COUNTY DEPARTMENT AGENDA REQUEST

Department:	Administration	Presenter(s):	County Administrator Steve Rapson
Meeting Date:	April 25, 2013	Type of Request:	Consent

Wording for the Agenda:

Approval of Human Resource policy and procedure amendments as outlined during the April 5, 2013 Retreat.

Background/History/Details:

The following human resource policy and procedure amendments were presented and discussed during the annual Fayette County Board of Commissioner Retreat.

a. 404.05 Status of Employment (Pages 1-2 of the backup)
b. 404.11 Nepotism (Page 3 of the backup)
c. 404.13 Outside Employment (Page 4 of the backup)
d. 404.21 Recruitment and Selection (Pages 5-7 of the backup)
e. 424.11 Health-Retiree (Pages 8-10 of the backup)
f. 432.01 Time & Attendance (Pages 11-14 of the backup)
g. 452.01 Separation of Employment (Pages 15-17 of the backup)

These policy and procedure amendments are presented for your formal consideration and approval.

What action are you seeking from the Board of Commissioners?

Approval of Human Resource policy and procedure amendments as outlined.

If this item requires funding, please describe:

Not Applicable.

Has this issue come before the Commissioners in the past?	No	If so, when?	
Do you need audio-visual for the presentation?	No	Back-up Material Submitted?	No

STAFF USE ONLY

Approved by Finance	Not Applicable	Reviewed by Legal	
Approved by Purchasing	Not Applicable	Approved by County Clerk	Yes
Administrator's Approval			

Staff Notes:

PURPOSE

To provide guidelines when establishing the employment status of an employee.

POLICY

There shall be a consistent and uniform process for the establishment of a Fayette County employee status based on the requirements of the position.

PROCEDURE

~~Regular~~ Full-Time Non-Exempt Employees

Those employees who are hired for an indefinite period of time without a stated limitation as to length of service and who are employed to work a minimum of forty (40) hours per week or its equivalency. Employees in this status are subject to the minimum wage and overtime provisions of the Fair Labor Standards Act (FLSA) and are eligible for County benefits.

Overtime calculated solely upon hours actually worked.

~~Regular Part-Time Employees~~

~~Those part-time employees who are hired for an indefinite period of time, in excess of one (1) year, without a stated limitation as to length of service (other than continuation of program, position need and/or funding) and who are employed to workless than a regular full-time employee. Only those employees in a regular part-time position which (1) the County designates as benefit eligible;~~ **~~and~~** ~~(2) who work more than thirty (30) hours per week may enroll in the County's benefit program.~~

~~Temporary Full-Time Employees~~

~~Those employees who are hired for a stated length of service, season, or project, and who are employed to work forty (40) hours per week or its equivalency. An employee in this status is ineligible for County benefits.~~

~~Temporary~~ Part-Time And Seasonal Employees

Those part-time employees who are hired for less than one year with a stated length of service, season or project, and who are employed to work fewer hours than a regular full-time employee in a comparable position. This category ~~also~~ includes employees who are employed to work less than thirty (25) hours per week and seasonal employees whose average annual work hours meet the tests for seasonal employees as determined by the U. S. Department of Labor. An employee in this status is ineligible for County benefits.

~~Exempt~~ Full-Time Exempt Employees

Those employees who are hired for an indefinite period of time without a stated limitation as to length of service and who are exempted from the minimum wage and overtime provisions of the Fair Labor Standards Act (FLSA). An employee in this status is eligible for County benefits.

Revised: 06/25/2009

PURPOSE

Establish guidelines regarding the employment of relatives with Fayette County.

POLICY

There shall be a consistent and uniform process regarding employment of immediate family members in the same department of Fayette County.

PROCEDURE

Conditions

Employment of members of an immediate family in the same department is prohibited ~~unless the opportunity exists for the immediate family members to work in different departmental locations or on different shifts if they are employed in the same departmental location~~.

Two (2) employees who marry during the course of their employment must be in compliance with the above requirement ~~within six (6) months of the date of their marriage~~ or the employee with the ~~least~~ highest seniority will be terminated ~~at that time~~.

Definitions

Immediate family is defined as: spouse, parent, guardian, brother, sister, son, daughter, son-in-law, daughter-in-law, mother-in-law, father-in-law, sister-in-law, brother-in-law, grandparent, grandchild, step-parents and step-children.

Application

This policy pertains to new hires, promotions, demotions, transfers and reinstatements. This policy shall not be retroactive, and no action will be taken concerning those employees in conflict of the policy prior to its adoption date.

