

AMENDMENT TO THE PERSONNEL ORDINANCE FOR SURRY COUNTY, NORTH CAROLINA

Be it ordained and enacted that the Ordinance is amended as follows:

ARTICLE VI. LEAVES OF ABSENCE

Delete the following sentence: "When a holiday other than Christmas Day falls on a Saturday or a Sunday, Monday shall be observed as a holiday."

Add the following sentence: "When a holiday other than Christmas Day falls on a Saturday or a Sunday, the County shall observe as a holiday, the preceding Friday or the following Monday, as determined by the County Manager."

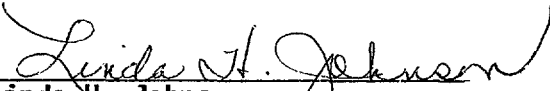
Adopted this the 1st day of June, 1987.

SURRY COUNTY BOARD OF COMMISSIONERS



Sam Couch, Chairman

Attest:



Linda H. Johnson
Clerk to the Board

AMENDMENTS TO THE
SURRY COUNTY PERSONNEL ORDINANCE

Be it ordained and enacted by the Board of Commissioners of Surry County that the Surry County Personnel Ordinance is amended, effective December 7, 1987, as follows:

1. Article II, Section 3

Delete the following sentence:

"New positions shall be established only with the approval of the County Commissioners...."

Add the following sentence:

"New positions for full time regular employment or part time regular employment shall be established only with the approval of the County Commissioners...."

Add the following sentence:

"Full time temporary or part time temporary employees may be hired by department heads, subject to funds being available in their budgets as approved by the County Commissioners."

2. Article III, Section 5

Add the following provisions:

(d) An employee whose position is reclassified to a lower grade shall not receive a salary reduction, unless the employee's present salary exceeds the maximum of the new salary range, in which case the employee's salary shall be reduced to the maximum step of the new grade.

(e) An employee whose position is reclassified to a higher grade shall be assigned to the same pay step in the new grade which he or she held in the lower grade. For example, an employee who was at step 3 in the lower grade shall be assigned to step 3 in the higher grade.

3. Article III, Section 8

Delete the following provision:

"The pay plan established by the policy is for full-time service. An employee appointed to less than full-time service will be paid a pro-rated amount."

Add the following provision:

The pay plan established by this Ordinance is for full-time regular employment. Part time regular employees, and temporary employees (either full time or part time) shall be paid an amount approved by the County Manager, but may not exceed the hourly amount paid to a full time regular employee performing similar duties unless authorized by the County Commissioners.

4. Article VI, Section 1

Add the following:

It is the intent of the County Commissioners that non-emergency County offices will follow the State's holiday schedule, as a convenience to the public. Therefore, the following holiday schedule may be modified from year to year in order to conform with the State's schedule.

New Year's Day
Easter Monday
Memorial Day
Independence Day
Martin Luther King, Jr. Day

Labor Day
Veteran's Day
Thanksgiving Day (2 days)
Christmas (2 or 3 days)

5. Article VI, Leaves of Absence

Add the following:

Section 14. Petty Leave

Each full time regular employee shall be granted two (2) days (16 hours) petty leave each year. Each part time regular employee shall receive a prorated amount, based upon percentage of time employed. Temporary employees, whether full time or part time, shall not receive petty leave.

Petty leave shall be credited to each employee's account upon the effective date of this amendment, and annually thereafter on July 1. Any unused leave shall be cancelled on June 30 of each year.

The employees shall reserve their petty leave for use during inclement winter weather when road conditions may cause delays in reporting to work or require an early departure from work. After April 1st, petty leave may be taken for other purposes, but only upon permission of the employee's supervisor.

6. Article VII, Section 5

Delete the entire section and add the following explanatory note:

"This Section, which prescribed a mandatory retirement age, has been deleted in order to comply with the Age Discrimination in Employment Act, 29 U.S.C. 621-634, which prohibits age-specific mandatory retirement policies."

7. Article IV, Section 7

Add the following sentence:

The Board of County Commissioners shall make final appointment of department heads.

8. Article VII, Section 7

Delete the following sentence:

"The County Manager must approve all separations."

Add the following sentences:

"The County Manager shall approve all separations or terminations of employment below the department head level. The Board of County Commissioners shall approve separations of department heads, following a consultation with the County Manager and County Attorney."

9. Article VII, Section 13

Amend the first sentence to read as follows:

"All dismissals below the level of department head shall be preceded by an automatic three (3) day suspension without pay pending completion of an investigation by the County Manager."

Add the following sentence at the end of Section 13:

"Department head dismissals shall be made by the Board of County Commissioners, following consultation with the County Manager and County Attorney."

10. Appendix B-1, Pay Plan

Delete the following sentence:

"Department heads may recommend a merit increase of 2½ to 10% subject to the approval of the County Manager and the Board of Commissioners."

Add the following sentences:

"Department heads, the Sheriff, and the Register of Deeds may recommend merit increases of approximately 2½ to 10% for the employees they supervise. These recommendations shall be reviewed by the County Manager, who may also make merit recommendations. Final approval may be granted by the Board of County Commissioners, at the Board's discretion."

11. Appendix C

Delete the following sentences:

Section b. "All regular County employees (except department heads) will be evaluated during the period from November to March of each year, unless otherwise indicated in this policy."

Section c. "Subsequent appraisals shall be conducted during the period from November to March."

Add the following sentence:

Section b. All regular full time and part time County employees will be evaluated once per year by their supervisors, and documentation shall be placed in the employee personnel files.

12. Add the following paragraph to the Pay Plan (Personnel Ordinance, Page B-1-4).

6. Other Pay Incentives. Subject to the availability of funds, the Board of Commissioners, at its discretion, may implement pay incentives in addition to merit pay or other salary supplements as the Board may deem advisable.

AMENDMENTS TO PERSONNEL ORDINANCE FOR SURRY COUNTY

Be it ordained and enacted that the Personnel Ordinance for Surry County, North Carolina, is amended as follows:

1. Article IV, Section 8(b)(3)

Delete the words, "whether the probationary period should be extended for an additional six (6) months maximum."

Add the words, "whether the probationary period should be extended on a month-by-month basis up to an additional six (6) months maximum."

(Explanation: The existing wording could be interpreted as meaning that probation can be extended only for a full six months, and not for a shorter period.)

2. Appendix B-1, Pay Plan

Article III (5)

- 2a. Delete the words, "Each employee at step 3 and above may be considered for a merit increase during October and March of each year."

Add the words, "Each employee at step 3 and above may be considered for a merit increase each year."

(Explanation: Removal of the reference to specific months gives the Board greater control over the merit increase process. For example, it may be preferable to grant merit increases only in July when the budget is approved.)

- 2b. Delete the phrase, "Merit increases will be granted in increments of 2½ percent..."

Add the phrase, "Merit increases will be granted in increments of approximately 2½ percent..."

(Explanation: The percentage spread between half-steps is not always precisely 2½ percent.)

3. Appendix C, Employee Performance Appraisal Policy

Delete paragraph a, New Employee, in its entirety.

Add amended paragraph a, New Employee, which states, "Each new employee appointed on a regular, initial probationary basis to an officially budgeted position shall have a formal performance appraisal no later than the end of the sixth (6th) month of employment. An approved form indicating that the employee has been granted permanent status will be forwarded by the department head to the County Manager for inclusion in the employee's personnel records."

4. These amendments shall be effective December 2, 1985.