

OCONEE COUNTY

BOARD OF

COMMISSIONERS

HUMAN RESOURCES

POLICIES AND PROCEDURES



**HUMAN RESOURCES
POLICIES AND PROCEDURES
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**AN ORDINANCE TO ESTABLISH HUMAN
RESOURCES POLICIES AND PROCEDURES
FOR OCONEE COUNTY**

CHAPTER I

TITLE AND PURPOSE

SECTION A: TITLE

An Ordinance establishing Human Resources Policies and Procedures and governing the Administration of said policy of Oconee County and shall be known and cited as “Human Resources Policies and Procedures of Oconee County”.

SECTION B: PURPOSE

The purpose of this Ordinance is to establish policies and procedures for the Administration of Human Resources/Personnel matters in Oconee County for County Employees.

SECTION C: ENACTMENT CLAUSE

Pursuant to the authority conferred by Georgia Law, the Board of Commissioners of Oconee County does hereby adopt the following Human Resources Policies and Procedures.

CHAPTER II

ADMINISTRATION OF THE HUMAN RESOURCES SYSTEM

SECTION A: ADMINISTRATION

The responsibility for the administration and interpretation of the human resources rules and regulations are vested in the Human Resources Director in accordance with policy guidelines established by the Board of Commissioners with the Constitutional Officers participating as to their respective office. The Human Resources Director shall have responsibility for the day-to-day operation of the human resources management system, shall review the provisions herein not less than bi-annually, and shall recommend to the Board of Commissioners additions, deletions, or corrections to these provisions for their review and action as may be needed.

CHAPTER III

EMPLOYMENT AND GENERAL HUMAN RESOURCES RULES

SECTION A: EQUAL EMPLOYMENT OPPORTUNITY POLICY

It is the practice of Oconee County that all employees and applicants for employment shall receive equal opportunity in all employment matters without regard to race, age, color, religion, national origin, sex, political belief or affiliation, veteran status or disability.

SECTION B: OBJECTIVE

These regulations provide for the recruitment of qualified applicants, the development of employees and the establishment of orderly procedures for administering the human resources system in accordance with the following principles:

1. Recruiting, selecting, and advancing employees on the basis of their relative ability, knowledge, and skill, including open competition of qualified applicants for initial appointment;
2. Providing equitable and adequate compensation to employees, within the budgetary means of the County;
3. Training employees, as needed, to assure high quality performance;
4. Retaining employees on the basis of the adequacy of their performance, correcting inadequate performance, and separating employees whose inadequate performance cannot be corrected;
5. Assuring fair treatment of applicants and employees in matters of human resources administration without regard to race, age, color, religion, national origin, sex, political belief or affiliation, veteran status or disability.
6. Assuring that employees are protected against coercion for partisan political purposes and prohibiting employees from using their official authority for the purpose of interfering with, influencing or affecting the results of any election.

SECTION C: COUNTY EMPLOYEE DEFINED

A county employee is defined as an individual employed through the authority of the Board of Commissioners or, one of the four (4) Constitutional Officers of Oconee County having petitioned the Board of Commissioners for their employees to be covered under the County's Human Resources policies. However, nothing in the Human Resources policies shall be construed as a limitation on the constitutional or statutory duties, responsibilities and powers of Constitutional or Elected Officers.

A County employee must meet all of the following criteria:

- 1) Is classified as either Full-time or Part-time
- 2) Receives a payroll check through Human Resources
- 3) Is eligible to participate in certain County benefits that may include annual leave, sick leave, paid holidays, and the County Retirement Program
- 4) Receives a W-2 at year-end for State and Federal tax purposes
- 5) Is subject to discipline, dismissal and / or promotion through the authority of Board of Commissioners or one of the four (4) Constitutional Officers of Oconee County
- 6) Whose salary is not dependent upon the availability funds through a grant or a contract for services of limited scope and duration
- 7) Is not an elected official of either the Federal, State, or Local government

SECTION D: Title VI and ADA

No otherwise qualified individual with a disability in the United States, under Title II ADA and Section 504 of the Rehabilitation Act of 1973, as amended, shall, solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance or under any program or activity conducted by Oconee County, Georgia. Additionally, pursuant to Title VI of the Civil Rights Act of 1964 and the Civil Rights Restoration Act of 1987, no person shall on the grounds of race, color, or national origin be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity conducted by Oconee County, Georgia.

CHAPTER IV

RECRUITMENT AND SELECTION

SECTION A: VACANT POSITIONS

Recruitment may be closed to consider only qualified current employees or may be open for public competition. Department Directors/Elected Officials shall be responsible for notifying the Human Resources Director of vacant, or soon to be vacant, positions authorized by the annual Departmental personnel services appropriation approved by the Board of Commissioners.

When a vacancy occurs, the County may utilize one or more of the following methods to generate a source of applicants for vacant positions: post on the County's website at "oconeecounty.com", post on County bulletin boards; advertise in a newspaper of local circulation; notify the local Georgia Department of Labor, or other appropriate outlets. The announcement for the position may include the title, salary range, minimum qualification requirements, manner of making application, and final date on which applications will be accepted. Reasonable effort shall be made to publicize vacancies so that all potential candidates are informed and qualified persons are attracted to compete.

Notice of all vacant positions shall be posted at least five (5) working days, in the Human Resources Office, in other departments and other locations designated by the Human Resources Director.

SECTION B: APPLICATION FORM

Application shall be made on Oconee County application forms and may be supplemented by a resume. Such forms shall include information covering training, experience, education, and other job related information. All applications must be signed by the applicant. Applications shall be taken for vacant positions only.

Once a hiring decision is made, the application forms for those individuals not hired shall be maintained in an inactive file for a twenty-four (24) month period per Records Retention Schedule.

SECTION C: DISQUALIFICATION

The Human Resources Director may remove from further consideration the application of an applicant whom:

1. Does not meet the minimum qualifications established for the position;
2. Has failed to submit an application within the prescribed time limit;
3. Has made false statements of material fact, or practices deception in the application;
4. Has an unsatisfactory employment record of such a nature as to demonstrate

- unsuitability for employment by the County;
5. Has failed to pass a criminal record check or who has been convicted of a felony or otherwise exhibited dishonesty or public conduct offensive to the sensitivity of the public at large;
 6. Has any other background information, which may be detrimental to employment by the County;
 7. After an offer of employment has been made, has failed to pass a physical examination, psychological review or drug screen as prescribed by County procedures;
 8. Has failed to report to duty within the time prescribed in an employment offer;
 9. Has been employed previously by Oconee County and was removed for cause, did not resign in good standing, or is not recommended for reemployment by the Department Director/Elected Official in which the applicant was previously employed.

SECTION D: SELECTION

The Human Resources Director or designee shall review all applications for employment to determine whether the applicant meets the established standards for employment. When appropriate, examinations may be used which may be written or oral or a combination of both. Such tests shall be practical in character and shall relate to the duties and responsibilities of the position for which the applicant is being examined. Examination of employees may also consist of a review of educational experience necessary to perform the duties of the position.

The Human Resources Director will refer applicants meeting the employment standards to the employing Department Director/Elected Official. The Department Director/Elected Official shall make a selection from the applicants referred and shall notify the Human Resources Director of this decision. Thereafter, the applicant may be offered employment by Oconee County contingent upon the applicant passing a drug screen and/or physical examination if required.

Once a hiring decision is made, all applicants who were interviewed, but not selected, are notified of the decision by Human Resources or designee.

SECTION E: NEEDS OF COUNTY

The chief purpose of all County employment is to serve the needs of the County Government, taxpayers, and citizens. The best interests and needs of the County shall be given paramount consideration in all matters, including the administration of these procedures.

The County Board of Commissioners and the Constitutional and Elected Officials reserve the right to change Department Directors, Chief Deputies or Clerks and supervisory personnel under their respective control and authority when the needs of the County or Department require. The hiring or discharge of County Department Directors shall be ratified by the Board of Commissioners based on the recommendation of the County Administrator.

SECTION F: NEPOTISM – HIRING OF RELATIVES

It is the practice of Oconee County not to employ members of an employee's immediate family in the same department or to work under the same supervisor. Neither will two members of an immediate family be employed at the same time if such employment will result in an employee supervising directly or indirectly a member of his immediate family. If a conflict occurs with the marriage of two employees of the County, one spouse must be transferred so as to comply. If a transfer or promotion of an employee would violate this procedure, the transfer or promotional opportunity may be denied.

Immediate family is defined as spouse, parents, son, daughter, brother, sister, and grandparents, whether by blood or by law. No family member of any Oconee County Elected Official shall be hired into a position that violates the above procedure for the duration of that Elected Official's term of office.

SECTION G: APPROVED EXCEPTIONS FROM VACANCY ANNOUNCEMENT PROCESS

While the substantial majority of job vacancies meet the criteria for posting, there are a few circumstances that do not warrant advertisement of positions. The following is the listing of special staffing situations that, with the recommendation of the Department Director/Elected Official, may be exempted from the competitive job posting process:

1. Positions filled by the Board of Commissioners appointment;
2. Reassignments or voluntary transfers at the same grade level;
3. Management directed reassignments at the same grade level;
4. Reorganizations and reductions in force that require reassignment of affected personnel to newly created or existing vacancies;
5. Position upgrades of jobs that are currently encumbered that result in reclassifications to a higher grade level. (Internal promotions in rank within the Sheriff's Office are similar to position upgrades and likewise do not require external job postings).

SECTION H: CLASSES OF EMPLOYMENT

1. **FULL-TIME REGULAR** – A full-time regular employee shall be one hired to a position to work not less than forty (40) hours per week on a continuing and indefinite basis and receiving full-time benefits (see Chapter XIII for listing of benefits). This classification of employee will receive accrual leave time as outlined in Chapter XII, Section D and E.
2. **ELECTED/APPOINTED OFFICERS/BOARD MEMBERS** – Elected Officials that are eligible for full-time benefits include: Chair and Commissioners of the Board of Commissioners, Sheriff, Tax Commissioner, Clerk of Courts, Probate Judge.

Appointed officials, to include the Magistrate Judge and the Juvenile Court Judge may be eligible for certain benefits if specifically mandated by State law. The position of Coroner, Board Members (i.e. Board of Tax Assessors, Board of Elections) and Bailiffs are not eligible for full-time benefits. All are eligible for Workers' Compensation.

3. **PART-TIME REGULAR** - A part-time regular employee shall be one hired to a position to work at least twenty (20) but less than thirty (30) hours per week on a regularly scheduled continuing but indefinite basis. A part-time regular employee must have a minimum of one (1) year of service to receive prorated accrual leave time. A part-time regular employee is not eligible for full-time benefits, but is eligible for Workers' Compensation.
4. **PART-TIME (LESS THAN 20 HRS)** – A part-time employee shall be one hired to a position to work less than 20 hours per week on an indefinite basis. A part-time, less than 20 hours, employee is not eligible to receive benefits, except for Workers' Compensation.
5. **TEMPORARY** - An employee hired to a position not to exceed six (6) months. A temporary employee is not eligible for full-time benefits, but is eligible for Workers' Compensation. Temporary employees have no property rights in their position and are subject to termination at will by the County without resort to any provisions in these policies providing for appeals of such terminations.
6. **SEASONAL** – An employee hired to a position to work no more than forty (40) hours a week, who will cease employment at the end of the season for which the employee has been appointed. This appointment shall receive no full-time benefits and shall not exceed a nine (9) month period. Seasonal employees are eligible for Workers' Compensation. Seasonal employees have no property rights in their position and are subject to termination at will by the County, without resort to any provision in these policies providing for appeals of such termination.
7. **GRANT** – An employee whose salary and benefits are paid for and specified by either an approved grant or contract. Length of employment shall be contingent on the availability of funds.

SECTION I: WORKING TEST PERIOD

1. **OBJECTIVES:** The working test period is an important part of the selection process and shall be utilized for closely observing the employee's work and development and for rejecting any employee whose performance does not meet the required work standards. Any new incumbent (new hire, promoted, demoted, transferred employee or employee changing status from part-time to full-time) in any position shall be required to complete a working test period. Employees serving a working test period do not have appeal rights under the Human Resources System unless there is alleged discrimination because of race, age, color, creed, gender, national origin, veteran status or disability. Newly hired employees serving working test periods are not eligible to apply for other positions within the County. Unsatisfactory performance will result in dismissal or extension of the working test period.
2. **DURATION:** The working test period shall normally be six (6) months in duration.

Supervisors may extend the working test period, with approval of the Human Resources Director, up to ninety (90) days maximum.