PURPOSE

Paid employment in addition to an employee's County position is discouraged. While employed by Fayette County, no employee may engage in other employment which presents a conflict of interest with his/her county position and/or which interferes with and detracts from the efficient and effective performance of the employee's duties with the County.

POLICY

There shall be a consistent process for a County employee to engage in outside employment.

PROCEDURE

Request

Employees who desire to accept a position in addition to their County position shall submit a written report to their supervisor or department head detailing, at a minimum, the number of hours, type of work and the schedule of work. The department head~~'s~~, Human Resources Director and County Administrator's written permission shall be obtained prior to commencing the additional employment.

~~Appeal of Denial~~

~~An employee whose request for additional employment has been denied by the department head may appeal the decision by requesting a review and recommendation from the Director of Human Resources. The Director of Human Resources shall review the department head's reason(s) for denial, the employee's appeal and make a recommendation to the County Administrator. The County Administrator's decision shall be final.~~

PURPOSE

To establish a clearly defined and uniform process that is consistent with local, state and federal guidelines for individuals pursuing employment with Fayette County.

POLICY

There shall be a consistent and uniform process in the recruitment and selection of Fayette County employees.

PROCEDURE

The County Administrator has designated the Human Resources Department as the department responsible for determining vacancies in the classified service and filling those vacancies with qualified personnel, maintaining personnel files and records, developing and recommending policies related to the personnel management function and assisting the County Administrator in the personnel functions designated by the Board of Commissioners.

All recruiting, including the placement of job advertisements, shall be conducted consistent with County policies and procedures. All vacancies will be posted externally and whenever possible, ~~vacancies~~ shall be filled through promotion of present qualified County employees. ~~All vacancies shall be filled through open competition except in those instances where a department head seeks to fill the position by considering only internal applicants.~~

Employment at Will: Voluntarily entered into employment with Fayette County and the employee is free to resign at will at any time. The County may terminate the employment relationship at will at any time consistent with adherence to applicable federal or state law.

Phase I – Requests for Personnel

Requests for personnel are submitted to Human Resources by the Department Head with approval of the Division Director. Requests are reviewed for compliance and forwarded to the County Administrator for approval. A job announcement is prepared for approved requests in accordance with the established job title, job code, salary, pay grade and qualifications for the vacant position.

Phase 2 – Employment Opportunity Listing

A weekly job announcement is publicized in the Human Resources Department, listed on the job hotline, County web-site, and local channel 23 to inform and attract qualified applicants. Internal and/or external advertising may be applicable for a specific position.

Phase 3 – Application

Applicants desiring to pursue employment with Fayette County must complete an application in its entirety within the defined time period and provide documentation as requested. An application can be mailed at the request of an applicant after submitting a self addressed, stamped envelope. Applicants with disabilities may request a reasonable accommodation during the application process by contacting a Human Resources Department employee. Applications are accepted for vacant positions only.
All applications are reviewed by Human Resources for qualifications. Applications of applicants who meet the minimum qualifications are forwarded to the applicable Department Head.

Any applicant who provides false or misleading information shall be removed from further consideration of employment.

Phase 4 – Disqualification of an Applicant

~~a. An employee who has been employed with the County twice;~~

b. An individual who has been employed previously with Fayette County and was removed for cause, or did not resign in good standing, and is not recommended for reemployment by the Elected Official/Department Director for which the applicant was previously employed;

c. An unsatisfactory employment record of such a nature so as to demonstrate unsuitability for employment;

d. Does not meet the minimum qualifications established for the position;

e. Has made false or misleading statements or practiced deception in his/her application;

f. Has been convicted of a felony or a crime of moral turpitude, or otherwise exhibited dishonesty or public conduct offensive to the sensitivity of the public at large;

g. Has failed any pre-employment testing;

h. Has failed to submit the application within the prescribed time frame.

Phase 5 – Pre-employing Testing

Skill examinations will be administered, as a prerequisite, for specific skills, at a specific time and location, if required.

Phase 6 – Interview

Interviews are scheduled for applicants who meet the minimum qualifications and have been selected by the applicable Department Head. Interviews are conducted by an interview panel consisting of a Human Resources representative(s), Department representative(s) or other professional. In the absence of a panel, Human Resources will conduct the interview and select a leading candidate.

Phase 6 – Reference Check

A reference check will be conducted on an applicant recommended for hiring. Criminal and driving history will also be reviewed. A credit history may be conducted for selected positions.

