

## **ARTICLE I. ORGANIZATION OF THE PERSONNEL SYSTEM**

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### **Section 1. Purpose of the Policy**

The purpose of this policy is to establish a fair and uniform system of personnel administration for all employees of the County under the supervision of the County Manager, elected officials, Elections Board, Board of Health, and Social Services Board. These aforementioned entities are the official appointing authorities covered by this personnel policy. State requirements will supersede these policies for positions subject to the State Personnel Act whenever there is a conflict. This policy is established under the authority of G.S. 153A, Article 5, and G.S. 126 of the General Statutes of North Carolina.

This policy is not a binding contract between employees and Alexander County and can be changed at any time by action of the County Board of Commissioners.

### **Section 2. Application of Policies, Plan, Rules, and Regulations**

This personnel policy and all rules and regulations adopted pursuant thereto shall be binding on all County employees, except as provided in this section. An employee violating any of the provisions of this policy shall be subject to appropriate disciplinary action, as well as prosecution under any civil or criminal laws which have been violated.

Elected Commissioners, the County Manager, and the County Attorney are exempt from all provisions of this policy.

The following employees are covered only by the listed articles and sections:

1. Employees governed by the State Personnel Act shall be subject to all articles except:
  - Article IV--Recruitment and Selection
  - Article VIII--Separation, Disciplinary Action and Reinstatement
  - Article IX--Grievance Procedure
  
2. Employees of the North Carolina Cooperative Extension Service shall be subject to all articles except:
  - Article II--The Classification Plan
  - Article III--The Pay Plan
  - Article IV--Recruitment and Selection
  - Article VII--Employee Benefits
  - Article VIII--Separation, Disciplinary Action and Reinstatement
  - Article IX--Grievance Procedure

3. The Supervisor of Elections shall be subject to all articles except:
  - Article IV--Recruitment and Selection
  - Article V--Condition of Employment
  - Article VIII--Separation, Disciplinary Action and Reinstatement
  - Article IX--Grievance Procedure
4. Employees of the County Sheriff and the Register of Deeds shall be subject to all articles except:
  - Article VIII--Separation, Disciplinary Action and Reinstatement
5. Temporary employees, as designated by the Board of County Commissioners, shall be subject to all articles except:
  - Articles VI--Holidays and Leave
  - Article VII--Employee Benefits

### **Section 3. Merit Principles**

All appointments and personnel actions shall be made on the basis of merit. All positions requiring the performance of the same duties and fulfillment of the same responsibilities shall be assigned to the same class and salary grade. No applicant for County employment or employee shall be deprived of employment opportunities or otherwise be adversely affected as an employee because of an individual's race, color, religion, sex, national origin, political affiliation, qualified disability, or age.

### **Section 4. Responsibilities of the County Board of Commissioners**

The Board of County Commissioners shall establish personnel policies and rules, including the classification and pay plan and benefits, and shall make and confirm appointments required by law.

### **Section 5. Responsibilities of the County Manager**

The County Manager shall be responsible to the Board of County Commissioners for the administration and technical direction of the human\_resources program. The County Manager shall appoint, suspend, and remove all County officers and employees, except those elected by the people or those whose appointment is otherwise provided for by law. The County Manager shall make appointments, dismissals, and suspensions in accordance with State statutes and other policies and procedures spelled out in other Articles in this Policy.

The County Manager may delegate human resources functions, as appropriate. The County Manager or designee shall maintain the position classification plan and the pay plan and perform such other duties in connection with a modern human resources program as the County Board requires. All matters dealing with human resources shall be routed through the office of the County Manager or designee who shall maintain a

complete system of personnel files and records.

The County Manager shall:

- a) Recommend rules and revisions to the personnel system to the County Board of Commissioners for consideration;
- b) Make changes as necessary to maintain an up to date and accurate position classification plan;
- c) Recommend necessary revisions to the pay plan;
- d) Determine which employees shall be subject to the overtime provisions of FLSA;
- f) Develop and administer such recruiting programs as may be necessary to obtain an adequate supply of competent applicants to meet the needs of the County;
- g) Perform such other duties as may be assigned by the County Board of Commissioners not inconsistent with this Policy; and
- h) Appoint an employee to the role of human resources officer.

## **Section 6. Departmental Rules and Regulations**

Due to the particular personnel and operational requirements of the various departments of the County, each department is authorized to establish supplemental rules and regulations applicable only to the personnel of that department. All such rules and regulations shall be subject to the approval of the County Manager or designee, and shall not in any way conflict with the provisions of this Policy, but shall be considered as a supplement to this Chapter.

## **Section 7. Definitions**

For the purposes of this policy, the following words and phrases shall have the meanings respectively ascribed to them by this section:

**Adverse Action.** An involuntary demotion, involuntary reduction in pay, involuntary transfer, suspension without pay, layoff or dismissal.