3. **EVALUATION OF PERFORMANCE:** Not more than thirty (30) days after an employee has completed half (three months) of the working test period, the Department Director/Elected Official shall complete a progress report/performance appraisal on the employee's work and submit the form to the Human Resources Director, with the written opinion of the employee's supervisor as to whether the employee's services have been satisfactory. During the working test period, the employee's supervisor will tell the employee when the employee is not performing satisfactorily. At least ten (10) days prior to the expiration of an employee's working test period, the Department Director/Elected Official shall notify the Human Resources Director, in writing, whether or not an employee is expected to satisfactorily complete the working test period.
4. **DISMISSAL:** During the working test period, a Department Director/Elected Official may remove an employee who is unable or unwilling to perform the duties of the position satisfactorily, or whose habits and dependability do not merit continuance in the County's service. The Department Director/Elected Official shall immediately report such removal to the Human Resources Director, as well as to the employee, and shall state the reason for removal. Employees serving their working test period do not have the right of appeal unless it is alleged that the civil rights of the employee as afforded by the Constitution of the United States have been abridged or violated.

SECTION J: NEW HIRE ORIENTATION

All new hires must attend the Human Resources orientation session within an appropriate time frame as to provide payroll with necessary paperwork. Successful completion is required for all newly hired employees. Arrangements for attendance will be coordinated through the Department Director/Elected Official, immediate supervisor and the Human Resources Office.

CHAPTER V

RECORDS AND REPORTS

SECTION A: PERSONNEL TRANSACTIONS

All appointments, separations, and other personnel transactions shall be made on forms designated by the Human Resources Office. A separate personnel file shall be prepared and maintained for each employee in a secured central file location and shall contain original or copies of all pertinent documents. An employee's personnel file shall include, but not limited to, documents such as employment application, evaluation reports, attendance records, special commendations, training and educational records, pay and benefits data, status change actions, disciplinary actions, etc.

SECTION B: PUBLIC INSPECTION

All personnel records of employees and all records and materials relating to the administration of the Human Resources system shall be considered confidential and the property of the County. Information obtained in the course of official duties shall not be released by any employee other than by those officially charged with this responsibility.

All requests for personnel information must be processed through the Human Resources Director. In all cases, the release of personnel records is governed under the Georgia Open Records Act.

SECTION C: DESTRUCTION OF RECORDS

Employee service records shall be kept by the guidelines of the Georgia Records Management Act. All other records are governed by the same.

CHAPTER VI

ETHICS AND STANDARDS OF CONDUCT

SECTION A: CODE OF ETHICS

1. PURPOSE

- (a) **Declaration.** The proper operation of democratic government requires that public employees be independent, impartial and responsible to the people; that governmental decisions are made in proper channels of the governmental structure; that public office not be used for personal gain; and that the public have confidence in the integrity of its government. In recognition of these goals, a Code of Ethics for all persons employed on a full-time or part-time basis by the County, direct appointees of the Board of Commissioners, as well as those persons whose services are retained under the terms of a contract with the County.
- (b) **Purposes.** This code has the following purposes:
- (1) To encourage high ethical standards in official conduct by county employees, direct appointees of the Board of Commissioners, as well as those persons whose services are retained under the terms of a contract with the County;
 - (2) To establish guidelines for ethical standards of conduct for all such employees, direct appointees of the Board of Commissioners, as well as those persons whose services are retained under the terms of a contract with the County by setting forth those acts or actions that are incompatible with the best interest of Oconee County;
 - (3) To require disclosure by such employees, direct appointees of the Board of Commissioners, as well as those persons whose services are retained under the terms of a contract with the County of private financial or other interest in matters which may affect the county; and
 - (4) To serve as a basis for disciplining those who refuse to abide by its terms. The provisions of this article shall not apply to political contributions, loans, expenditures, reports or regulation of political campaigns or the conduct of candidates in such campaigns.

2. SCOPE OF PERSONS COVERED

The provisions of this code of ethics shall be applicable to all persons employed on a full-time or part-time basis by the County (employees), direct appointees of the Board of Commissioners, as well as those persons whose services are retained under the terms of a contract with the County.

3. CODE OF ETHICS FOR GOVERNMENT SERVICE

Employees will be subject to the Code of Ethics for Government Service as established by O.C.G.A. §45-10-1 (2008). In accordance with this code, Oconee County employees will:

- (a) Put loyalty to the highest moral principles and to country above loyalty to persons, party, or government department;
- (b) Uphold the Constitution, laws, and legal regulations of the United States and the State of Georgia and of all governments therein and never be a party to their evasion;

- (c) Give a full day's labor for a full day's pay and give to the performance of his duties his earnest effort and best thought;
- (d) Seek to find and employ more efficient and economical ways of getting tasks accomplished;
- (e) Never discriminate unfairly by the dispensing of special favors or privileges to anyone, whether for remuneration or not, and never accept, for himself or his family, favors or benefits under circumstances which might be construed by reasonable persons as influencing the performance of his governmental duties;
- (f) Make no private promises of any kind binding upon the duties of office, since a government employee has no private word which can be binding on public duty;
- (g) Engage in no business with the government, either directly or indirectly, which is inconsistent with the conscientious performance of his governmental duties;
- (h) Never use any information coming to him confidentially in the performance of governmental duties as a means for making private profit;
- (i) Expose corruption wherever discovered;
- (j) Uphold these principles, ever conscious that public office is a public trust.

4. PENALTY

Any employee violating any provision herein is subject to:

- (a) Written and oral reprimand by his Department Director or County Administrator, and
- (b) May be subject to further disciplinary action, up to and including separation from employment.

SECTION B: OUTSIDE EMPLOYMENT

No Full-Time employee may engage in any employment additional to employment with Oconee County, which interferes with the efficient performance of the employee's duties or presents a conflict of interest. It is the employee's responsibility to advise his / her immediate supervisor prior to engaging in any outside employment to ensure that a conflict of interest does not exist. When outside employment creates a conflict of interest situation between the employee and the County, resignation from one of the positions held will be expected. Failure to comply with this regulation will constitute grounds for dismissal. Further, County Employees are prohibited from serving as, or being compensated as independent contractors for Oconee County while classified as a statutory employee of Oconee County, under IRS regulations.

SECTION C: CONFIDENTIAL INFORMATION

An employee may not directly or indirectly make use of confidential information acquired by virtue of employment with Oconee County in any manner except in the performance of the employee's official duties. An employee may not provide or permit others to use confidential information except in the performance of the employee's official duties.

SECTION D: PERSONAL APPEARANCE DURING WORK HOURS

While Oconee County does not specify a County-wide dress code, employees are expected to be clean and neat in appearance during work hours. As representatives of the County, employees shall present a business-like professional image. A dress code that is not in conflict with a

business-like professional image, may be established within individual departments. In certain types of jobs, employees may be required to wear uniforms.

Oconee County may designate specific days as “casual days.” Attire on casual days may be less formal, but shall always be clean, neat and suitable for the work place.

If lettered or illustrated clothing is worn, it shall not promote a particular political, moral, religious, personal or other opinion. Clothing which is obscene, vulgar, offensive or inflammatory is prohibited. Employees may be required to change inappropriate dress or instructed not to wear the same or similar clothing in the future. Employees who do not comply with established dress code standards may be subject to disciplinary action, up to and including separation from employment.

Oconee County may require employees to wear identification badges issued by the Human Resources Office while at work or on duty, depending upon the nature of the job duty being performed. Employees are not to wear these identification badges while away from the work place during off-duty hours.

Employees will be expected to undergo security screening at any time when entering the Oconee County Courthouse. Failure to comply with a request to do so could result in disciplinary action being taken.

SECTION E: USE OF COUNTY PROPERTY

County property is to be used for official County work-related reasons only. Employees are not to use, misuse or permit the use of County property for other than work-related reasons. The use of County property and or equipment for personal use or financial gain of any kind is strictly prohibited. County property includes, but is not limited to: computers, telephones, County issued cell phones, fax machines, copiers or other equipment, supplies, vehicles, work areas, furniture and County mail services.

Use of computers, which includes E-mail, Internet and other computer searches and communications, should be professional and for work-related reasons only. Refer to the Oconee County Information Technology Policy for further regulations.

Employees are prohibited from making or charging long-distance telephone calls to the County, unless work-related. The receiving and making of local telephone calls of infrequent, short duration is permitted. These privileges may, however, be withdrawn if abused. Voice mail messages should be professional, business-like and communicate accurate information.

Employees are responsible for reporting misuse of County property to their supervisors, human resource representatives or other appropriate officials. Misuse of County property may result in disciplinary action, up to and including separation from employment.

SECTION F: GIFTS AND GRATUITIES

An employee shall not accept gifts, gratuities, or loans from organizations, business concerns, or individuals with whom the employee has an official County Government relationship. These limitations do not prohibit the acceptance of articles of negligible value which are distributed

generally, nor do they prohibit employees from obtaining loans from regular lending institutions. An employee shall not accept any gift exceeding fifty dollars (\$50.00) in value in any one year from any single individual, corporation, business, or interest group.

SECTION G: CONFLICT OF INTEREST

It is particularly important that the employees of the County refrain from unfavorable relationships which might be construed as evidence of favoritism, coercion, unfair advantage or collusion. Whenever an employee is faced with a situation which, in that employee's mind, is questionable or problematical with regard to posing a conflict of interest, that employee is encouraged to discuss the matter with the employee's Department Director/Elected Official, who may, in turn, refer the matter to the Human Resources Director.

SECTION H: POLITICAL ACTIVITY

Employees of Oconee County are encouraged to exercise their right to vote, but no employee shall make use of County time or equipment to aid a political candidate, political party, or political cause, or use a County position to persuade, coerce, or intimidate any person in the interest of a political candidate, political party, or political cause.

Any employee choosing to become a candidate for an elected office in Oconee County or elected State office must, at the time of qualifying for candidacy, either resign their position with Oconee County, be granted a leave of absence without pay, or be afforded the opportunity to utilize annual leave. See Chapter XII Section J regarding "Leave Without Pay"

SECTION I: AMERICANS WITH DISABILITIES ACT (ADA) AMENDMENTS ACT OF 2008

The Americans with Disabilities Act (ADA) Amendments Act of 2008 prohibits discriminating against disabled individuals in regard to the terms or conditions of employment, including the application and hiring process, if the individual is qualified to perform the essential functions of the job with or without reasonable accommodation. A reasonable accommodation would be a modification or adjustment either in the way work is customarily done, or in the work environment, permitting an individual to perform the essential functions of a job.

In order to comply with the Americans with Disabilities Act (ADA) Amendments Act of 2008, Oconee County will make reasonable accommodations for qualified employees or applicants with disabilities when such reasonable accommodations will permit those employees or applicants to perform the essential functions of the job. Oconee County is not required by the Americans with Disabilities Act Amendments Act of 2008 to provide an accommodation when it creates an undue hardship on the employer or when a direct threat of harm to the employee or others remains. An undue hardship is an action that is excessively costly, extensive, substantial, disruptive, or that would fundamentally alter the nature or operation of the County's ability to conduct business.

Employees, who believe they are disabled, and who require a reasonable accommodation, should inform their supervisor and the Human Resources Director.

SECTION J: SEXUAL AND OTHER FORMS OF HARASSMENT

- 1. ALL UNLAWFUL HARASSMENT PROHIBITED:** Every person employed by Oconee County is required to act in a manner reflecting respect for the inherent human dignity of every person. Every person is to be treated as equally worthy of our respect, without reference to that person's race, age, color, religion, national origin, sex, political belief or affiliation, veteran status or disability. The harassment of any employee will be considered to be a serious violation of Oconee County's employment principles and will not be tolerated.

- 2. SEXUAL HARASSMENT:** Oconee County is committed to a workplace free of sexual harassment and prohibits any kind of sexual harassment. Sexual harassment is unwelcomed sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:
 - a. submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment; or
 - 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 work environment.

- 3. HARASSMENT COMPLAINT PROCEDURE:** An employee who has a complaint of harassment at work involving supervisors, co-workers, or visitors must bring the problem to the attention of the employee's supervisor, the Department Director/Elected Official or the Human Resources Office. If the complaint involves someone in the employee's direct line of command, then the employee should go to the Human Resources Office with the complaint. Any supervisor observing or having knowledge of harassment, whether sexual in nature or not, must immediately report the matter to the employee's Department Director/Elected Official or to the Human Resources Office. All harassment complaints will be promptly investigated. Confidentiality will be maintained to the greatest extent possible. When justified, appropriate corrective action will be taken that may include the termination of any employee engaging in harassment, in an effort to remedy violations.

Retaliation in any form directed at a person making a harassment complaint is strictly prohibited.

SECTION K: WORKPLACE VIOLENCE

Oconee County maintains a zero-tolerance policy involving workplace violence, the threat of violence, or any behavior that is intended to instigate or incite violence by any of its employees, customers, the general public, or anyone who conducts business with the County. It is the intent of Oconee County to provide a workplace, which is free from intimidation, threats, or violent acts. The above complaint procedure (Section J, #3) should be followed to report any workplace violence.

