



R071613a

**Resolution of the Newton County Board of Commissioners
Amendments to the
Newton County Employee Personnel Policy and
Newton County At Will Personnel Policy**

WHEREAS, the Board of Commissioners adopted the Newton County Employee Personnel Policy (“Policy”) on April 18, 2006 to be applicable to all employees hired prior to May 1, 2006;

WHEREAS, said Policy provides that the Board of Commissioners may make changes to the Policy upon 30 days written notice to employees;

WHEREAS, the Board of Commissioners adopted the Newton County At-Will Employee Personnel Policy (“At-Will Policy”) on April 18, 2006 to be applicable to all employees hired on or after May 1, 2006;

WHEREAS, said At-Will Policy provides that the Board of Commissioners may make changes to the At-Will Policy at any time;

WHEREAS, the resolutions adopting both policies provide that the Board of Commissioners may modify and update the policies in the future, as needed, after conferring with all participating officers;

WHEREAS, the Board of Commissioners desires to make changes to both policies; and

WHEREAS, the Board of Commissioners provided its employees with required notice and conferred with participating officers;

NOW THEREFORE, BE IT RESOLVED that the Policy and At-Will Policy are revised, effective July 17, 2013, as shown on Exhibit “A”, attached hereto and incorporated herein by reference.

SO RESOLVED, this 16th day of July, 2013.



Newton County Board of Commissioners

By: William K. Ellis
William K. Ellis, Chairman

Attest: Jackie Smith
Jackie Smith, County Clerk

Exhibit "A"

SECTION THREE

Par. 3.201 Holiday Compensation and Observation

1. Compensation

Some employees may be required to work during designated holidays. Those employees who are required to work will receive pay for hours worked plus holiday pay or equivalent holiday hours off at another time as determined by the employee and the appointing authority or designee.

NOTE: To ensure the continuous provision of essential and/or emergency services to County residents, designated employees of the Fire Department and the Sheriff's Department are required—as a condition of employment with the county—to work assigned shifts during county holidays.

Employees in Public Works and Code Enforcement who must work due to necessity or emergency on a scheduled holiday are entitled to pay for hours actually worked that day equal to one and one-half times their regular hourly rate with the time spent working on a holiday counted in computing overtime.

The department head is responsible for assuring that this policy is used correctly and without abuse. Public Safety and Public Works departments may establish their own policies with regard to compensation for employees who work on holidays so long as these policies are consistent with applicable law.

2. Observation

If a holiday falls on a Saturday, it will generally be observed on the preceding Friday. If the holiday falls on a Sunday, it will generally be observed on the following Monday. An employee who is not on approved leave and who fails to report on a scheduled workday before or after a holiday shall not be paid for the holiday. Holidays that occur during an employee's annual leave or sick leave shall not be charged against annual or sick leave. A doctor's excuse will be required if an employee calls in sick the day before or after a holiday. Temporary and part time employees will not be paid for holidays.

3. Fiscal Year 2014

For fiscal year 2014 (July 1, 2013 through June 30, 2014) subparagraphs 3.201.1 and 3.201.2 are suspended and replaced with the following:

- a. **Compensation.** Employees will be paid for the Independence Day, Thanksgiving Day, Day after Thanksgiving Day, Christmas Eve,

Christmas Day, and New Year's Day holidays. Employees will not be paid for the remaining holidays (Labor Day, Veterans Day, Martin Luther King Day, Good Friday and Memorial Day) unless they are required to work or paid holidays are subsequently approved by resolution of the Board of Commissioners. Some employees may be required to work during designated holidays. Those employees who are required to work will receive their regular pay for hours worked for unpaid holidays and equivalent time off for paid holidays.

NOTE: To ensure the continuous provision of essential and/or emergency services to County residents, designated employees of the Fire Department and the Sheriff's Department are required—as a condition of employment with the county—to work assigned shifts during county holidays.

Employees in Public Works and Code Enforcement who must work due to necessity or emergency on a scheduled holiday are entitled to their regular pay for hours actually worked that day.

The department head is responsible for assuring that this policy is used correctly and without abuse.

- b. Observation. If a holiday falls on a Saturday, it will generally be observed on the preceding Friday. If the holiday falls on a Sunday, it will generally be observed on the following Monday. Holidays that occur during an employee's annual leave or sick leave shall not be charged against annual or sick leave. A doctor's excuse will be required if an employee calls in sick the day before or after a holiday.

SECTION EIGHT

Par. 8.901 Personal Days

A personal day shall be awarded to those full time employees who work for thirteen consecutive pay periods without using any sick leave. This personal day **MUST** be used during the next thirteen consecutive pay periods or it is forfeited. During Fiscal Year 2014 (July 1, 2013 through June 30, 2014), this paragraph is not applicable and employees shall not be entitled to earn additional personal days.