**Anniversary Date.** The employee's original date of employment with the County service in a permanent position.

**Appointing Authority.** Any County board or official with the legal authority to make hiring decisions.

**Class.** A position or group of positions having similar duties and responsibilities requiring similar qualifications, which can be properly designated by one title indicative of the nature of work performed, and which carry the same pay range.

**Competitive Service Employee.** An employee of the Department of Social Services, the Department of Public Health, Cooperative Extension, those subject to the State Personnel Act.

**County or county.** Alexander County.

**Cost-of-Living Increase.** An annual adjustment that may be made by the Board of County Commissioners to all pay ranges effective July 1 of each year.

**Demotion.** The reassignment of an employee to a position or classification having a lower pay range than the position from which the reassignment is made.

**Full-time Employee.** An employee, appointed to an established position, who is regularly scheduled to work forty (40) hours or more per work week, is continuously employed at least 12 months, and is designated by the Board of Commissioners as full time.

**General County Employee.** A County employee not subject to the State Personnel Act.

**Grievance.** A concern arising from disciplinary action or discrimination.

**Hiring Rate.** The salary paid an employee when hired into County service, normally step 1.0 of the pay range, unless employee is designated a trainee, in which case, their beginning rate will be step TG.

**Maximum Pay Rate.** The maximum pay authorized by the pay plan for an employee within an assigned pay range.

**Part-time Employee.** An employee appointed to an established position, for which the duties are regularly scheduled for an average work week of less than 30 hours per week for continuous employment of 12 months who is paid on an hourly basis and is designated by Commissioners as a part-time employee.

**Part-time Employee (Eligible).** An employee appointed to an established position, for which the duties are regularly scheduled for an average work week of at least 30 hours but less than 40 hours for continuous employment of 12 months, who is paid on an hourly basis and is designated by the Board of Commissioners as an eligible part-time employee. An eligible part-time employee is eligible for county benefits on a pro-rated schedule.

**Pay Grade.** A range of pay rates assigned to all classes and positions that are sufficiently comparable to warrant one range of pay rates.

**Pay Plan.** A schedule of pay ranges arranged by sequential rates including minimum, intermediate, and maximum steps for each class assigned to a pay range.

**Pay Plan Revision.** The uniform raising or lowering of the pay ranges of every grade within the pay plan.

**Pay Range.** The minimum and maximum pay levels for a given classification for hiring, and other personnel pay action purposes.

**Pay Range Revision.** The raising or lowering of the pay range for one or more specific classes of positions within the classification plan.

**Regular Employee:** An employee who has completed no less than six (6) or no more than nine (9) months of satisfactory County service (probationary period) or as otherwise required, and has been approved for regular status by his/ her department head (with approval, where applicable, of the County Manager).

**Regular Full-time Position.** A position that has been approved by the Board of County Commissioners, the duties and responsibilities of which are required to be performed on a continuous basis, normally requiring full-time employment of an individual.

**Regular Part-time Position.** A position that has been approved by the Board of County Commissioners, the duties and responsibilities of which can be performed in less than a regular work day and/or week.

**Position.** A group of current duties and responsibilities requiring the full or part-time employment of one person.

**Position Classification Plan.** An approved plan by the Board of Commissioners that assigns classes (positions) to the appropriate pay grade.

**Probationary Employee.** An employee appointed to a full or part time regular position that has not yet successfully completed the designated probationary period are a probationary employee for the full duration of their appointment in that status.

**Promotion.** The reassignment of an employee to an existing position or classification in the County service having a higher pay range than the position or classification from which the reassignment is made.

**Reclassification.** The reassignment of an existing position from one class to another based on changes in job content.

**Salary.** The amount of pay for a given position and pay grade. The word “salary” means “pay” and is not a guaranteed pay unless an employee is “salaried” and is classified as exempt under the Fair Labor Standards Act.

**Temporary Employee.** An individual appointed to serve in a position for a definite duration, but not to exceed twelve (12) months.

**Temporary Position.** A position for which the duties and responsibilities are required to be met for a specific short period of time, normally not to exceed twelve (12) months and which may or may not require attendance by a person for a full day and/or workweek.

**Trainee.** An employee status when an applicant is hired (or employee promoted) who does not meet the minimum requirements of the class to which he/she is being appointed. All requirements for the trainee appointment must be satisfied prior to attaining regular status. During the duration of a trainee appointment, the employee is on probationary status.

**Transfer.** The reassignment of an employee from one position or department to another.

**Work Against Appointment.** In departments whose employees are subject to the State Personnel Act, the appointing authority may appoint an employee in a work against situation. When qualified applicants are unavailable and there is no trainee provision for the classification of the vacancy, the appointing authority may appoint an employee below the level of the regular classification in a "work against" appointment. This appointment is for the purpose of allowing the employee to gain the qualifications needed for the full class through on the job experience. A work against appointment may not be made when applicants are available who meet the training and experience requirements for the full class and the position being recruited. During the duration of the work against appointment, the employee is on probationary status