SECTION L: RELATIONSHIPS

Relationships between Department Directors, supervisors, employees and co-workers will be conducted in a professional manner to avoid potential conflicts of interest, exploitation, personal bias, or significant disruption to the work unit/work environment.

1. Intimate, romantic, or sexual relationships between a director/supervisor and a subordinate staff member, through any line of authority, will be prohibited due to the potential for such relationship to create an actual or perceived conflict of interest.
2. Intimate, romantic, or sexual relationships between co-workers will be prohibited when such relationship adversely impacts the performance of either co-worker or the functioning of the work unit.
3. Unprofessional behavior during work hours including, but not limited to, sexual-related conversations, inappropriate touching (including kissing, hugging, massaging, sitting on laps) racial or ethnic jokes and slurs and any other verbal or physical conduct of an offensive nature will be prohibited.
4. Oconee County is not typically concerned with the activities of employees during non-work time. Off-duty conduct becomes a legitimate concern, however, when it affects departmental operations or reflects unfavorably on the department or Oconee County Government. Such off-duty conduct may result in disciplinary action against the employee involved.
5. Employees shall become familiar with and comply with the County's Sexual and Other Forms of Harassment (Section J) and Workplace Violence (Section K) of this document.

SECTION M: SMOKING AND TOBACCO USE

The United States Surgeon General has stated that smoking of cigarettes and the use of tobacco products is the leading cause of premature death and disability in the United States. Medical evidence confirms that smoking of tobacco can be hazardous to the health of the smoker and nonsmoker.

Oconee County finds that it is in the best interest of the health, welfare and safety of the County, its employees and its citizens:

1. To provide a healthy, comfortable and productive working environment for its employees in the County's public buildings and facilities serving the public as well as in motor vehicles;
2. To protect nonsmokers; and,
3. To prohibit smoking of cigarettes, the use of other tobacco products, e-cigarettes or vaporizers in any County-owned or leased enclosed building space as well as in motor vehicle(s).

Any violation of this section or a conflict concerning its implementation should be brought to the attention of the appropriate supervisory personnel, Department Director, Elected Official or the Human Resources Department. In all cases the rights to protect the health and comfort of a nonsmoker will take precedence over an employee's or non-employee's desire to smoke or use tobacco products. Violations of this section may result in disciplinary action, up to and including separation from employment. (Amendment of March 2, 2004)

CHAPTER VII

CLASSIFICATION PLAN

SECTION A: DEFINITION

The classification plan is the systematic grouping of positions into appropriate classes/pay grades.

1. A position is a group of currently assigned duties and responsibilities requiring the full-time employment of one (1) person. A position may be occupied or vacant.
2. A class/pay grade is a group of positions (or one (1) position) that:
 - a. Has similar duties and responsibilities;
 - b. Requires like qualifications; and
 - c. Can be equitably compensated by the same range of pay.

SECTION B: USE AND INTERPRETATION OF CLASS SPECIFICATIONS

Specifications are to be interpreted in their entirety and in relation to others in the classification plan. Particular phrases or examples are not to be isolated and treated as full definition of a class/pay grade. Specifications are descriptive and explanatory of the kind of work performed and not necessarily inclusive of all duties performed. The use of a particular description as to duties, qualifications, or other factors shall not be held to exclude others of similar kind or quality.

Periodically, and not less than every three (3) years, a general review of the classification plan shall be conducted by the Chair of the Board of Commissioners, the County Administrator and the Human Resources Director.

SECTION C: AMENDMENTS TO THE POSITION CLASSIFICATION PLAN

When a new position is established or duties of an existing position changes, the Department Director/Elected Official involved shall submit, in writing, a position description stating the duties and responsibilities of the position. The Human Resources Director shall investigate the actual or proposed duties, determine the availability of funds with the Finance Department and recommend to the County Administrator the appropriate classification or the establishment of a new classification. The County Administrator shall determine whether the establishment or abolition of a particular classification is in order, and shall submit to the Board of Commissioners for consideration at the appropriate time.

SECTION D: CLASSIFICATION REQUESTS

An employee who considers their position improperly classified shall submit a reclassification request, in writing, to their Department Director/Elected Official who shall review such request as to its justification. The Department Director/Elected Official shall make a recommendation to the Human Resources Director within seven (7) days of receipt of the request. The Human Resources Director shall, within fourteen (14) days, evaluate the request and submit it to the County Administrator recommending that:

1. The job is properly classified; or
2. The job be reclassified at a new pay grade.

The final decision of the County Administrator shall be rendered within 30 days.

SECTION E: OFFICIAL COPY OF THE CLASSIFICATION PLANS

The Human Resources Director shall be responsible for maintaining an official copy of the classification plans for Non-Public Safety and Public Safety Positions. The official copies shall include a schematic list of class titles and class specifications plus all amendments to the plan. A copy of the official plans shall be available for inspection by the public as per Chapter V, Section B, of the Human Resources Procedures.

CHAPTER VIII

COMPENSATION– PAY PLAN

SECTION A: COMPOSITION

The pay plans include the adopted salary schedule and the schedule of salary ranges consisting of rates of pay for all classes of positions included in the classification plans. The adopted salary schedule referred to as the Performance Pay Policy (20-Step) for Non-Public Safety and Public Safety employees was amended and effected on July 8, 2020. For any discrepancy or conflict, the Performance Pay Policies shall rule.

SECTION B: MAINTENANCE OF THE PLAN

The pay plans are intended to provide fair compensation for all classes in the classification plan. This will be accomplished by considering range of pay for other classes, rates of pay for comparable services in the market in the area, other benefits received by the employees, the County's financial condition and other factors. The Chair of the Board of Commissioners and the County Administrator shall periodically, and not less than every three (3) years, make, or cause to be made, comparative studies of all the factors affecting the level of salary ranges. Based on conclusions reached through such studies, the Chair of the Board of Commissioners and the County Administrator may recommend necessary changes to be incorporated in the pay plans during the budget cycle.

The Human Resources Director shall maintain a Performance Pay Matrix (PPM) for Non-Public Safety and Public Safety employees. The PPMs shall show the entry level of each pay grade and incremental steps to reach the grade maximum by service year 20. The PPMs shall only be adjusted by action of the Oconee Board of Commissioners.

After implementation, the BOC may declare a step increase for eligible employees. An eligible employee must meet all of the following criteria:

1. A full 12 months of employment from time of step increase (typically at the fiscal year).
2. A satisfactory score (3-5) on an employee evaluation approved by the Board of Commissioners after adoption of the Performance Pay Policies.

SECTION C: NEW HIRES

A new employee must be assigned a pay grade and step defined in the appropriate PPM. Generally, a new employee shall be paid the entry level/minimum rate of pay for the employee's class/pay grade. Credit for experience is permitted within the following guidelines:

A Department Director may recommend years of experience for assigned staff to place the new employee in the correct pay grade and step defined in the PPM (Performance Pay Matrix). A new employee may receive a year of credit for every two years of experience that pertains to the job they will be performing. The Human Resources Director recommends the classification and step location to the County Administrator. The County Administrator approves the recommendation.

SECTION D: PROMOTION

A promotion is the advancement of an employee from a lower class position to a higher class position. Employees must meet the minimum and any special qualifications established for the position in order to be eligible for a promotion.

An employee will advance four (4) steps for a promotion within the current pay grade. If being promoted to a higher paygrade, they will advance to the step within the new paygrade nearest to the afore mentioned level (previous grade plus four (4) steps) without falling under that amount; or entry level, whichever is greater.

The successful completion of the promotional working test period will not warrant a further salary raise.

SECTION E: TRANSFER

A transfer is a lateral move from one position to another within the same classification. When an employee is transferred, the employee's pay shall remain at the same rate. A transfer of an employee from one department to another shall have the approval of both supervising officials concerned and the County Administrator.

1. Voluntary Transfer – An employee may request a transfer by submitting a request for transfer to another position/department to the Human Resources Office. All transfer applicants must meet the minimum qualifications for the desired position. The successful completion of a voluntary transfer working test period will not warrant a salary increase.
2. Involuntary Transfer – An employee may be transferred without consent upon the written recommendation of the Department Director(s)/Elected Official(s) and upon approval of the County Administrator. The successful completion of an involuntary transfer working test period will not warrant a salary increase, and an involuntary transfer will not warrant the right to an appeal.

SECTION F: DEMOTIONS

A demotion is the movement of an employee to a lower classification level. When an employee is demoted, the employee's pay shall be reduced to a rate within the range of the lower position classification. A demoted employee's pay will start in the demoted pay grade step that is closest to current pay and four (4) steps back within the current pay grade. All demotions will require successful completion of a demotion working test period and will not warrant a salary increase upon completion.

1. Voluntary Demotions – An employee may request a demotion but must compete for the job vacancy along with others who may be eligible to apply for the position.
2. Involuntary Demotions – If a Department Director/Elected Official decides that the demotion of an employee is necessary, appropriate, and in the best interest of the organization, the Department Director/Elected Official shall submit a written

recommendation to the Human Resources Director. The recommendation for demotion should state detailed reasons for the demotion and the proposed effective date. The Human Resources Director will then make a recommendation to the County Administrator. Upon approval of the County Administrator, the Human Resources Director will initiate the demotion process by notifying the Department Director/Elected Official. It is the responsibility of the Department Director/Elected Official to notify the employee of the demotion, in writing, stating the reasons for the demotion, the effective date, and the employee's right of appeal under the Human Resources Grievance Procedures, unless the demotion is a result of a reduction in workload or workforce.

Involuntary demotions occur in instances of inadequate performance, reduction in workload or workforce, or for disciplinary purposes. The Department Director/Elected Official will provide documentation of any such action to the Human Resources Office, to be placed in the employee's personnel file.

SECTION G: MERIT INCREASES

The Board of Commissioners may authorize, pending available funding, a system of rewarding merit within appropriate established ranges at the time of department budget approvals and upon the recommendation of Department Directors/Elected Officials and review by the Human Resources Director based on employee evaluations, and other pertinent data.

SECTION H: HOURS OF WORK

The established work week and hours of work shall be determined in accordance with the needs of the County in providing the highest quality service to the public in a fiscally responsible manner.

The standard workweek of full-time non-exempt employees is forty (40) hours in seven (7) consecutive days. The standard number of hours per year is 2080 hours. FLSA-Fair Labor Standards Act- has created different standards for length of work period and maximum hours for Public Safety jobs.

SECTION I: PART-TIME PAYMENT AND BENEFITS

Whenever an employee works for a period less than the regular established number of hours per day, days per week or weeks per month, the amount paid shall be proportionate to the full-time rate for the class.

A part-time regular employee shall be entitled to a prorated share of sick, personal and holiday leave based on the number of hours regularly worked. A part-time regular employee must have a minimum of one year of service to receive prorated leave accruals. (See Chapter IV, Section H: Classes of Employment for definition of part-time regular employee).

SECTION J: OVERTIME PAYMENT

Overtime authorized by a Department Director/Elected Official may be compensated for by allowing an employee time off (compensatory time). Overtime pay shall be limited to emergencies or special situations approved by the Department Director/Elected Official.

Overtime for all employees, except law enforcement and exempt personnel, is defined as all hours worked over forty (40) during a normal workweek. Overtime should be avoided, if possible, but if it is required, it must be approved in advance by the employee's Department Director/Elected Official. Compensatory time off at a rate of 1-1/2 hours may be granted for overtime work when the overtime has been requested by the supervisor for non-exempt paid employees and whenever it is practical to release personnel without impairing the work program. Compensatory time shall be taken within the payroll period in which it is incurred or, when it is not possible to do so, it may be taken in the payroll period immediately following. Compensatory time may be accrued, and in all cases, compensatory time shall be cleared by the end of the current fiscal year in which time was accrued. When compensatory time off is not practical, payment may be made on a time-and-a-half basis. Under no circumstances may a non-exempt employee donate work time to the County. Department Directors/Elected Officials must assure budgetary consideration when approving payment for overtime.

Overtime payment or compensatory time shall be subject to conditions described in the Fair Labor Standards Act for all classes of employees. For purpose of calculating overtime personal/vacation leave, sick leave, holiday time, compensatory time, military leave, long-term disability leave or workers' compensation time do not count as time worked. The County Administrator shall have final authority on matters pertaining to this section.

SECTION K: NON-PUBLIC SAFETY ON-CALL PAY

Compensation for non-exempt, non-public safety personnel required to be on-call after-hours needs to be fair and equitable between departments while adhering to the requirements of the Personnel Policy. On-call personnel will be compensated as follows:

1. On-Call means the employee has clocked out for the day and must return to work for an unanticipated event. This does not apply to regular work that extends past normal work hours.
2. \$75 flat rate compensation per week while on-call.
3. If called after-hours, all time will be recorded at the Overtime Rate (1.5 x hourly rate) with a minimum worked-time recorded of two hours. This is in addition to the \$75 flat rate.
4. If personnel are assigned to regular on-call periods of two weeks, the timeframe shall align with the payroll cycle.