Phase 7 – Pre-employment Testing

All applicants selected for employment shall submit to be tested for the abuse of alcohol, illegal substances and the abuse of prescribed medications prior to beginning work. Any applicant testing positive shall be removed from further consideration for employment.

Phase 8 – Selection

Human Resources will extend an offer of employment to selected applicant.

Phase 9 – Transfer

A vacant position may be filled by an employee who meets the minimum qualifications and is selected for the position. A transfer must be deemed to be in the best interest of the County. Employee may be required to work a (2) two week notice before transferring. A transfer to a position within the same pay grade will be classified as a lateral transfer. A transfer to a position of a higher or lower pay grade will receive the appropriate salary adjustment as defined in the Compensation section of the Personnel Policy. An employee transferred to a higher or lower pay grade will need to successfully complete a twelve (12) month probationary period.

~~**PURPOSE**~~

~~It is the purpose of the Benefit Plan to help provide County retirees with a current, competitive, and comprehensive healthcare package.~~

~~The plan shall be uniformly administered in accordance with the applicable provisions of these Rules and Regulations which shall govern all matters relative to the benefits to be received by covered County employees.~~

~~All actions within the realm of the benefit plan are subject to availability of funds and shall be appropriately modified and controlled in this regard by the County Commission.~~

~~Changes in some of the benefit plan may, as appropriate, be recommended by the Board, and such changes shall become effective upon approval of the County Commission. Upon adoption and effectuation, the benefit plan shall constitute the official benefit compensation for positions under the System. Benefits are a privilege to retirees who meet the eligibility requirements to become eligible for benefits upon retirement and can be changed or revoked at any time.~~

~~A retiree who meets the eligibly requirements shall be eligible for all applicable benefits.~~

~~Benefits are personal to the retiree and cannot be assigned to other retiree or employee.~~

~~**POLICY**~~

~~There shall be a consistent and uniform process for providing County retirees with a comprehensive health, wellness and prescription program.~~

~~**PROCEDURE**~~

~~Healthcare~~

~~The County provides comprehensive health, wellness and prescription program in accordance with Consolidated Omnibus Budget Reconciliation Act. Specific coverage is defined in the Summary of Benefits.~~

~~Eligibility - Retiree~~

~~The County provides post-employment health benefits to an employee who has worked 25 consecutive years, attained a minimum age of 55, is Medicare eligible within ten years from date of retirement, and makes written application for coverage on or before the date active full-time employment ceases. Benefits will be prorated for employees who reach eligibility during the ten years preceding Medicare eligibility.~~

~~Eligibility – Dependent~~

~~The date he/she becomes eligible for Participant coverage and makes written application for coverage; Or the date on which he/she first acquires a Dependent and makes written application for coverage.~~

~~Enrollment~~

~~Submits written application to the County's Benefit Administrator for coverage on or before the date active full-time employment ceases.~~

~~Failure to enroll~~

~~Failure to enroll in this program timely will result in no coverage.~~

~~Effective~~

~~The day after full-time employment ceases, provided, written application for such coverage is made on or before such date and the retiree has met all eligibility requirements.~~

~~Contributions/Premiums~~

~~Contributions and/or premiums will be paid by the County for eligible retirees as defined by the Board of Commissioners. Retirees who elect dependent coverage will be responsible for the entire contribution and/or premium.~~

~~Change in Coverage~~

~~Coverages that are governed under Section 125 of the Internal Revenue Service Code may permit certain changes mid-year in the event a recognized (Family Status Change (i.e., marriage, divorce, legal separation, birth, death, spouse's loss of coverage or other qualifying event) occurs. A retiree may make changes (add/drop coverage) to their existing county health plan. However, the retiree must notify Human Resources within 30 days of the qualifying event to be eligible for changes.~~

~~Compensation in lieu of benefit~~

~~An eligible employee may elect to receive compensation in lieu of health coverage. Employee shall receive compensation at a rate equal to the monthly single rate for a period equal to coverage.~~

~~Termination of coverage – Retiree~~

~~Retiree coverage terminates immediately upon the earliest of the following dates:~~

~~1. Date the Retiree fails to make any required contribution for coverage;~~

~~2. Date the Plan is terminated or, with respect to any benefit of the Plan, the date of termination of such benefit;~~

~~3. Date that any Plan Benefit Maximum (as set forth in the Summary of Benefits) has been exceeded;~~

