schools, or employees who live out-of-state and attend an in-state school, shall be limited to the cost of in-state tuition for a similar course of study in an institution supported by the State of North Carolina.

10.9.1

Upon receiving grades from completed coursework, the employee shall submit to the Department Director a request for reimbursement ~~or a reconciliation of the advance~~, including receipts for tuition, fees, and books as well as documentation that a grade of "C" or better was earned by providing an official transcript having the official college/university logo and the student's name.

To clarify current policy