Department Directors are responsible for ensuring adequate personnel are assigned to after-hours on-call status while maintaining budget constraints and accurate time recordation. If there are any questions related to application of this policy, please see Human Resources.

SECTION L: INCLEMENT WEATHER/EMERGENCY CONDITIONS

Inclement weather conditions/emergency conditions from time-to-time will create a need for the County to reduce services or close County Offices. Inclement weather is defined as any weather condition that exists that will create hazardous driving conditions, loss of electrical service, or will

put the employee's life in jeopardy should they travel away from home. However, certain positions, (Law Enforcement, Public Safety, Public Works and/or others as determined by the County Administrator), that are necessary to the welfare of the citizens of Oconee County, are required to work. The following procedures will be in effect for all employees in case of inclement weather/emergency conditions:

1. The County Administrator or their designee will release to news media a statement regarding work schedules.
2. Pay Rules after decision to close work stations: Employees who are unable to report to work due to the closing of their work station, or have not been assigned an alternate work station, will not lose compensation. Such time shall be entered on the time sheet as "excused other" leave.

CHAPTER IX

GRIEVANCES AND APPEALS

The most effective accomplishment of the work of the County requires prompt and equitable adjustment of employee grievances. It is the desire of the County to address grievances informally, and both employees and supervisors are expected to make every effort to resolve problems as they arise. However, it is recognized that there may be grievances, which will be resolved only after a formal appeal and review. No employee shall be disciplined or discriminated against in any way because of the proper use of the grievance procedure.

SECTION A: DEFINITION

A grievance is a complaint made by an employee concerning departmental work rules, adverse employment decisions or disciplinary actions affecting the employee's employment with the County. A verbal or written reprimand on job performance will be considered evaluation tools and shall not constitute grounds upon which a grievance may be filed.

SECTION B: APPEALS

Any regular employee in the classified service of the County who is suspended, demoted, or dismissed shall have the right to appeal this action to the County's Appeal Hearing Officer after completely exhausting the below grievance procedure.

SECTION C: GRIEVANCE PROCEDURE

An employee will file grievances in the following manner:

1. **INFORMAL GRIEVANCES:** An employee shall first discuss the grievance with the immediate supervisor or the official who has the authority to hear the grievance and offer the type of corrective action the employee is seeking. The supervisor or official shall make inquiry into the facts and circumstances of the complaint and attempt to resolve the problem promptly and fairly.
2. **GRIEVANCES APPEAL:** An employee who is not satisfied with the decision received informally, shall have the right to file an appeal to the County Administrator within ten (10) days of any action taken against the employee. The Human Resources Director will accept and notify the County Administrator of the filing of the grievance appeal.
3. **FORMAL GRIEVANCES:** An employee who is not satisfied with the decision of the County Administrator shall have the right to file a Formal Grievance with the Board of Commissioners within 10 days of the decision of the County Administrator. The County Clerk will accept the Formal Grievance and notify the Board of Commissioners, County Administrator and Human Resources Director. Formal Grievances will be heard by the County's Hearing Officer. Hearings with the County's Hearing Officer will be scheduled by the Human Resources Director.

The County's Hearing Officer shall, within thirty (30) days, convene a hearing to discuss the grievance with the employee, the employee's representative(s), Department Director or supervisor and other appropriate individuals. A decision will be rendered within fifteen (15) days and shall be final. The appellant will receive same in writing. A copy of the written decision will be provided to the Board of Commissioners, County Administrator and the Human Resources Director.

CHAPTER X

DISCIPLINARY ACTION

SECTION A: TYPES OF DISCIPLINARY ACTION

A Department Director/Elected Official shall have the following alternatives for disciplinary action:

1. **VERBAL REPRIMAND.** A Department Director/Elected Official may administer a verbal reprimand to correct detrimental employee behavior or poor work performance. Department Directors/Elected Officials will keep a written record of verbal reprimands, and they may be made a part of an employee's personnel file. Such record maintained should include time, date, and a brief description of the problem and direction given the employee.
2. **WRITTEN REPRIMAND.** A Department Director/Elected Official may submit a written reprimand to an employee when a verbal reprimand has not resulted in the expected improvement, or when more severe initial action is warranted. Copies shall be sent to the Human Resources Director. The Human Resources Director shall file a copy of the reprimand in the employee's personnel file, from which it may be removed after one (1) year, provided no additional reprimands are received by the employee. Such removal shall be at the direction of the Department Director/Elected Official. Written reprimands must contain specific time, date, offense, place of offense, the signature of the employee, and a statement of expected corrective action to be taken by the employee.
3. **SUSPENSION.** An Elected Official or the County Administrator may suspend an employee with or without pay for disciplinary reasons. A Department Director, with the approval of the County Administrator, may also suspend an employee with or without pay for disciplinary reasons. A written statement specifically setting forth reasons for suspension and duration of the suspension shall be furnished to the employee. Such suspension shall not exceed thirty (30) days in any one calendar year unless the reason for the suspension is significantly serious to warrant otherwise. Copies of suspension shall be sent to the Human Resources Director and placed in the employee's personnel file. An employee who is suspended, and the suspension occurs over or on a holiday, will not be afforded holiday pay, and may not use sick or vacation leave to compensate for the suspension.
4. **DISMISSAL.** An Elected Official or the County Administrator may dismiss an employee as outlined in Chapter XI, Section J of this article. A Department Director, with the approval of the County Administrator, may also dismiss an employee as outlined in Chapter XI, Section J of this article. The employee shall attend a private conference, and be furnished notice of dismissal in writing, stating the reasons for dismissal. Copies shall be filed with the Human Resources Director and placed in the employee's personnel file. Procedures for appeal of a dismissal are provided in Chapter IX, Section C.

SECTION B: REASONS FOR DISCIPLINARY ACTION

Listed below are some of the reasons for which disciplinary action may be taken ranging from a verbal warning to discharge. The list is not intended to include all offenses for which disciplinary action may be taken, but does include many of the most commonly encountered ones. Some, but not all of the offenses listed below apply to actions occurring during the course of the workday.

- (1) Being convicted of (a) a felony or (b) a misdemeanor involving moral turpitude, immoral conduct, or indecency;
- (2) Being absent without leave;
- (3) Excessive tardiness;
- (4) Abuse of leave;
- (5) Inefficiency, negligence or incompetence in the performance of duties;
- (6) Insubordination;
- (7) Careless, negligent or improper use of County time, property, or equipment;
- (8) Falsification of records or willfully giving false statements to supervisors, officials or the public;
- (9) Violation of County ordinances, administrative regulations or departmental rules, including without limitation the Oconee County Drug and Alcohol Use Policy, and violation of the County's No Smoking Policy;
- (10) Instigation of, participation in, or leadership of strike, work stoppage, slowdown, artificial restriction of productive work or otherwise interfering with the work of other county employees;
- (11) Theft or misappropriation of property, of employees or the County;
- (12) Fighting on the job at any time, or any actions intended to provoke or instigate a fight;
- (13) Carrying weapons of any kind (knives, firearms, explosives), unless job-related and specifically required as a condition of employment; or illegal possession of weapons on County premises at any time, except as allowed under applicable state law including O.C.G.A. Section 16-11-135;
- (14) Political activity in conflict with the Ethics and Standards of Conduct section of this document;
- (15) Repeated rudeness or intemperate statements to the public, supervisors, officials, or fellow employees;
- (16) Continued disregard of safety rules or common safety practices;

- (17) Gambling on the job at any time;
- (18) Babysitting children while on duty;
- (19) Conducting solicitations for goods, services or money for any endeavor or organization not directly affiliated with or sanctioned by the Oconee County Board of Commissioners;
- (20) Conduct unbecoming an Oconee County employee as outlined in Chapter VI, Ethics and Standards of Conduct.

SECTION C: PERSONNEL FILE

Personnel files are privileged information, and are only to be used for Oconee County personnel actions. Employees and their supervisors are permitted to review their personnel files during working hours as required. Any requests from outside agencies for such information will be forwarded to the Human Resources Director for action. The viewing or release of personnel records is governed under the Georgia Open Records Act.

CHAPTER XI

SEPARATIONS

SECTION A: TYPES OF SEPARATION

Separations or terminations of employees from Oconee County shall be designated as one of the following: Resignation, Abandonment, Lay-Off or Reduction-In-Force, Disability, Loss of Job Requirements, Death, Retirement, or Dismissal.

SECTION B: COUNTY PROPERTY

At the time of separation and prior to final payment, all records, assets, and other items of County property in the employee's custody shall be transferred to the employee's Department Director/Elected Official. Department Directors/Elected Officials and the separated employee will sign a certification to this effect. Any dollar amounts due because of shortage in the above shall be withheld from the employee's final compensation. In the case of a Department Director being terminated, the accounting shall be to the County Administrator. All accountings must be forwarded to the Human Resources Director.

SECTION C: RESIGNATION

To resign in good standing, an employee shall give notice in writing to the employee's Department Director/Elected Official at least ten (10) working days prior to the effective date of the employee's resignation. The Department Director/Elected Official will forward all resignations to the Human Resources Office within twenty-four (24) hours of receipt. Any full-time or part-time regular employee leaving the service in good standing will be compensated for any unused personal/vacation or compensatory leave accrued. An employee who resigns in good standing shall be eligible for rehire as a new employee. Such reinstatement eligibility shall not be considered a right and is subject to the normal working test period.

SECTION D: ABANDONMENT

Failure to report to work without valid reason and without authorized leave for two (2) consecutive work days shall be cause for separating an employee from the payroll and reporting the employee as having abandoned their position.

SECTION E: LAY-OFF OR REDUCTION-IN-FORCE

An involuntary separation not involving delinquency, misconduct, or inefficiency shall be considered a lay-off. To reduce a departmental workforce, employees may be laid off on the basis of service with the County, skill sets and past performance. Employees who are involuntarily separated from employment due to a reduction in the workforce, will be afforded the opportunity to apply for vacant positions elsewhere in the workforce should a position become available.

SECTION F: DISABILITY

In cases of disability other than as a result of an on-the-job injury, the Department Director/Elected Official or the Human Resources Director may direct any employee to be examined by a physician designated by the Human Resources Director. When a disability of any kind is discovered which impairs the ability of an employee to perform the essential functions of a job, or impairs the effectiveness of others, the following action may be taken:

1. If the disability can be corrected, the employee may be allowed a specified length of time as determined by the Department Director/Elected Official to have it corrected. If the employee fails to take steps to have it corrected within the specified time, the employee may be subject to disciplinary action or termination.
2. If, in the opinion of the examining physician, the disability cannot be corrected, the Department Director/Elected Official shall attempt to reasonably accommodate the employee or place the employee in another position where the essential functions of the job can be performed satisfactorily. If that cannot be accomplished without undue hardship, the Department Director/Elected Official may take steps to separate the employee from County service through dismissal without prejudice/bias or detriment to one's legal rights.

SECTION G: LOSS OF JOB REQUIREMENTS

Any employee who is unable to do a job because of a loss of the necessary license, or who fails to obtain certification as a job requirement, or who fails to meet other job requirements shall be terminated.

No employee will be placed in a position that requires professional credentials for any period of time if the employee does not possess the credentials. If for any reason an employee has their credential expired, restricted, revoked, suspended or sanctioned in any way, the Department Director/Elected Official, upon knowledge of this, shall consult with the Human Resources Director or County Administrator. If the professional credential is not in good standing and limits the employee's ability to perform assigned duties, then the employee shall be subject to demotion or separation from employment.

SECTION H: DEATH

When any employee dies while in the service of Oconee County, all compensation due shall be paid to the legal representative of the employee's estate or any other properly designated individual.

SECTION I: RETIREMENT

An employee may voluntarily retire, which shall be considered a voluntary separation, if the employee meets the retirement requirements governing any allocable pension plan covering the employee. The employee's right to Pension benefits shall be determined under the provisions of the Pension Plan documents. Other employment benefits shall be determined under the provisions of applicable Human Resources Policies and Procedures.

SECTION J: DISMISSAL

A dismissal is a separation made for definable cause, such as inefficiency, insubordination or inability to perform the required work satisfactorily.

CHAPTER XII

ATTENDANCE AND LEAVE

SECTION A: NORMAL HOURS OF OPERATION

The normal hours of operation of each department are 8 a.m. to 5 p.m. with one (1) hour for lunch, Monday through Friday. Each Department Director/Elected Official shall schedule their full-time personnel for a minimum forty-hour (40) work week. (Exceptions: Law Enforcement and Public Safety Positions). However, upon approval from the County Administrator the work week hours for any department may be modified to meet the specific operational needs of the department or the public.

