

Minutes of the Marshall County Personnel Board
Public Hearing for Modifications to the Employee Handbook
Special Pay Provisions
Monday, December 9th, 2019

A meeting of the Marshall County Personnel Board was held on Monday, December 9, 2019 at 4:30 p.m. in the Commission Chambers of the Marshall County Courthouse in Guntersville, Alabama. The purpose of the meeting was to hold a public hearing to discuss amendments to the Personnel Policies, Promotions.

The following Board members were present:

Charles Whisenant, Chairman
Ben Gamel, Vice Chairman
Penni Windsor, Secretary
Martha Handschumacher, Board Member

The following Board member were absent:

David Watts, Board Member

Also present were Board Attorney Jeffrey McLaughlin, Personnel Administrator Christy Kelley, and Personnel Assistant Janice Payne.

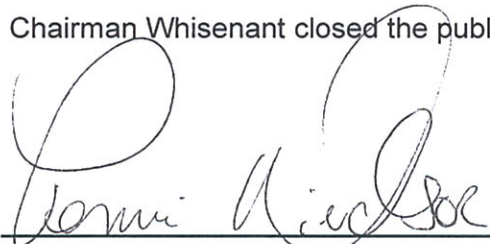
Chairman Whisenant announced that the purpose of the public hearing being held by the Marshall County Personnel Board was to discuss proposed policy changes regarding Special Pay Provisions in the Personnel Policies and Procedures.

A copy of the proposed change is attached.

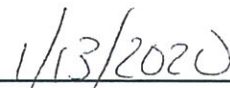
Chairman Whisenant called the public hearing to order at 4:30 p.m. He asked if there was anyone present who wished to speak concerning the proposed change.

There was none.

Chairman Whisenant closed the public hearing.



Penni Windsor, Secretary
Marshall County Personnel Board
Meeting Date: December 9, 2019



Date

12.9 SPECIAL PAY PROVISIONS

Under certain situations employees may be entitled to special pay for activities and/or duties performed as a part of their assigned work. Such special pay will be provided in accordance with the following guidelines.

~~12.9.1. **Stand-by Duty.** When a non-exempt employee is required to perform stand-by duty that involves maintaining contact with a county representative (or activity) and responding to a request to report to duty within a specified time (normally fifteen (15) minutes), he/she may be entitled to stand-by pay. Exempt employees are expected to be available for duty at any time and will not be entitled to stand-by pay.~~

~~12.9.2. **Stand-by Duty Authorization.** The appointing authority will, with the approval of the board, establish the number and types of employees required to perform stand-by duty in his/her department. If additional funds are required to provide stand-by pay, the appointing authority will submit a request with justification to the county commission for approval of the funding.~~

~~12.9.3. **Stand-by Pay.** An employee who is designated to perform on stand-by duty in accordance with paragraph 12.9.2 above may receive additional pay for each day that he/she performs stand-by duty regardless of whether the employee is called out to actually work.~~

~~12.9.4. (12.9.1) **Emergency (Call Out) Duty.** Every employee is expected to respond to requests from his/her appointing authority, even without pre-arrangement, to work in the event of an emergency. *Employees who are called out for emergency duty will be paid the greater of four hours (regardless of how many times they are called out in the four-hour period) reporting pay or actual hours worked per terms of Section 12.9.5. (12.9.2)*~~

~~12.9.5. (12.9.2) **Emergency Duty Pay.** A non-exempt employee who is called out or requested to begin work earlier or stay longer than the normal work day by a department head to respond to an emergency situation will be paid for the emergency work in accordance with the following guidelines:~~

- ~~(a) Non-exempt employees will be paid at time and one half for all time spent in response to the emergency outside of normal working hours;~~
- ~~(b) Time and one-half will be paid for emergency work time regardless if the employee's hours worked for the workweek meet FLSA overtime requirements for overtime payments.~~

~~12.9.6. (12.9.3) **Emergency Duty Authorization.** Department heads shall request authorization from the commission chairman to designate work time as emergency duty. If it is not feasible to obtain advance authorization, the department head is responsible for ensuring any commission emergency duty standards are met and justify the use of emergency duty status to the commission chairman as soon as it practical.~~

~~12.9.7. (12.9.4) **Military Leave Pay.** Eligible employees who are placed on military leave in accordance with paragraph 11.8 above will receive the standard pay they would have received if they had reported to work and were not on military leave.~~