

**Minutes of the Marshall County Personnel Board
Public Hearing for Modifications to the Employee Handbook
Part-Time Employee Hours and Hiring Procedures Policies
Thursday, April 25, 2013**

A meeting of the Marshall County Personnel Board was held on Thursday, April 25, 2013, at 5:30 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 amending the policies to:

- 1) Limit part-time employees to no more than twenty-nine (29) hours of work per week;
- 2) Require all full-time positions be filled prior to an Appointing Authority requesting to fill a part-time position in their department or office; and
- 3) Limit the number of sets of Certification of Eligible sets of three (3) of the top applicants that can be submitted to the Appointing Authority for consideration based on the number of eligible applicants. 1-10 eligible applicants (1 set of the top three); 11-25 eligible applicants (2 sets of three (3) of the top applications) and 25 or more eligible applicants (a maximum of three (3) sets of three (3) of the top applications).

The following Board members were present:

Jason Windsor, Chairman
Talmadge Butler, Secretary
Randall Haney, Board Member

Also present were Personnel Administrator Christy Kelley, and Personnel Assistant Beverly Lemons.

Chairman Windsor announced that the purpose of the public hearing being held by the Marshall County Personnel Board was to discuss proposed policy changes to the Marshall County Employee Handbook. The changes are to amend the following sections:

1.7.2. Classified Employee.

1.7.10. Part-Time Employee.

3.2. CLASSIFIED SERVICE.

4.1.4. Laid-Off and Current employee Consideration.

4.2.3. Advertisement.

4.1.1.3. Budgeted Full-Time Position Priority. (New Section)

4.4.1. Referral of Names.

4.4.2. Interviews.

11.1.3. Part-Time Employee Workweek.

A copy of the proposed changes to policies are attached.

Chairman Windsor recognized those in attendance at the meeting and asked if there were any comments concerning the proposed policy changes. Shelly Fleisher, County Administrator, had a question. She asked if the changes that are being made would require a part-time person to go through the selection process. Chairman Windsor answered that it would. She asked if that part-time person could only be hired after all full-time positions were filled. Chairman Windsor answered that was correct. She then asked if a full-time position came open three months later, could the part-time person apply for the full-time position. Chairman Windsor answered that was correct. She questioned if the intent would be to allow the part-time person to apply internally after only three months, when a full-time person could not apply after only three months because he would be in a probationary status. Chairman Windsor stated that was correct. Chairman Windsor stated that a lot of the part-time issues would be taken care of with the policy changes, because a part-time employee could only be hired after all full-time positions were filled.

Chairman Windsor suggested that the policy regarding limiting the hours of part-time employees be made effective June 1, 2013, due to the Sheriff's Department having part-time School Resource Officers that would be working through May. This would allow them time to finish out this school year before having to address any schedule changes before school starts again in August.

It was discussed that the hiring process for part-time employees would be the same as the process for full-time employees—the Commission office will sign off on the personnel requisition stating that funding is available, the Personnel Board will post the position and then present the appointing authority with the certification of eligibles.

Christy Kelley, Personnel Administrator, expressed concern that part-time employees would be allowed to apply internally for an open position when a full-time probationary employee would not. She questioned whether part-time employees should be put through a probationary period and evaluated the same as full-time employees. She also questioned what would keep an appointing authority from hiring a part-time employee, knowing that the part-time employee could apply internally for a full-time position that was going to be vacant in two months. This would allow the appointing authority to hire the part-time employee from a limited number of applicants and then move him to the full-time position through the internal application process. Also discussed was whether there would be any exceptions to the hours a part-time employee is allowed to work.

These items were discussed and the consensus of the Board was that while the policy might not be a perfect solution, the changes that are proposed are a step in the right direction.

Chairman Windsor asked if there were other questions or comments. There were none. Chairman Windsor stated the public hearing was closed.



Talmadge Butler, Secretary
Marshall County Personnel Board

1.7.2. Classified Employee- an employee of the county employed in a position projected to be ongoing at the time of establishment and funding. Appointment of classified employees is to be administered pursuant to certain guidelines within these policies and procedures. A full-time classified employee is normally scheduled to work forty (40) or more hours per work week. A part-time classified employee is normally scheduled to work less than thirty-two (32) hours per week.

REVISED (changes in italics):

1.7.2. Classified Employee- an employee of the county employed in a position projected to be ongoing at the time of establishment and funding. Appointment of classified employees is to be administered pursuant to certain guidelines within these policies and procedures. A full-time classified employee is normally scheduled to work forty (40) or more hours per work week. A part-time classified employee is scheduled to work *no more than twenty-nine (29)* hours per week.

1.7.10. Part-Time Employee- an employee employed in a position in which the employee is normally scheduled to work less than thirty-two (32) hours per week.

REVISED (changes in italics):

1.7.10. Part-Time Employee- an employee employed in a position in which the employee is scheduled to work *no more than twenty-nine (29)* hours per week.

3.2. CLASSIFIED SERVICE. The classified service will include those ongoing full-time and part-time positions, as authorized and funded by the county commission, based upon requests from the appointing authorities. Classified full-time employees are normally scheduled to work forty (40) or more hours each work week and classified part-time employees are normally scheduled to work thirty-two (32) hours or less in a work week.

REVISED (changes in italics):

3.2. CLASSIFIED SERVICE. The classified service will include those ongoing full-time and part-time positions, as authorized and funded by the county commission, based upon requests from the appointing authorities. Classified full-time employees are normally scheduled to work forty (40) or more hours each work week and classified part-time employees are scheduled to work *no more than twenty-nine (29) hours* in a work week.