SECTION B: HOLIDAYS

Paid Designated Holidays:

There is no obligation in either Federal or Georgia Law that requires employers to pay employees for Holidays, or to pay premium wages (more than the normal hourly rate) for Holidays. The purpose of a paid holiday is to provide the employee time off for a specified or designated day, and that the granted time off does not reduce the employee's wages for that particular work week or work day. The total number of hours paid to an employee for a holiday is based on the regular hourly schedule that the employee would otherwise work if the day were not a declared holiday. The hourly value of the holiday can be no more than the number of hours that the employee would have otherwise worked on that given day. Further, personal leave (vacation) or sick leave cannot be used on a declared holiday as a means to generate hours over and above the regular hours for that work week or work day.

For Illustrative Purposes Only:

An employee scheduled to work 8 hours per day 5 days per week (Monday through Friday) would be paid 8 hours for a holiday if the designated holiday fell on a Monday through Friday of a work week. If the holiday fell on a weekend, and another day is designated to be the paid holiday, then the alternate day off would be paid at the same number of hours as the normal workday.

An employee scheduled to work 10 hours per day, 4 days per week, will be paid 10 hours if the holiday fell on one of those 4 days of regularly scheduled work. If the holiday falls on a day that the employee is normally off, then the employee would be paid for an alternate work day off, but not to the extent that the hours paid would exceed the normal work week. In other words, a paid holiday cannot be used to generate over-time. It is only used to compensate an employee for the time off that the employee would have otherwise worked. The alternate day off shall be determined by mutual consent of the employee and the supervisor.

Paid holidays observed by County employees, unless such employees are required to be on regular duty, shall include:

New Year's Day	Thanksgiving Day
M.L. King's Birthday	Friday after Thanksgiving
Memorial Day	Christmas Eve
Independence Day	Christmas Day
Labor Day	Floating Holiday

and such other days or parts of days as may be designated as paid holidays by the Board of Commissioners. When a holiday falls on Saturday, the preceding Friday shall be observed as the holiday. When a holiday falls on a Sunday, the holiday shall be observed on the following Monday. Holidays that fall during leave shall not be charged against leave.

Effective 1/1/2021 an employee's birthday holiday will be replaced with a floating holiday. The Floating holiday may be taken at the discretion of an eligible employee with the approval of the employee's supervisor. Reasonable prior notice, with consideration for work schedules, must be a priority. Floating holidays may be taken at any time during the calendar year. Failure to use your floating holiday, within the calendar year earned, will result in losing the floating holiday.

The County Administrator will handle at departmental level any holiday scheduling conflicts. For departments that have operations that may be required to be open on a holiday or County observed holiday, hours worked will be compensated with the same number of hours being compensated as holiday pay if an alternate day off is not possible.

Public Safety employees (Law Enforcement, Jail, and E911) are compensated with holiday pay at straight time if working a schedule other than 8 hours per day 5 days per week (Monday-Friday). Holiday pay is compensation in lieu of time off and is in addition to wages for a given work week/pay period in which a holiday occurs.

SECTION C: HOLIDAYS FOR PART-TIME EMPLOYEES

Part-time employees shall not be paid for County observed holidays that fall on days when they are not scheduled to work. When an observed holiday falls on a day on which a part-time employee is scheduled to work, the part-time employee is eligible for holiday pay proportionate to the percentage of a workday which the employee is normally scheduled to work.

SECTION D: PERSONAL LEAVE/VACATION

1. **DEFINITION:** Personal/Vacation leave is paid leave that is earned and to be used for vacations, personal business activities, and other personal activities requiring the employee to be absent from work.
2. **ELIGIBILITY:** All full-time regular employees shall be entitled to earn and accrue personal/vacation leave. An employee must complete six (6) months of continuous service before being eligible to take accrued personal/vacation leave. Personal/Vacation leave will become retroactive to the individual's employment date. Part-time regular employees shall earn leave on a prorated basis determined by the number of hours worked on a regular basis and upon completion of one (1) year of service. Part-Time (less than 20 hours per week) and Temporary/Seasonal employees are not eligible for accrual of leave.
3. **APPROVAL:** All leave requests shall be submitted to an employee's Department Director/Elected Official for approval on the form and schedule designated by the Human Resources Office. Personal leave will be scheduled by a Department Director/Elected Official so as to meet the operating requirements of the County with reasonable regard to the wishes of the employee.

4. **ACCUMULATION RATE:** Department Directors accrue personal/vacation leave at the rate of 15 days per annum through year ten (10) of employment. Personal/Vacation leave for service time over 10 years shall accrue at the rate of other similarly situated full-time employees.

All other full-time regular employees accrue personal/vacation leave in accordance with the length of time an employee has worked for the County as follows: (Scale effective November, 2002)

<u>Years of Service</u>	<u>Leave Hours Earned/Month</u>	<u>Days/Annually</u>
0-5	6.67	10
6-10	10	15
over 10	12	18

5. **MAXIMUM ACCUMULATION:** Personal/Vacation leave may be accrued up to 360 hours or 45 days. Personal/Vacation leave must be earned before it is used. Anticipated leave may not be taken under this plan. All leave accruals are recorded on the employee's last paycheck of each month.

6. **PAYMENT FOR UNUSED LEAVE:** Pay in lieu of accrued personal/vacation leave is authorized when an employee is separated from employment by resignation, dismissal, death, disability or retirement. The accrued personal/vacation leave of an employee, who dies in the service of the County, shall be paid to the living spouse or estate of said employee. No payment for unused personal/vacation leave shall be made except in the above circumstances.

SECTION E: SICK LEAVE

1. **DEFINITION:** Sick leave is paid leave that is earned and to be used only for (a) actual sickness or injury of the employee; (b) visiting a physician, dentist, optical examination, EAP or hospital by the employee; (c) legal quarantine; or (d) whose immediate family member, to include spouse, parents, son, daughter, brother, sister, and grandparents, whether by blood or by law, requires the employee's care for any of the above reasons.
2. **ELIGIBILITY:** All full-time regular employees shall be entitled to earn and accrue sick leave. Sick leave will become retroactive to the individual's employment date. Part-time regular employees shall earn leave on a prorated basis determined by the number of hours worked on a regular basis and upon completion of one (1) year of service. Part-Time and Temporary/seasonal employees are not eligible for accrual of leave.
3. **APPROVAL:** All leave requests shall be submitted to the employee's Department Director/Elected Official for approval on the form and schedule designated by the Human Resources Office.

An employee, who is absent from work because of illness, is responsible for reporting to the appropriate supervisor or Department Director/Elected Official, by telephone or

personal message in the manner, prescribed in each department's regulations for sick leave reporting.

4. **ACCUMULATION RATE:** All full-time regular employees shall earn sick leave with pay at the rate of one day/8 hours each calendar month of service. Part-time regular employees shall earn leave on a prorated basis.
5. **MAXIMUM ACCUMULATION:** Sick leave time shall accrue from the date of employment and may be taken as accrued. There is no limit to the amount of accrual for sick leave. Sick leave must be earned before it is used. Anticipated leave may not be taken under this plan. All leave accruals are recorded on the employee's last paycheck of each month.
6. **MEDICAL CERTIFICATION:** An employee may be required to provide medical certification by a practicing physician for any sick leave taken if (a) absence is frequent or habitual; or (b) absence in excess of a three (3) day period. An employee who becomes ill while on annual leave may, upon presentation of a medical certificate by a practicing physician, be granted sick leave for the period of illness.
7. **SICK LEAVE UPON TERMINATION OF EMPLOYMENT:** An employee, upon separation from service, shall not be eligible to receive payment for any accumulated sick leave. Unused sick leave at time of separation for retirement shall be added to service time.
8. **ABUSE OF SICK LEAVE:** An employee shall not use sick leave time for vacation; an employee falsely reporting himself/herself on sick leave shall be subject to disciplinary action up to and including dismissal. The County reserves the right to investigate any possible abuses of sick leave.

SECTION F: MILITARY LEAVE

1. **POLICY:** Oconee County Board of Commissioners shall grant military leave to eligible employees in accordance with applicable Federal and State laws, rules and regulations as stated in the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA), as amended and as prescribed by Georgia Code 38-2-279.
2. **DEFINITIONS:**

Employee: Every person who receives pay, salary, or compensation of any kind from the Oconee County Board of Commissioners, with the exception of persons employed on a temporary basis (i.e. employed through a temp service) or paid through accounts payable.

Federal Fiscal Year: October 1 through September 30.

Ordered Military Duty: Any military duty performed in the service of the State or of the United States, including, but not limited to, attendance at any service school(s) conducted by the armed forces of the United States by an employee as a voluntary member of the National Guard or any reserve force or reserve component of the

armed forces of the United States pursuant to orders issued by a state or federal authority. Ordered military duty includes the time necessary to travel to and return from military duty. For purposes of this policy, the term “ordered military duty” does not apply to members of the State Defense Force.

USERRA: Protects the job rights of individuals who voluntarily or involuntarily leave employment positions to undertake military service or certain types of service in the National Disaster Medical System. USERRA also prohibits employers from discriminating against past and present members of the uniformed services, and applicants to the uniformed services.

3. PROCEDURES:

a. Eligibility for Military Leave:

The Oconee County Board of Commissioners will grant military leave to the following employees:

- Employees performing ordered military duty, including going to and returning from such duty;
- Employees who are members of the National Guard or of any reserve force or reserve component of the armed forces of the United States who are attending any service school(s) conducted by the armed forces of the United States, including going to and returning from service school(s) ; and
- Employees who enlist or are inducted into the armed forces of the United States, or any reserve component, and who are ordered to active duty, active duty for training, or inactive duty.

b. State Defense Force:

Service with the State Defense Force will not be considered ordered military duty. Employees performing such service will not be eligible for military leave.

c. Military Orders:

- An employee ordered to military duty must provide a copy of the military orders to his/her immediate supervisor, if available;
- If the orders are not available at the time that military leave begins, the employee must submit a copy of the orders as soon as they are received;
- The copy of the military orders will be maintained in the employee’s official personnel file in the Human Resources Office.

d. Period of Leave:

An employee ordered to military duty will be granted a leave of absence for the period of time specified in the military orders. The period of time will not generally exceed a cumulative absence of more than 5 years.

e. Continuous Employment:

- For employment and benefit purposes, an employee’s absence while performing ordered military duty or attending services schools will not constitute an interruption of continuous employment.

- Employees on military leave will not be discriminated against in the areas of employment, reemployment, reinstatement, transfer or promotion. In addition, these employees will not be subjected, directly or indirectly, to any loss or reduction of time, service, compensation level, personal leave, sick leave or holiday privileges, or any other right or privilege because of military leave.
 - Employees that leave their job to perform military service, have the right to elect to continue their existing employer-based health plan coverage for them and their dependents for up to 24 months while in the military. Even if an employee does not elect to continue coverage during their military service, they have the right to be reinstated in their employee's health plan when they are reemployed.
 - Employees whose position requires a professional credential or license shall ensure that the necessary professional credential or license is maintained. Oconee County Board of Commissioners shall not permit an employee to perform work that requires professional credentials or license if the appropriate credential or license has not been obtained or if the credential or license has expired or been revoked.
- f. Paid Leave While on Ordered Military Duty:
- An employee ordered to military duty will be paid his/her county salary or other compensation while on ordered military duty. This pay will not exceed a total of 144 hours/18 days in any federal fiscal year. Military leave pay will only apply to members of the National Guard, any reserve force, or any reserve component of the armed forces.
 - An employee ordered to military duty for more than 144 hours in any federal fiscal year will be required to use any accumulated deferred holiday time and Fair Labor Standards Act (FLSA) compensatory time. The employee may elect to use accrued personal leave. If the employee does not elect to use paid leave or lacks available paid leave, the absence will be charged as Military Leave Without Pay. Under all circumstances, employee payroll deductions must be met either by accrued leave or by personal payment if leave is without pay.
 - An employee who is absent due to military duty on October 1st of any federal fiscal year will automatically be placed in military leave with pay status beginning October 1st. This employee will remain in military leave with pay status until either exhausting the military leave entitlement for that federal fiscal year or returning to work status, whichever is earlier.
 - If the Governor declares an emergency and orders an employee to active duty as a member of the Georgia National Guard, the employee, while performing this duty, will be paid their salary or other compensation. This pay will not exceed a total of 240 hours/30 days in a federal fiscal year.
 - An employee whose work schedule is established as less than 40 hours per week will be eligible for military leave as specified by this policy, prorated upon the employee's normal work schedule.
- g. Employment/Reinstatement:
- "Your Rights Under USERRA, The Uniformed Services Employment and Reemployment Act" provides general guidelines regarding employment and reinstatement after completion of ordered military duty.

- Employees who were absent due to ordered military duty will be subject to changes within the organization of their department with Oconee County in the same manner as employees who were not absent.