~~4. Date the Retiree becomes entitled to Medicare of Medicaid;~~

~~5. Date the Retiree ceases to be in an eligible class.~~

~~Termination of coverage – Dependent~~

~~Dependent coverage terminates immediately upon the earliest of the following dates:~~

1. ~~Date the Dependent ceases to be a Dependent as defined in the Plan;~~

2. ~~Date the Retiree or Dependent fails to make any required contributions for coverage;~~

3. ~~Date the Plan is terminated or, with respect to any benefit of the Plan, the date of termination of such benefit;~~

4. ~~Date that any Plan Benefits Maximum (as set forth in the Summary of Benefits) has been exceeded;~~

5. ~~Date the Retiree and/or Dependent becomes entitled to Medicare or Medicaid;~~

6. ~~Date the Dependent ceases to be in an eligible class.~~

FAYETTE COUNTY

HR – ATTENDANCE
Time and Attendance Policy
432.01

PURPOSE

The purpose of this policy is to set standards for time and attendance issues in regards to non-exempt employees and to also outline disciplinary actions that will be used to enforce these standards.

POLICY

There shall be a consistent process for non-exempt employees to clock in and clock out for their scheduled work period.

PROCEDURE

Accurately reporting time is the responsibility of every employee. Fayette County must keep an accurate record of time worked in order to calculate employee pay and benefits. All employees will be required to clock in at the beginning and clock out at the end of their scheduled work period. Each employee must clock himself/herself in or out. Fayette County requires that all hourly or non-exempt employees, except poll workers and bailiffs, clock in and out at a time reporting device. Exempt employees will be required to electronically record their arrivals and departures for security purposes as a part of the County's Continuity of Operations Plan. Their actual compensation will be determined by salary, not hours worked.

The normal working hours for employees shall be as scheduled by the various Agency/Department Directors, with such schedules to be established so that the needs of the department to deliver services to the citizens are met. Such schedules shall be approved by the County Administrator. Employees are expected to be at their work location and ready to begin work at the beginning of their work schedule. The meal periods should be scheduled to allow for continuous staffing of offices with at least one person, except where more personnel are required to be on duty.

Recording Time

All payroll administrators are to adhere to the payroll policies and procedures to maintain accurate records for reporting and auditing of time. Payroll administrators are responsible for editing and reviewing missed punches, employee sick leave, vacation and other paid absences on a daily basis. Employees without access to the time and attendance system can review their time upon request with their payroll administrator. To ensure accurate reporting, all employees must sign their timesheet prior to payroll processing of those hours. All payroll documentation must be approved and forwarded to human resources for processing.

1. Not Clocking In - Employees that do not clock in or out must sign in at the designated area for their department at their required start and end time. Failure to properly record time may result in lost wages and disciplinary action up to and including discharge.

2. Miss Rule - Employees are expected to personally clock in and out each workday at their designated time and place using proper procedures. If an employee fails to clock in and/or out ~~more than three (3) times within thirty (30) consecutive work days,~~ the employee will be subject to disciplinary action.

3. Wrongful Clocking In/Out - Fayette County will consider the action of one employee clocking in or out for another employee as an act of fraud. Improper actions include but are not limited to: clocking in or out for another employee, impersonation of one's identity for any purpose and/or any action that is defined by law as illegal.

Payroll Calculations

The automated time and attendance system is programmed to calculate the hours on timecards in accordance with the Fayette County Policies and Procedures and the Fair Labor Standards Act (FLSA), Section 406, Examples of Non-compensable Time.

1. Clock-ins - The time system rounds the employee's punch in time to the start time of the scheduled work period if the employee punches in within seven minutes prior to their scheduled start time. Example: If an employee clocks in between 7:53-8:00, they will be paid as arriving at 8:00.

2. Clock-outs - The time system rounds the employee's punch out time to the end time of the scheduled work period if the employee punches out within seven minutes after the end of their scheduled shift. Example: If an employee clocks out between 4:53-5:07, they will be paid as leaving at 5:00.

Time waiting to clock in or out is considered non-compensable time.

3. Late Arrivals – Time recorded after the scheduled start time will be considered late and the employee will be subject to disciplinary action.

Request for Leave Time

The earliest possible notice of intent to take leave shall be given by the employee. All requests for leave shall be submitted to the employee's immediate supervisor at least two weeks in advance. Department heads may grant leave with a shorter notice if the work load of the department permits. A copy of the leave request form must be attached to the department's payroll for the appropriate time period. Failure to submit forms for approved leave within the appropriate pay period will result in loss of wages.

