

COLUMBUS COUNTY BOARD OF COMMISSIONERS**January 29, 2008 - WORKSHOP****6:00 P.M.**

The Honorable Columbus County Commissioners met on the above stated date and at the above stated time in the Dempsey B. Herring Courthouse Annex Building, located at 112 West Smith Street, Whiteville, North Carolina, for the purpose of holding a Workshop, this being the fifth Tuesday.

COMMISSIONERS PRESENT:

James E. Prevatte **Chairman**
 Bill Memory, **Vice Chairman**
 Amon E. McKenzie
 Sammie Jacobs
 Lynwood Norris
 Ricky Bullard
 Ronald Gore

APPOINTEES PRESENT:

Leo Hunt, **Interim County Manager**
 Steven W. Fowler, **County Attorney**
 June B. Hall, **Clerk to Board**
 Bobbie Faircloth, **Deputy Finance Officer**

WORKSHOP CALLED to ORDER:

At 6:00 P.M., Chairman Prevatte called the January 29, 2008 Workshop to order, and stated the purpose of this workshop was to continue the discussion on the remaining amendments to the Columbus County Personnel Manual that was not covered at the January 14, 2008 Workshop. The invocation was delivered by Commissioner Sammie Jacobs.

AMENDMENTS to COLUMBUS COUNTY PERSONNEL MANUAL:

Chairman Prevatte stated the following:

1. Virginia Taylor, Human Resources Director, presented Amendments #2 through #11 at the November 20, 2006 Board Meeting for approval and adoption, and these were tabled until a workshop could be set for discussion;
2. At the January 02, 2007 Board Meeting, a Board directive was given to Ms. Taylor to schedule a workshop with the Board of Commissioners for discussion of these amendments and other areas of concern;
3. Virginia Taylor is present tonight;
4. The remaining recommended Amendments are as follows; **and**
5. Amendment #5 was placed on hold at the January 14, 2008 Workshop for explanation from Ms. Taylor.

AMENDMENT #5:**Policy #315 (pp 56) - Work Weeks #1 - Section 1.1 General Consideration****EXISTING POLICY:**

- 1.1 Most County employees shall work a forty (40) hour work week. However, for purposes of computing overtime, under the Fair Labor Standards Act (FLSA), a pay period shall be defined as an employee's regular work week. A work week may range from the standard thirty-seven and one-half (37 ½) hours per five (5) day week to a maximum of two hundred twelve (212) hours per twenty (20) day period. An employee's work period will be determined with reference to the U.S. Department of Labor regulations interpreting the FLSA.

AMENDED POLICY:

- 1.1 Most County employees shall work a thirty-seven and one-half (37 ½) hour work week. However, for purposes of computing overtime under the Fair Labor Standards Act (FLSA), a pay period shall be defined as an employee's regular work week. A work week may range from the standard thirty-seven and one-half (37 ½) hours per five (5) day week to a maximum of two hundred twelve (212) hours per twenty (20) day period. An employee's work period will be determined with reference to the U.S. Department of Labor regulations interpreting the FLSA,

In-depth and lengthy discussion was conducted relative to the thirty-seven and one-half (37 ½) hour work week and the forty (40) hour work week in the following aspects:

1. What departments and/or employees work the thirty-seven and one-half (37 ½) hour work week and the forty (40) hour work week?;
2. At what point, do they qualify for overtime and/or compensatory time?;
3. Does the County pay for compensatory time?;
4. Who determines what employees and/or departments work the thirty-seven and one-half (37 ½) hour work week and the forty (40) hour work week?; **and**
5. Why does this not specify the expected hours to be worked by the departments and/or employees?.

After additional discussion was conducted, it was the general consensus of the Board that this amendment needed more review from the Personnel Committee and more specificity included.

AMENDMENT #7:

Policy #315 (pp. 56) - Work Weeks #3 - Travel Time - Section 3.2

EXISTING POLICY:

3.2 Work-related travel for an employee that occurs before or after an employee’s regular working hours will be considered as hours worked.

AMENDED:

3.2 Work-related travel for an employee that occurs before or after an employee’s regular working hours will not be considered as hours worked.

After discussion was conducted, it was the general consensus of the Board that this amendment needed further review by the Personnel Committee for more clarification.