SECTION G: CIVIL LEAVE

An employee who is subpoenaed as a witness or is called to serve on a jury in a court of law will be granted paid leave for that period of time of actual service. Should the employee have to serve in another jurisdiction and the proceedings are dismissed after 1:00 P.M., the employee will not be expected to return to work. If the employee has to serve in Oconee County Courthouse or County boundaries, the employee will be expected to return to work. Employees must present proof of all subpoenaed court appearances to their supervisor prior to the scheduled appearance.

SECTION H: FUNERAL LEAVE

Funeral leave of up to three (3) working days, at the discretion of the Department Director/Elected Official, shall be granted with pay for employees in the event of death in the immediate family. It is intended that County employees only use the time required, not that each employee will automatically receive the full three (3) days. For the purposes of definition, immediate family includes spouse, parents, children, sisters, brothers, grandparents, and grandchildren whether by blood or by law. In the event that more than three (3) working days are necessitated for funeral leave, the employee will be allowed to charge such additional days against accumulated leave.

In determining funeral leave time, other than the above mentioned immediate family, a Department Director will take into consideration such factors as closeness of relative or non-relative, the distance or travel time involved, relocation problems and other extenuating circumstances.

Funeral leave is afforded County employees in order that the funeral be attended, that family affairs may be properly attended to, and that grief may be suffered privately. It follows, then, that unused bereavement leave is not accumulated or paid for in any fashion other than as described above.

SECTION I: LONG-TERM DISABILITY

Oconee County provides Long-Term Disability for full-time regular employees who become disabled. Long-Term Disability provides financial protection for employees by paying a portion of their income while they are disabled. Elimination period for Long-Term Disability is 90 days and benefits begin the day after the elimination period is completed. The monthly benefit is 60% of an employee's monthly earnings to a maximum benefit of \$5,000 per month. Benefit payments may be reduced by deductible sources of income and disability earnings. Some disabilities may not be covered or may have limited coverage under the County's current plan.

Employees shall not accrue additional sick or personal leave while receiving benefits for a Long-Term Disability. However, health insurance and voluntary benefits may be continued for one year as long as the employee makes appropriate monthly payments or has sick and/or personal /vacation time accrued that can be used to cover the payments. Arrangements may be made with the Human Resources Office for monthly payments or remittance.

Employment is terminated after one-year of receiving Long-Term Disability if the employee is unable to return to work.

SECTION J: LEAVE WITHOUT PAY

The County Administrator may grant a full-time regular employee, who has completed the working test period, a leave of absence without pay for compelling personal or other reasons for a period not to exceed six (6) months. Such leave must be recommended by the employee's Department Director/Elected Official and approved by the Human Resources Director. Such leave shall be considered a privilege and not a right. Leave without pay for a period exceeding six (6) months, but not more than one (1) year, may be granted with the approval of the Board of Commissioners if deemed to be in the best interest of the County.

Employees shall not accrue additional sick or personal leave while on a leave of absence without pay. However, health, life, and disability benefits may be continued. Any premium(s) due must be paid. Arrangements may be made with the Human Resources Office for monthly payments or remittance.

An employee returning from a leave of absence without pay shall be entitled to employment in the same department in the same or equivalent class/grade wherein the employee worked when the leave commenced only if such a position is available. If the same position is not available, the employee may apply for other job vacancies that are open with the County.

The needs of the County will be the controlling factor in all considerations relating to approval or disapproval of leave without pay.

SECTION K: FAMILY AND MEDICAL LEAVE (FMLA)

An eligible employee may take up to twelve (12) weeks of unpaid, job protected leave during the twelve (12) month calendar year under the Family and Medical Leave Act of 1993 when any of the following events occur:

- (1) For incapacity due to pregnancy, prenatal medical care or child birth;
- (2) To care for the employee's child after birth, or placement for adoption or foster care;
- (3) The serious health condition of a child, spouse or parent of the employee;
- (4) A serious health condition of the employee that prevents the employee from performing the functions of the employee's position.

1. DEFINITIONS:

- a. A **“serious health condition”** is when an employee, child, spouse or parent of the employee has an illness, injury, impairment or physical or mental condition that involves inpatient care or continuing medical treatment.

- b. An “**eligible employee**” is defined as one who has worked for the County for a period of at least one (1) year and worked 1,250 hours (minimum required by FMLA) over the previous twelve (12) months.
 - c. The term “**child**” shall mean a biological, legally adopted, foster, legal ward, or stepchild. Additionally, “child” shall include any person under 18 years of age to whom the employee stands in “loco parentis” or a person 18 years of age or older who is incapable of self care because of a mental or physical disability to whom the employee stands in “loco parentis.”
 - d. The term “**spouse**” means a husband or wife.
 - e. The term “**parent**” includes only a biological parent or an individual who stands “in loco parentis” to the employee.
2. **CERTIFICATION:** A medical certificate supporting a request for FMLA leave and signed by a licensed physician will be required by the Human Resources Office. Employees who have used FMLA for their own serious illness may be referred for a second opinion by a health care provider designated or approved and paid for by the County. Failure to provide required certification may result in the FMLA leave not being approved, or result in the approval of the leave being delayed.
3. **CONTINUATION OF BENEFITS:** The employee’s health, life, and other County provided benefits will continue during the period of leave, not to exceed twelve (12) weeks, under the same conditions applicable to active employees. If the employee fails to return to work after the leave period, the employee must reimburse the County for the premiums paid in the employee’s behalf during this absence unless return to work is prevented by continued serious health condition of the employee or family member.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee’s leave.

4. **RETURN TO WORK:** Upon expiration of leave, the employee will be returned to the employee’s original position if available, or equivalent position with equivalent benefits, pay, and terms and conditions of employment as were in force at the time leave commenced. If the employee is unable to return to work and does not qualify for additional leave under other provisions of this section, the employee may be terminated.

Employees who have used FMLA for their own serious health condition may be required to submit a “fitness-for-duty” report before they can return to work.

5. **RELATIONSHIP TO OTHER LEAVE:** An employee is required to apply other accrued paid leave (vacation, sick, compensatory time, holiday) toward the twelve (12) weeks of family leave. Following the exhaustion of paid leave, the employee will be placed on an unpaid leave of absence for the remainder of the twelve week period.
6. **APPLICATION FOR FMLA:** An employee shall request Family and Medical leave by notifying the employee’s Department Director/Elected Official and the Human Resources Office. An employee shall request leave at least thirty (30) days before a leave is to begin. If a thirty (30) day notice is not possible, then as much prior notice

as is practicable must be provided. Written notification of FMLA request, eligibility, approval and/or ineligibility will be provided by the Human Resources Office to the employee and appropriate Department Director/Elected Official.

7. **INTERMITTENT LEAVE:** An employee may take leave intermittently or on a reduced leave schedule when medically necessary; however, an intermittent or reduced schedule to care for a newborn or newly adopted child must be approved by the Department Director/Elected Official and the Human Resources Director. A “reduced leave schedule” is a change in the employee’s schedule over several weeks or months, normally from full-time to part-time.

8. **MILITARY FAMILY LEAVE ENTITLEMENTS:**

Eligible employees with a spouse, child, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 25 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

9. **GENERAL PROCEDURES:**

- a. No Oconee County official or employees will interfere with, restrain, or deny the exercise of or the attempt to exercise the provisions of this policy. It is unlawful to discharge or discriminate against employees for opposing any practice made unlawful by the FMLA or for involvement in any proceeding relating to the FMLA.
- b. Eligibility for FMLA leave will not prevent an employee from receiving disciplinary action based on conduct or performance deficiencies.
- c. Confidentiality:
 1. Health Information of employees and their family members will be considered confidential. Only Human Resources staff who need this information to perform their duties will be given access to the information;
 2. Department Directors/Elected Officials and supervisors will not be provided any health information by Human Resources staff;

3. Department Directors/Elected Officials, supervisors and Human Resources staff will not provide other staff the reason for the absence or any other information regarding the absence. Only the following information will be provided:
 - An application or designation of FMLA leave has been made;
 - The anticipated begin and end dates or anticipated duration of the leave; and
 - Approval or denial of an application that has been provided to an employee.
4. Health information will be maintained in the employee's personnel medical file.

SECTION L: WORKER'S COMPENSATION

Employees are covered under the provisions of the Workers' Compensation Act of the State of Georgia. If an employee is injured while on the job, such injury must be reported to the employee's supervisor immediately. The supervisor must report the injury to the Human Resources Office on the day of occurrence. A supervisor accident/incident investigation report must be completed and turned into the Human Resources Office as soon as possible.

Oconee County will seek return to work opportunities through the use of transitional employment for all employees who are temporarily disabled due to an on-the-job injury as quickly as medically possible. Transitional employment opportunities will be considered in all departments, not just the department in which the injured employee was working before the injury or illness occurred.

If an employee who is injured on the job is unable to perform any work and this is substantiated by a doctor's report, the employee may draw Workers' Compensation, up to the limit stipulated by State Law, starting on the eighth day of disability. The County will pay the employee's full salary for any loss time during the first forty (40) hours of a Workers' Compensation disability, then Workers' Compensation benefits will begin on the eighth day of disability. An employee may use any accumulated leave to cover the period of time between the first forty (40) hours and the eighth (8) day of disability. An employee may also opt to receive only the Workers' Compensation benefits that are authorized by law, which most often will be monetarily less than an individual's normal salary. An employee may supplement Workers' Compensation with accrued leave. In any case, no employee may be drawing full pay (provided by the County or accumulated leave) and Workers' Compensation at the same time.

A work-related injury or occupational disease may qualify as a serious health condition under the Family Medical Leave Act (FMLA). The Human Resources Director may administratively place an employee on FMLA based on the Workers' Compensation medical documentation.

CHAPTER XIII

FULL-TIME REGULAR EMPLOYEE BENEFITS

Oconee County makes available to full-time regular employees the following benefits subject to the availability of an insurer and policies, which are adopted by the Board of Commissioners upon recommendation of the Employee Benefit Committee and Human Resources. More detailed information can be obtained from the Human Resources Office.

- (1) Group Health Insurance
- (2) Dental Insurance - voluntary
- (3) Life Insurance
- (4) Pension Plan
- (5) Section 125 - Cafeteria Plan
- (6) Section 457 - Deferred Compensation - voluntary
- (7) Long-Term Disability
- (8) Employee Assistance Program
- (9) Section 401(a) Deferred Compensation – Match to Section 457
- (10) Vision Insurance – voluntary
- (11) Medicare Supplement for retirees that at time of retirement are on the County's Group Health Insurance. (Employees hired after 1/1/18 are not eligible)
- (12) Such other benefits as may be approved and authorized by the Board of Commissioners from time to time.

CHAPTER XIV

LEADERSHIP IN ABSENCE OF COUNTY ADMINISTRATOR

If the County Administrator is unable to act on a matter delegated to him under these policies due to illness or unexpected absence, and the matter requires immediate action, then the Chair of the Board of Commissioners shall act in his stead.

CHAPTER XV

ADOPTION OF ORDINANCE

SECTION A: AMENDMENTS

This ordinance may be amended by the governing authority of the County in accordance with its adopted Rules of Procedure.

SECTION B: CONSTITUTIONAL AND ELECTED OFFICERS

By petition to the Board of Commissioners and the Board's subsequent approval and acceptance of those petitions (November 1990), the personnel under the supervision of the Sheriff, Probate Judge, Tax Commissioner and Clerk of Superior Court are covered under the provisions of this Ordinance. However, nothing in this Human Resources Ordinance shall be construed as a limitation on the constitutional or statutory duties, responsibilities and powers of Constitutional or Elected Officers.

SECTION C: SEVERABILITY

It is intended that the provisions of this ordinance be severable and should any portion be held invalid, such invalidity shall not affect any other portion of the ordinance.

SECTION D: REPEAL OF CONFLICTING RESOLUTIONS OR ORDINANCES

All ordinances or policies enacted on or before July 1, 2020 and not included in these procedures or recognized and continued in force by reference herein are repealed.

SECTION E: EFFECTIVE DATE

This ordinance shall take effect on the _____ day of _____, 20_____.

APPROVED AND ADOPTED, This _____ day of _____, 20_____.