Tardiness and Absences

Vacation and compensatory time can not be used to compensate the employee for wages lost due to late arrivals, early departures and unauthorized absences.

Type	**Description**
Late Arrival	• Reporting to work station after the start time of the scheduled work period; • Returning to work station late from lunch.
Early Departure	• Leaving work station and/or clocking out before normal scheduled work period or assigned lunch period
No call/no show	• Not reporting to work at beginning of normal scheduled work period; • Failure to notify supervisor of absence no later than 1 hour prior to reporting time; • Failure to report to work for three (3) consecutive work days.
Authorized Absence	• Personal illness – a doctor's statement may be required; • Death in family – if covered by Funeral Leave;

	• Jury Duty and other court appearances required by law; • Military leave; • Event covered under the Family And Medical Leave Act; • County paid vacations and holidays; • Compensatory time; • Other absences approved by supervisor.
Unauthorized Absence	• Absence from the job during a scheduled work period without approval of the employee's supervisor or department head.

Unauthorized Time Off Corrective Process

Unauthorized time away from work, either tardy or absent, shall be subject to ~~the following~~ corrective actions:

~~**Occurrence Type Accumulation Period Corrective**~~

~~Late Arrivals, Early Departures, Unauthorized Absences~~	~~3 occurrences within 3 consecutive months~~ ~~4 occurrences within 12 consecutive months~~ ~~5 occurrences within 12 consecutive months~~ ~~6 occurrences within 12 consecutive months~~	~~- verbal reprimand~~ ~~- written reprimand~~ ~~- suspension~~ ~~- termination~~
~~No call/no show~~	~~1st occurrence within 12 consecutive months~~ ~~2nd occurrence within 12 consecutive months~~ ~~3rd occurrence within 12 consecutive months~~	~~- written reprimand~~ ~~- suspension~~ ~~- termination~~

* In order to be excluded from corrective action, employees with qualifying events must fulfill their reporting and status update requirements as outlined in the County's FMLA Policy.

Overtime/Compensatory Time

All overtime/compensatory time must have supervisor's approval prior to commencing the work. Overtime/compensatory time must have the approval of the County Administrator. No overtime/compensatory time shall be paid to employees and other parties exempt from, or not covered by, FLSA.

Overtime is paid to all non-exempt employees in accordance with federal and state wage and hour restrictions. Overtime pay is based on actual hours worked. Time off for sick leave, vacation, bereavement pay, compensatory time or leave without pay will not be considered hours worked for purposes of performing overtime calculations.

Attendance at Training Classes or Meetings

Employees scheduled to attend a training class or meeting at the start or end of their normal scheduled work period, at an onsite location other than their normal work area, should clock in at the designated time clock for that area. If the training or meeting is offsite, time will be manually entered for that day by the payroll administrator. These exceptions should be approved in advance by the employee's supervisor.

Lunch Period

The County designates a specific lunch period for each employee. Employees who take extended lunch periods will be subject to disciplinary action and will not be compensated for time not worked unless prior approval has been granted.

Holiday Pay

In order to receive Holiday Pay, employees must work their scheduled hours before and after the holiday, or be on vacation ~~paid leave~~ on the days before and after the holiday.

Violations

Clocking in or out for another employee will result in termination for all employees involved. All County employees are expected to abide by this policy and record their work hours. Failure to do so will result in disciplinary action up to and including discharge.

Editing timecards in order to falsify an employee's time will result in termination for all employees involved.

POLICY

There shall be a consistent process for events resulting in a County employee's separation of employment.

PROCEDURE

Exit Interview

An exit interview shall be conducted whenever possible when an employee separates employment for any reason. The interview shall be conducted on or before the employee's last day of work during normal work hours, if possible. The interview will be conducted by a Human Resources representative and the employee. Information obtained through the exit interview process is subject to release.

An employee separating employment shall contact Human Resources to schedule an exit interview.

County Equipment

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 his/her department head and certification to this effect shall be signed by the employee. Any money due because of a shortage shall be withheld from the employee's final compensation.

Compensation Upon Separation of Employment

The following section describes the compensation which employees may receive under the various types of separation from County service.

1. Resignation - An employee who provides written notification 14 calendar days prior to the separation date resigns in good standing. ~~and~~ An employee who resigns from employment with the County will be paid for all accrued annual leave, compensatory time (if the employee is in an FLSA non-exempt position) and accrued sick leave in accordance of Sick Leave Policy provided the employee has completed six (6) months of service, submitted a written notice at least two (2) weeks before his/her termination date, and worked during the entire notice period. Upon any resignation, payment for floating holiday hours will not be made. The County is not obligated to allow employees who resign to work their notice if it is determined to be in the best interest of the County.