AMENDMENT #8:

Policy #400 (pp. 68) - Annual Leave - Manner of Accumulation - Section 6-6.1

EXISTING POLICY:

6.1 Any employee working the basic workweek shall earn annual leave at the following rates:

Basic Work Week (37.5 hours)

YEARS OF AGGREGATE SERVICE	DAYS and HOURS EARNED EACH MONTH		DAYS EARNED EACH YEAR
	DAYS	HOURS	
0 - 2 Years	5/6	6 Hours 15 Minutes	10
2 - 5 Years	1	7 Hours 30 Minutes	12
5 - 10 Years	1.25	9 Hours 25 Minutes	15
10 - 15 Years	1.5	11 Hours 15 Minutes	18
15 Years	1.75	13 Hours 15 Minutes	21

Basic Work Week (40 hours)

YEARS OF AGGREGATE SERVICE	DAYS and HOURS EARNED EACH MONTH		DAYS EARNED EACH YEAR
	DAYS	HOURS	
1 - 2 Years	5/6	6 Hours 40 Minutes	10
2 - 5 Years	1	8 Hours 00 Minutes	12

5 - 10 Years	1.25	10 Hours 00 Minutes	15
10 - 15 years	1.5	12 Hours 00 Minutes	18
15 Plus	1.75	15 Hours 00 Minutes	21

AMENDED POLICY:**Policy #400 - Attendance and Leave (#6 - 6.1)**

Any employee working the basic work week shall earn annual leave at the following:

6.1**Basic Work Week (37.5 Hours)**

Years of Service	Hours Earned Each Month	Hours Earned Each Year	Days Earned Each Year
Less Than 2 Years	7.5	90	12
2 But Less Than 5 Years	8.75	105	14
5 But Less Than 10 Years	10.50	126	16.8
10 But Less Than 15 Years	12.25	147	19.6
15 But Less Than 20 Years	14.00	168	22.4
20 Years of More	15.75	189	25.2

Basic Work Week (40.0 Hours)

Years of Service	Hours Earned Each Month	Hours Earned Each Year	Days Earned Each Year
Less Than 2 Years	8	96	12
2 But Less Than 5 Years	9.5	114	14.25
5 But Less Than 10 Years	11.25	135	16.88
10 But Less Than 15 Years	13.25	159	19.88
15 But Less Than 20 Years	15.25	183	22.88
20 Years of More	17.25	207	25.88

AMENDMENT #9:**Policy #400 (pp. 70) - Attendance and Leave #13 - Sick Leave - Manner of Taking Leave - Section 13.4****EXISTING POLICY:**

13.4 Sick leave may be used for death in the employee's immediate family but may not exceed three (3) days for one (1) occurrence. Extenuating circumstances requiring additional leave may be authorized by the County Manager.

AMENDED POLICY:

13.4 Funeral Leave - For death in the immediate family, an employee may be granted a three (3) day leave, (not deducted from sick leave) when attending the funeral of an immediate family as defined in Section 13.4.1. Additional leave may be with the approval of the Department Head to settle the affairs of the family and be charged to vacation, sick, or comp-time leave. Leave to attend funerals of other than immediate family may be granted by the Department Head and charged to vacation leave.

Discussion was conducted as to what would be considered as immediate family. Ms. Taylor read the contents of Section 13.4.1 as follows:

13.41: Immediate family shall be deemed to include spouse, mother, father, guardian, children, sister, brother, grandparents, grandchildren, plus various combinations of half, step, in-law, and adopted relationships that can be derived from those named.

After lengthy discussion was conducted, it was the general consensus of the Board for the Personnel Committee to revisit this amendment for more clarification and to trim down the listing of immediate family.

AMENDMENT #10

Policy #400 (pp 70) - Attendance and Leave - #14 Sick Leave - Manner of Accumulation, Section 14.1

EXISTING POLICY:

14.1

Hours Earned Each Month	Hours Earned Each Year	Days Earned Each Year
7.5	90	12

AMENDED POLICY:

14.1

Hours Earned Each Month	Hours Earned Each Year	Days Earned Each Year
7.5	90	12
8	96	12

AMENDMENT #11

Policy #400 (pp 80) - Attendance and Leave - #32 Petty Leave - Section 32.1

EXISTING POLICY:

32.1 An employee of the County shall be allowed fourteen (14) hours per year petty leave with pay over and above sick leave or annual leave with pay. An employee shall take petty leave in increments of fifteen (15) minutes up to a maximum of three (3) hours per day with the permission of the Department Head. Any time taken above three (3) hours will be charged to annual leave, sick leave, or leave without pay as may be appropriate. Petty leave will be in addition to any other leave which a County employee may earn and accumulate, but it shall not accumulate beyond the end of a calendar year.

AMENDED POLICY:

32.1 An employee of the County shall be allowed fourteen (14) hours per year petty leave with pay over and above sick leave or annual leave with pay. An employee shall take petty leave in increments of fifteen (15) minutes up to a maximum of three (3) hours per day with the permission of the Department Head or Supervisor. Any time taken above three (3) hours will be charged to annual leave, sick leave, or leave without pay as may be appropriate. Petty leave accrual is one (1) hour ten (10) minutes per month in addition to any other leave which a County employee may earn and accumulate, but it shall not accumulate beyond the end of a calendar year.

ADJOURNMENT:

At 6:55 P.M., Chairman Prevatte stated the January 29, 2008 Workshop was adjourned.

APPROVED:

JUNE B. HALL, Clerk to Board

JAMES E. PREVATTE, Chairman