Oconee County Board of Commissioners

John Daniell, Chair

Mark Thomas, Commissioner

Mark Saxon, Commissioner

Chuck Horton, Commissioner

Vacant, Commissioner

Attest: _____
Kathy Hayes, Clerk
(County Seal)

APPENDICES

APPENDIX A: Non-Public Safety Performance Pay Matrix

Non-Public Safety Performance Pay Matrix																						
Grade	Entry	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	Max	Band
6	25,117	25,619	26,132	26,654	27,187	27,731	28,286	28,852	29,429	30,017	30,617	31,230	31,854	32,492	33,141	33,804	34,480	35,170	35,873	36,591	37,323	12,206
8	27,964	28,523	29,093	29,675	30,269	30,874	31,492	32,122	32,764	33,419	34,088	34,769	35,465	36,174	36,898	37,635	38,388	39,156	39,939	40,738	41,553	13,589
10	30,205	30,809	31,425	32,053	32,694	33,348	34,015	34,696	35,389	36,097	36,819	37,556	38,307	39,073	39,854	40,651	41,464	42,294	43,140	44,002	44,882	14,678
11	30,766	31,382	32,009	32,649	33,302	33,969	34,648	35,341	36,048	36,769	37,504	38,254	39,019	39,800	40,596	41,407	42,236	43,080	43,942	44,821	45,717	14,951
12	31,382	32,010	32,650	33,303	33,969	34,649	35,342	36,049	36,769	37,505	38,255	39,020	39,800	40,596	41,408	42,237	43,081	43,943	44,822	45,718	46,633	15,250
14	33,661	34,334	35,021	35,722	36,436	37,165	37,908	38,666	39,439	40,228	41,033	41,853	42,691	43,544	44,415	45,304	46,210	47,134	48,076	49,038	50,019	16,358
15	34,298	34,984	35,683	36,397	37,125	37,868	38,625	39,397	40,185	40,989	41,809	42,645	43,498	44,368	45,255	46,160	47,084	48,025	48,986	49,965	50,965	16,667
16	34,867	35,564	36,275	37,001	37,741	38,496	39,266	40,051	40,852	41,669	42,502	43,352	44,219	45,104	46,006	46,926	47,865	48,822	49,798	50,794	51,810	16,943
17	35,938	36,657	37,390	38,138	38,900	39,678	40,472	41,281	42,107	42,949	43,808	44,684	45,578	46,490	47,419	48,368	49,335	50,322	51,328	52,355	53,402	17,464
18	37,077	37,818	38,575	39,346	40,133	40,936	41,755	42,590	43,441	44,310	45,196	46,100	47,022	47,963	48,922	49,901	50,899	51,917	52,955	54,014	55,094	18,017
20	39,357	40,144	40,947	41,766	42,601	43,453	44,322	45,208	46,113	47,035	47,976	48,935	49,914	50,912	51,930	52,969	54,028	55,109	56,211	57,335	58,482	19,125
21	40,495	41,304	42,131	42,973	43,833	44,709	45,603	46,515	47,446	48,395	49,363	50,350	51,357	52,384	53,432	54,500	55,590	56,702	57,836	58,993	60,173	19,678
22	41,633	42,466	43,315	44,182	45,065	45,967	46,886	47,824	48,780	49,756	50,751	51,766	52,801	53,857	54,934	56,033	57,154	58,297	59,463	60,652	61,865	20,232
23	42,773	43,629	44,501	45,391	46,299	47,225	48,170	49,133	50,116	51,118	52,140	53,183	54,247	55,332	56,438	57,567	58,719	59,893	61,091	62,313	63,559	20,786
24	45,051	45,952	46,871	47,809	48,765	49,740	50,735	51,750	52,785	53,840	54,917	56,015	57,136	58,278	59,444	60,633	61,845	63,082	64,344	65,631	66,944	21,892
25	47,900	48,858	49,835	50,832	51,848	52,885	53,943	55,022	56,122	57,245	58,390	59,557	60,749	61,964	63,203	64,467	65,756	67,071	68,413	69,781	71,177	23,277
26	50,747	51,761	52,797	53,853	54,930	56,028	57,149	58,292	59,458	60,647	61,860	63,097	64,359	65,646	66,959	68,298	69,664	71,057	72,479	73,928	75,407	24,660
27	54,733	55,828	56,944	58,083	59,245	60,430	61,638	62,871	64,129	65,411	66,719	68,054	69,415	70,803	72,219	73,664	75,137	76,640	78,172	79,736	81,331	26,597
28	59,291	60,477	61,686	62,920	64,178	65,462	66,771	68,106	69,469	70,858	72,275	73,721	75,195	76,699	78,233	79,798	81,394	83,021	84,682	86,375	88,103	28,812
29	62,707	63,962	65,241	66,546	67,877	69,234	70,619	72,031	73,472	74,941	76,440	77,969	79,528	81,119	82,741	84,396	86,084	87,806	89,562	91,353	93,180	30,473
31	69,543	70,934	72,352	73,799	75,275	76,781	78,316	79,883	81,480	83,110	84,772	86,468	88,197	89,961	91,760	93,595	95,467	97,377	99,324	101,311	103,337	33,794
33	77,908	79,466	81,055	82,676	84,330	86,016	87,737	89,491	91,281	93,107	94,969	96,868	98,806	100,782	102,797	104,853	106,950	109,089	111,271	113,497	115,767	37,859
34	79,798	81,394	83,022	84,682	86,376	88,103	89,865	91,663	93,496	95,366	97,273	99,219	101,203	103,227	105,292	107,397	109,545	111,736	113,971	116,250	118,575	38,778
35	83,214	84,878	86,575	88,307	90,073	91,874	93,712	95,586	97,498	99,448	101,437	103,466	105,535	107,646	109,798	111,994	114,234	116,519	118,849	121,226	123,651	40,437

APPENDIX B: Non-Public Safety Classification Listing

OCONEE COUNTY CLASSIFICATION LISTING				
NON-PUBLIC SAFETY			July 1, 2020	
TITLE	FLSA	GR	MIN	MAX
CUSTODIAN/COURIER	N	6	25117	37323
GENERAL SERVICES TECHNICIAN	N	6	25117	37323
OFFICE ASSISTANT	N	6	25117	37323
"OPEN"	N	8	27964	41553
EQUIPMENT OPERATOR	N	10	30204	44882
MAINTENANCE WORKER II - P&R	N	10	30204	44882
MOTOR VEHICLE REGISTRAR	N	10	30204	44882
WATER RESOURCES ACCOUNTS REPRESENTATIVE	N	10	30204	44882
WATER RESOURCES CUSTOMER SERVICE REP.	N	10	30204	44882
WATER RESOURCES MAINTENANCE MECHANIC	N	10	30204	44882
"OPEN"	N	11	30766	45717
ADMINISTRATIVE SECRETARY	N	12	31382	46633
DEPUTY CLERK	N	12	31382	46633
PERMIT CLERK	N	12	31422	46633
PROBATE COURT CLERK	N	12	31382	46633
PROBATE TRAFFIC CLERK	N	12	31382	46633
PROGRAM EDUCATOR - COUNTY EXTENSION	N	12	31382	46633
WATER RESOURCES WORKER III	N	12	31382	46633
BUILDING MAINTENANCE MECHANIC	N	14	33661	50019
EQUIPMENT OPERATOR, SENIOR	N	14	33661	50019
FINANCE OFFICER	N	14	33661	50019
FOOD SERVICE MANAGER - SENIOR CENTER	N	14	33661	50019
HVAC TECHNICIAN	N	14	33661	50019
MAINTENANCE WORKER I - P&R	N	14	33661	50019
MECHANIC	N	14	33661	50019
MOTOR VEHICLE REGISTRAR, SENIOR	N	14	33661	50019
WATER RESOURCES ACCOUNTS TECHNICIAN	N	14	33661	50019
WATER RESOURCES WATER SYS. OPERATOR TRAINEE	N	14	33661	50019
WATER RESOURCES WASTEWATER OPERATOR TRAINEE	N	14	33661	50019
WATER RESOURCES WORKER II	N	14	33661	50019
"OPEN"	N	15	34298	50965
DEPUTY CLERK, SENIOR	N	16	34866	51810
TOURISM AND MARKETING COORDINATOR	N	16	34866	51810
WATER RESOURCES WORKER I	N	16	34866	51810
ADMINISTRATIVE ASSISTANT	N	17	35938	53402
ADMINISTRATIVE ASSISTANT/DEPUTY CLERK	N	17	35938	53402
AGING SERVICES COORDINATOR -SENIOR CTR	N	17	35938	53402
CIVIC CENTER COORDINATOR	N	17	35938	53402
CREW LEADER	N	17	35938	53402
GROUNDS EQUIPMENT TECHNICIAN - P&R	N	17	35938	53402
NETWORK ADMINISTRATOR, SO	N	17	35938	53402
PROCUREMENT OFFICER	N	17	35938	53402
PROGRAM COORDINATOR - P&R	N	17	35938	53402
PROPERTY APPRAISER II	N	17	35938	53402
SIGN COORDINATOR - ROADS	N	17	35938	53402

OCONEE COUNTY CLASSIFICATION LISTING				
NON-PUBLIC SAFETY			July 1, 2020	
TITLE	FLSA	GR	MIN	MAX
BUILDING INSPECTOR	N	18	37076	55094
CODE ENFORCEMENT OFFICER	N	18	37076	55094
EMS COORDINATOR	N	18	37076	55094
EXECUTIVE ASSISTANT-SO	N	18	37076	55094
HEAVY EQUIPMENT OPERATOR	N	18	37076	55094
HUMAN RESOURCES GENERALIST	E	18	37076	55094
SENIOR PROGRAM COORDINATOR -P&R	N	18	37076	55094
TECHNICAL SERVICES DIRECTOR-CC	N	18	37076	55094
TRAFFIC COURT OPERATIONS/COORDINATOR	N	18	37076	55094
WATER RESOURCES DIST./COLLECTION CREW LEADER	N	18	37076	55094
WATER RESOURCES MAINTENANCE SUPERVISOR	N	18	37076	55094
WATER RESOURCES WASTEWATER OPERATOR III	N	18	37076	55094
WATER RESOURCES WATER SYSTEM OPERATOR III	N	18	37076	55094
YOUTH PROGRAM COORDINATOR-P&R	N	18	37076	55094
ASSISTANT DIRECTOR-SENIOR CENTER	N	20	39357	58482
CHIEF DEPUTY CLERK-CLERK OF COURTS	N	20	39357	58482
COURT OPERATIONS ADMIN. MANAGER-PROBATE	N	20	39357	58482
CREW SUPERVISOR	N	20	39357	58482
DEPUTY TAX COMMISSIONER	E	20	39357	58482
OPERATIONS AND PROJECT COORDINATOR	E	20	39357	58482
WATER RESOURCES WASTERWATER OPERATOR II	N	20	39357	58482
BUDGET OFFICER/INTERNAL AUDIT	E	21	40494	60173
FACILITIES COORDINATOR-OPERATIONS	N	21	40494	60173
FACILITIES SUPERVISOR- P&R	N	21	40494	60173
GIS ANALYST I	E	21	40494	60173
PLANNER	E	21	40494	60173
SHOP SUPERVISOR	N	21	40494	60173
PROPERTY APPRAISER III	N	21	40494	60173
WATER RESOURCES INSPECTOR	N	21	40494	60173
WATER RESOURCES WASTEWATER OPERATOR I	N	21	40494	60173
WATER RESOURCES WATER SYSTEM OPERATOR I	N	21	40494	60173
ASSISTANT DIRECTOR BOARD OF ELECTIONS	E	22	41633	61865
BUSINESS OFFICE MANAGER - UTILITY	E	22	41633	61865
INSPECTOR, SENIOR-ROADS & BRIDGES	N	22	41633	61865
PROJECT ADMINISTRATOR-PW	E	22	41633	61865
WATER RESOURCES DIST./COLLECT. SUPERVISOR	N	22	41633	61865
WATER RESOURCES WASTEWATER SUPERVISOR I	N	22	41633	61865
WATER RESOURCES WATER SYSTEM SUPERVISOR I	N	22	41633	61865
RECREATION MANAGER P&R	E	23	42774	63559
PARKS MANAGER P&R	E	23	42774	63559
ASSISTANT CHIEF PROPERTY APPRAISER	E	24	45051	66944
DEPUTY DIRECTOR P&R	E	24	45051	66944
STAFF ENGINEER I	E	24	45051	66944
ASSISTANT DIRECTOR, INFORMATION TECHN.	E	25	47900	71177
COMMUNICATIONS MANAGER	E	25	47900	71177
GIS ADMINISTRATOR	E	25	47900	71177

OCONEE COUNTY CLASSIFICATION LISTING				
NON-PUBLIC SAFETY			July 1, 2020	
TITLE	FLSA	GR	MIN	MAX
DIRECTOR, FLEET MAINTENANCE	E	26	50746	75407
DIRECTOR, OPERATIONS & FACILITIES	E	26	50746	75407
DIRECTOR, SENIOR CENTER	E	26	50746	75407
DIRECTOR, TOURISM	E	26	50746	75407
ASSISTANT DIRECTOR, PLANNING	E	27	54733	81331
ASSISTANT DIRECTOR, WATER RESOURCES	E	27	54733	81331
DIRECTOR, CIVIC CENTER	E	27	54733	81331
DIRECTOR, ELECTIONS	E	27	54733	81331
DIRECTOR, INFORMATION TECHNOLOGY	E	27	54733	81331
ROADS SUPERINTENDENT	E	27	54733	81331
COUNTY CLERK	E	28	59291	88103
ENGINEER, WATER RESOURCES	E	28	59291	88103
ASSISTANT FINANCE DIRECTOR/CPA	E	29	62707	93180
CHIEF PROPERTY APPRAISER	E	29	62707	93180
DIRECTOR, HUMAN RESOURCES	E	29	62707	93180
DIRECTOR, INTERNAL SERVICES	E	29	62707	93180
"OPEN"	E	31	69513	103337
DIRECTOR, PLANNING/ZONING/CODE ENF.	E	33	77908	115767
DIRECTOR, PUBLIC WORKS	E	33	77908	115767
DIRECTOR, WATER RESOURCES	E	33	77908	115767
DIRECTOR, PARKS AND RECREATION	E	33	77908	115767
DIRECTOR, FINANCE	E	34	79798	118575

(Updated June 2020)

APPENDIX C: Public Safety Pay Matrix and Classification Listing

Employees in the following operations will qualify for this matrix:

Sheriff's Office Fire/EMA Animal Services

SHERIFF'S OFFICE

Matrix creates a class I and II for Deputy, Corporal/Investigator, Sergeant, Lieutenant and Captain. To achieve class I the individual must achieve the intermediate or advanced level of POST certification. To achieve the class II the individual must achieve Senior Deputy level of POST certification.