If it is determined to be in the best interest of the County, the County Administrator may grant the employee "pay in lieu of notice." After receiving written notice of voluntary termination, the department head shall notify the Human Resources Department and schedule an exit interview for the employee.

Employees who miss work without notice and/or prior supervisory authorization will be terminated effective as of the last day worked as a voluntary termination (no call, no show) unless there are substantial mitigating circumstances

2. Dismissal - An employee may be dismissed for causes as delineated in the County's disciplinary policy. The employee shall be furnished notice of dismissal in writing, stating the reasons and his/her right to answer the charge. If the employee wishes to appeal the dismissal, he/she may do so as provided in accordance with the grievance procedure. Department heads may be dismissed only by the County Administrator. An employee who is dismissed will be paid for all accrued~~ annual leave, as well as~~ compensatory time ~~accrued~~ (if the employee is in an FLSA non-exempt position). An employee who is dismissed will not be paid for any accrued annual leave, ~~Payment for~~ accrued sick leave ~~will not be made. Payment for~~ or floating holiday hours ~~will not be made~~.

3. Disability - An employee may be separated for disability when he/she cannot perform the required duties or when continuance on the job is a danger to himself/herself or others. Accrued annual leave and compensatory time (if the employee is in an FLSA non-exempt position) may be paid at the time total and permanent disability is certified. Payment for floating holiday hours will not be made.

4. Retirement – An employee who has been employed for 25 consecutive years and has attained the age of 55 is eligible to retire. An employee who retires will be paid for all accrued annual leave and compensatory time (if the employee is in an FLSA non-exempt position). Payment for accrued sick leave will be paid in accordance with the Sick Leave Policy. Payment for floating holiday hours will not be made.

5. Compulsory Resignation – An employee, who without valid reason, fails to report to work for ~~three (3) consecutive~~ work ~~days~~ without authorized leave shall be separated from the payroll. An employee who is dismissed will be paid for all accrued~~ annual leave, as well as~~ compensatory time ~~accrued~~ (if the employee is in an FLSA non-exempt position). An employee who is dismissed will not be paid for any accrued annual leave, ~~Payment for~~ accrued sick leave ~~will not be made. Payment for~~ or floating holiday hours ~~will not be made~~.

6. Reduction in Force - Any involuntary separation other than due to delinquency, misconduct or inefficiency shall be considered a layoff.

An employee shall be laid off on the basis of the following three (3) equally weighted factors: length of service in class, length of service with the County, and the employee's performance evaluations.

When a department head believes an individual is essential to the effective operation of the department because he/she possesses special skills or abilities and he/she wishes to retain that person in preference to a person with a higher rating he/she shall submit a written request to the County Administrator. The request shall detail the specific skills and abilities possessed by the individual and the reasons why the person is essential to the effective operation of the department. The individuals may be retained with the approval of the County Administrator.

If a regular employee is scheduled to be laid off, he/she shall be offered a demotion to a lower class if a vacancy exists if he/she is senior to other employees, provided he/she is qualified or able to be trained to fill positions in the lower class involved.

Prior to reduction in force, the names and job titles of all employees scheduled for layoff shall be submitted to the Board of Commissioners for approval. No layoffs shall begin until the Board of Commissioners has approved and confirmed the names submitted for layoff.

Regular employees to be laid off shall be notified in writing by the Human Resources Director at least fourteen (14) calendar days prior to the effective date of the layoff. Employees separated from service with the County as a result of a reduction in force shall receive preference in rehiring in the event a

position becomes available for which they meet the minimum requirements. The preference in rehiring shall be available to employees in this status for a period of twelve (12) months from their date of separation. Employees in laid off status shall apply for vacant positions in the same manner prescribed for all applicants.

An employee whose position is eliminated through a reduction in force will be paid for all accrued annual leave and compensatory time (if the employee is in an FLSA non-exempt position). ~~Payment for~~ accrued sick leave will be paid in accordance with the Sick Leave Policy.

7. Death – An employee who dies while in service with the County will receive payments to his/her estate or any other properly designated individual for all accrued annual leave, sick leave, holiday and floating holiday pay, incentive leave, and appropriate compensatory time (if the employee is in an FLSA non-exempt position).

County policies relating to death or disability benefits of an employee are available in the Benefits section of this policy.