4.1.4. Laid-Off and Current Employee Consideration. When a vacancy occurs in the classified service, qualified employees that have been laid off due to a reduction in force will receive first consideration for jobs in or below their pay grade. The personnel administrator shall revise the names on the lay-off list and contact the qualified individual and inform him or her of the vacancy. If there are no qualified individuals on the lay-off list, or if all qualified individuals cannot be located or decline the position, current merit status employees may apply for the vacancy. The personnel administrator shall post the vacancy in-house and eligible employee applicants will be evaluated and ranked based upon their job-related qualifications. Normally preference will be given to current, merit status classified employees in the following order:

- (a) Intra-departmental promotions;
- (b) Inter-departmental promotions;
- (c) Transfers; and
- (d) Voluntary Demotions.

REVISED (changes in italics):

4.1.4. Laid-Off, *Current Employee and New Applicant* Consideration. When a vacancy occurs in the classified service, qualified employees that have been laid off due to a reduction in force will receive first consideration for jobs in or below their pay grade. The personnel administrator shall revise the names on the lay-off list and contact the qualified individual and inform him or her of the vacancy. If there are no qualified individuals on the lay-off list, or if all qualified individuals cannot be located or decline the position, current *eligible* employees may apply for the vacancy. *The personnel administrator shall post the vacancy as described in Section 4.2.3. Once the allotted time period for receipt of applications has expired, the appointing authority shall interview the top three applicants, if three are available, prepare interview forms provided by the Board and make a selection to fill full and part-time positions. If none of the top three applicants is satisfactory, then if over ten and not more than twenty-five total applicants are eligible, the appointing authority may request and consider the next top three applicants in the same manner. If none of the second top three applicants is satisfactory, then if over twenty-five applicants are eligible, the appointing authority may request and consider the next top three applicants in the same manner. If more than one set of applicants is requested by and submitted to the appointing authority, the previously considered set(s) of three are no longer eligible for hire and the new hire must be selected from the set of three currently submitted for consideration. If a set of applicants being submitted to the appointing authority contains applicants with tied scores, all applicants with that score will be submitted for consideration. During a period of suspension of an employee, or pending any final action on proceedings to review the suspension, demotion or dismissal of an employee, the vacancy created may be filled by the appointing authority only by temporary appointment.*

4.2.3. Advertisement. Classified jobs shall be posted internally for no less than seven (7) calendar days to allow eligible employees an opportunity to apply for them and shall be posted at locations readily available to all county employees. The county reserves the right to select a qualified individual for a vacancy and is not required to select a current employee if no current employee is considered sufficiently qualified. Jobs that are not filled internally shall be open to the general public, other than temporary opportunities which have been determined to be filled through a contracted temporary services company, and will normally be advertised through an appropriate media, to ensure adequate advertisement in the recruiting area and shall be open for receipt of applications for no less than seven (7) calendar days from the date of the notice.

REVISED (changes in italics):

4.2.3. Advertisement. Classified jobs shall be posted internally for no less than seven (7) calendar days to allow eligible employees an opportunity to apply for them and shall be posted at locations readily available to all county employees. The county reserves the right to select a qualified individual for a vacancy and is not required to select a current employee if no current employee is considered sufficiently qualified. Jobs that are not filled internally shall be open to the general public, and will normally be advertised through an appropriate media, to ensure adequate advertisement in the recruiting area and shall be open for receipt of applications for no less than seven (7) calendar days from the date of the notice *and/or the first publication.*

NEW SECTION:

4.1.1.3. Budgeted Full-Time Position Priority. *No part-time positions are to be filled by an Appointing Authority until all budgeted full-time positions have been filled for that department or office.*

4.4.1 Referral of Names. The top three applicants on the eligibility list for the vacancy will be referred to the appointing authority for his/her consideration in filling the vacancy.

REVISED (changes in italics):

4.4.1 Referral of Names. The top three applicants on the eligibility list for the vacancy will be referred to the appointing authority for his/her consideration in filling the vacancy. *If none of the top three applicants is satisfactory; additional applicants will be referred according to the procedure outlined in Section 4.1.4.*

4.4.2 Interviews. The appointing authority, or the appointing authority's designated representative, will hold interviews with the top three (3) qualified individuals whose names have been referred to the appointing authority. An interview form will be completed for each interview held with applicant. The personnel administrator will provide the form. The appointing authority shall select one of the three top applicants submitted by the board.

REVISED (changes in italics):

4.4.2 Interviews. The appointing authority, or the appointing authority's designated representative, will hold interviews with the *qualified individuals whose names have been referred by the personnel administrator*. An interview form, *provided by the personnel administrator*, will be completed for each interview held with applicant. The appointing authority shall select one of the *applicants currently submitted for consideration*.

11.1.3 Part-time Employee Workweek. The hours that a part-time employee works in a regularly scheduled workweek will be established by the appointing authority based upon the hours funded for the position by the county commission at the time of its approval. Normally, a part-time employee will be scheduled to work less than thirty-two hours in a workweek. However, if required to meet temporary needs of the department, a part-time employee may be scheduled to work forty (40) hours or more.

REVISED (changes in italics):

11.1.3 Part-time Employee Workweek. The hours that a part-time employee works in a regularly scheduled workweek will be established by the appointing authority based up the hours funded for the position by the county commission at the time of its approval. Part-time employees will be scheduled to work *no more than twenty-nine (29) hours in a work week*.