March 1st will be the census date for the next FY budget. So any person having the POST certificate on March 1st will advance the correct pay grade on July 1st of the same year. Earning the class I or II designation will result in the employee advancing to the PS Grade indicated on the attached sheet. No change in step will occur based on earning class I and II.

Investigators have the rank of Corporal.

Jailer entry level position will be PS Grade 6. Upon earning certification the employee will advance to PS Grade 8. The change in grade will effect payroll period beginning immediately at earning the certification required for class I. No change in step will occur.

A jailer may obtain rank of Corporal and will follow the PS designated for such rank. The Sheriff requires any rank above Corporal to be a POST certified Deputy and will advance to grades indicated for such rank. Individuals holding rank in the jail that transfer to non-rank positions outside the jail will adjust to the appropriate PS Graded based on level of responsibility.

E911/Dispatch entry level will be Grade 4. Earning certification will advance the employee to class II at PS Grade 6. The PS PPM also creates a class II for E911/Dispatch. The class II will be assigned by the Sheriff for up to 4 employees in the E911/Dispatch duty area. The class II is designed to provide shift supervisor levels with the E911/Dispatch area.

Public Safety Performance Pay Matrix FY 2021

Grade	Entry	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	Max	Band
PS 04	30,240	30,845	31,462	32,091	32,733	33,387	34,055	34,736	35,431	36,140	36,862	37,600	38,352	39,119	39,901	40,699	41,513	42,343	43,190	44,054	44,935	14,695
PS 06	33,316	33,982	34,662	35,355	36,062	36,784	37,519	38,270	39,035	39,816	40,612	41,424	42,253	43,098	43,960	44,839	45,736	46,650	47,583	48,535	49,506	16,190
PS 08	34,853	35,550	36,261	36,986	37,726	38,481	39,250	40,035	40,836	41,653	42,486	43,335	44,202	45,086	45,988	46,908	47,846	48,803	49,779	50,774	51,790	16,937
PS 10	35,879	36,597	37,329	38,075	38,837	39,613	40,406	41,214	42,038	42,879	43,736	44,611	45,503	46,413	47,342	48,288	49,254	50,239	51,244	52,269	53,314	17,435
PS 12	37,672	38,425	39,194	39,978	40,777	41,593	42,425	43,273	44,139	45,022	45,922	46,840	47,777	48,733	49,707	50,702	51,716	52,750	53,805	54,881	55,979	18,307
PS 14	38,390	39,158	39,941	40,740	41,555	42,386	43,233	44,098	44,980	45,880	46,797	47,733	48,688	49,662	50,655	51,668	52,701	53,755	54,830	55,927	57,046	18,656
PS 16	39,557	40,348	41,155	41,978	42,818	43,674	44,548	45,439	46,347	47,274	48,220	49,184	50,168	51,171	52,195	53,239	54,303	55,389	56,497	57,627	58,780	19,223
PS 18	40,309	41,115	41,937	42,776	43,632	44,504	45,394	46,302	47,228	48,173	49,136	50,119	51,122	52,144	53,187	54,251	55,336	56,442	57,571	58,723	59,897	19,588
PS 20	41,081	41,903	42,741	43,595	44,467	45,357	46,264	47,189	48,133	49,096	50,078	51,079	52,101	53,143	54,206	55,290	56,395	57,523	58,674	59,847	61,044	19,963
PS 22	42,324	43,170	44,034	44,915	45,813	46,729	47,664	48,617	49,589	50,581	51,593	52,625	53,677	54,751	55,846	56,963	58,102	59,264	60,449	61,658	62,891	20,567
PS 24	43,135	43,998	44,878	45,775	46,691	47,625	48,577	49,549	50,540	51,550	52,581	53,633	54,706	55,800	56,916	58,054	59,215	60,399	61,607	62,840	64,096	20,961
PS 26	43,956	44,835	45,732	46,646	47,579	48,531	49,502	50,492	51,501	52,531	53,582	54,654	55,747	56,862	57,999	59,159	60,342	61,549	62,780	64,036	65,316	21,360
PS 28	45,292	46,198	47,122	48,064	49,026	50,006	51,006	52,026	53,067	54,128	55,211	56,315	57,441	58,590	59,762	60,957	62,176	63,420	64,688	65,982	67,302	22,010
PS 30	46,154	47,077	48,019	48,979	49,959	50,958	51,977	53,016	54,077	55,158	56,261	57,387	58,534	59,705	60,899	62,117	63,360	64,627	65,919	67,238	68,582	22,428
PS 32	46,557	47,488	48,438	49,407	50,395	51,403	52,431	53,479	54,549	55,640	56,753	57,888	59,046	60,226	61,431	62,660	63,913	65,191	66,495	67,825	69,181	22,624
PS 34	47,034	47,975	48,934	49,913	50,911	51,929	52,968	54,027	55,108	56,210	57,334	58,481	59,650	60,843	62,060	63,302	64,568	65,859	67,176	68,520	69,890	22,856
PS 36	48,462	49,431	50,420	51,428	52,457	53,506	54,576	55,668	56,781	57,917	59,075	60,256	61,462	62,691	63,945	65,223	66,528	67,858	69,216	70,600	72,012	23,550
PS 38	49,385	50,373	51,380	52,408	53,456	54,525	55,616	56,728	57,862	59,020	60,200	61,404	62,632	63,885	65,162	66,466	67,795	69,151	70,534	71,945	73,384	23,999
PS 40	50,326	51,333	52,359	53,406	54,474	55,564	56,675	57,809	58,965	60,144	61,347	62,574	63,826	65,102	66,404	67,732	69,087	70,469	71,878	73,315	74,782	24,456
PS 42	51,854	52,891	53,949	55,028	56,128	57,251	58,396	59,564	60,755	61,970	63,210	64,474	65,763	67,079	68,420	69,789	71,184	72,608	74,060	75,541	77,052	25,198
PS 44	53,308	54,374	55,462	56,571	57,702	58,856	60,033	61,234	62,459	63,708	64,982	66,282	67,607	68,960	70,339	71,746	73,180	74,644	76,137	77,660	79,213	25,905
PS 46	55,485	56,595	57,727	58,881	60,059	61,260	62,485	63,735	65,010	66,310	67,636	68,989	70,368	71,776	73,211	74,676	76,169	77,692	79,246	80,831	82,448	26,963
PS 48	57,040	58,181	59,344	60,531	61,742	62,977	64,236	65,521	66,831	68,168	69,531	70,922	72,341	73,787	75,263	76,768	78,304	79,870	81,467	83,097	84,758	27,718
PS 50	58,258	59,423	60,612	61,824	63,060	64,322	65,608	66,920	68,259	69,624	71,016	72,437	73,885	75,363	76,870	78,408	79,976	81,575	83,207	84,871	86,568	28,310
PS 52	64,084	65,366	66,673	68,006	69,367	70,754	72,169	73,612	75,085	76,586	78,118	79,680	81,274	82,899	84,557	86,249	87,974	89,733	91,528	93,358	95,225	31,141
PS 54	68,570	69,941	71,340	72,767	74,222	75,707	77,221	78,765	80,341	81,947	83,586	85,258	86,963	88,703	90,477	92,286	94,132	96,015	97,935	99,894	101,891	33,321

OCONEE COUNTY CLASSIFICATION LISTING		July 2020			
PUBLIC SAFETY		FLSA	GR	MIN	MAX
TITLE					
ANIMAL SERVICES OFFICER		N	4	30240	44935
COMMUNICATION OFFICER (non-certified)		N	4	30240	44935
COMMUNICATION OFFICER I		N	6	33316	49506
CRIME SCENE INVESTIGATION/EVIDENCE		N	6	33316	49506
JAILER (non-certified)		N	6	33316	49506
ANIMAL SERVICES SUPERVISOR		N	8	34853	51790
COMMUNICATION OFFICER II		N	8	34853	51790
JAILER I		N	8	34853	51790
DEPUTY SHERIFF		N	10	35879	53314
DEPUTY INMATE WORK PROGRAM		N	10	35879	53314
DEPUTY SHERIFF I		N	12	37672	55979
DEPUTY SHERIFF-CORPORAL		N	14	38390	57046
DEPUTY SHERIFF -CHAMPS-CORPORAL		N	14	38390	57046
DEPUTY SHERIFF -INVESTIGATOR		N	14	38390	57046
INVESTIGATIVE RECORDS COORDINATOR/CPL		N	14	38390	57046
JAILER (CERTIFIED)-CORPORAL		N	14	38390	57046
DEPUTY SHERIFF II		N	16	39557	58780
DEPUTY SHERIFF-CORPORAL I		N	18	40309	59897
DEPUTY SHERIFF-INVESTIGATOR I		N	18	40309	59897
DEPUTY SHERIFF-SERGEANT		N	20	41081	61044
DEPUTY SHERIFF-INVESTIGATOR-SERGEANT		N	20	41081	61044
DEPUTY SHERIFF-CORPORAL II		n	22	42325	62891
DEPUTY SHERIFF-INVESTIGATOR II		N	22	42325	62891
DEPUTY SHERIFF-SERGEANT I		N	24	43136	64096
DS-ASSISTANT COORDINATOR COMM.-LIEUTENANT		N	26	43957	65316
DS-CHIEF INVESTIGATOR-LIEUTENANT		N	26	43957	65316
DEPUTY SHERIFF-LIEUTENANT		N	26	43957	65316
DEPUTY SHERIFF-SERGEANT II		N	28	45292	67302
DEPUTY SHERIFF LIEUTENANT I		N	30	46154	68582
		N	32	46557	69181
CHIEF COMMUNICATION OFFICER-CAPTAIN		E	34	47034	69890
DEPUTY SHERIFF-CAPTAIN		E	34	47034	69890
FIRE MARSHAL		E	34	47034	69890
DEPUTY SHERIFF-LIEUTENANT II		E	36	48462	72012
DEPUTY SHERIFF-CAPTAIN I		E	38	49386	73384
ANIMAL SERVICES MANAGER		E	40	50326	74782
DEPUTY SHERIFF-CAPTAIN II		E	42	51854	77052
		E	44	53308	79213
		E	46	55485	82448
		E	48	57040	84758
JAIL ADMINISTRATOR-MAJOR		E	50	58259	86568
CHIEF DEPUTY		E	52	64084	95225
FIRE CHIEF/EMS DIRECTOR		E	52	64084	95225
EMA DIRECTOR		E	54	68570	101891

Employee Acknowledgement Form

The Human Resources policies and procedures in this Handbook are not intended to represent and are not, in whole or in part, either an implied or written contract. The employment relationship between Oconee County and any employee is at-will and may be terminated with or without cause and with or without notice, at any time, at the discretion of the Oconee County Board of Commissioners. Only the Board of Commissioners has the authority to alter the at-will nature of this relationship.

This Handbook is intended for informational purposes only. It does not contain all the information you will need during the course of your employment. You will receive additional information through various notices as well as orally through your supervisor, Department Director/ Elected Official and the Human Resources Office.

Oconee County is committed to reviewing its policies, procedures and benefits periodically. Accordingly, the policies, procedures and benefits outlined in this Handbook are subject to review and change by Oconee County at any time.

Please acknowledge receipt of your copy of the Oconee County Human Resources Policies and Procedures Handbook and return to Human Resources for inclusion in your personnel file within three (3) days of employment. My signature below acknowledges that I have received the Handbook, and that I understand it is my responsibility to read and comply with the guidelines described in it.

Printed Name

Signature

Department

Date