

Current Policy

12.6.3 Entry Level Pay for Full-time Classified Employees. Each classified employee shall be paid at one of the rates set forth in the Pay Plan for the classification in which he/she serves, in accordance with these rules and the special provisions for administering the Pay Plan.

New appointments to a position paid on the non-exempt (hourly) pay scale or exempt (salary) pay scale shall be made at the minimum rate (step 1) of the salary range for the classification to which the appointment is made. The Personnel Board may authorize appointments above the step one (1) pay rate for non-exempt and exempt positions if requested by the appointing authority and approved by the Board prior to appointment. Such appointment must be based on outstanding credentials (education, experience, or achievement in the applicant's field). The request for approval of such appointment shall be submitted to the personnel office and shall be accompanied by justification for the request (documentation of the outstanding credentials, etc.) and certification from the County that funding for the request is available.

Proposed Policy

12.6.3 Entry Level Pay for Full-time Classified Employees. Each classified employee shall be paid at one of the rates set forth in the Pay Plan for the classification in which he/she serves, in accordance with these rules and the special provisions for administering the Pay Plan.

New appointments to a position paid on the non-exempt (hourly) pay scale or exempt (salary) pay scale shall be made at the minimum rate (step 1) of the salary range for the classification to which the appointment is made. The Personnel Administrator may authorize appointments up to the step three (3) pay rate for non-exempt and exempt positions if requested by the appointing authority and approved by the Personnel Administrator prior to appointment. Such appointment must be based on outstanding credentials (education, experience, or achievement in the applicant's field). The request for approval of such appointment shall be submitted in writing to the personnel office and shall be accompanied by justification for the request (documentation of the outstanding credentials, etc.) and certification from the County that funding for the request is available.

[this paragraph added] The Personnel Board may authorize appointments above the step three (3) pay rate for non-exempt and exempt positions if requested by the appointing authority and approved by the Personnel Board prior to appointment. Such appointment must be based on even more outstanding credentials (education, experience, or achievement in the applicant's field) than would be necessary to justify starting pay at step two (2) or step three (3). The request for approval of such appointment shall also be submitted in writing to the personnel office and shall be accompanied by justification for the request (documentation of the outstanding credentials, etc.) and certification from the County that funding for the request is available.

11.5.6. Scheduled Holiday During Annual Leave. When a scheduled paid holiday occurs during an employee's annual leave, the day will be credited as a paid holiday and not as an annual leave day.

11.5.7. No Advances. Annual leave will not be advanced to any employee.

11.5.8. Pay Upon Separation. Upon separation from county service, a classified, merit status employee will be paid for any accrued, unused annual leave.

(Proposed addition)

11.5.9 Pay in Lieu of Time Off. Eligible employees may request to be paid for up to a maximum of 40 hours of annual leave in lieu of time off. Employees requesting pay in lieu of time off must take a minimum of 40 hours of annual leave during the fiscal year (October 1st through September 30th) and, after payment of annual leave in lieu of time off, still have the equivalent of two pay periods of annual leave in reserve (160 hours for 80 hr. employees and 168 hours for 84 hr. employees.) The request will only be considered one time per year and will be paid out the first pay period in November. Requests must be approved by the Appointing Authority and submitted to the Commission office no later than July 31st for payment in November.

11.5. ANNUAL LEAVE. (Current Policy)

All classified employees will earn annual leave with pay in accordance with these guidelines. New hire probationary employees shall accrue but are not eligible to use annual leave until they have successfully completed their probationary period. Employees that do not successfully complete probation shall not be paid for any annual leave accrued at separation.

11.5.1. Leave Year. The leave year shall be based on the calendar year.

11.5.2. Accrual of Annual Leave. All full-time classified employees will earn annual leave according to the schedule below:

Completed Years of Continued Service	Annual Accumulation
0 – but less than 4 years	80.08 hours
4 – but less than 9 years	104.00 hours
9 – but less than 14 years	128.18 hours
14 – but less than 19 years	152.10 hours
19 – but less than 24 years	176.02 hours
24 years or more	208.00 hours

11.5.3. Proration of Annual Leave Credit. Annual leave credits will be earned by an eligible employee for each pay period in which he/she is eligible to earn annual leave. However, an employee will not earn annual leave credits for any pay period in which he/she is a non-pay status for more than half of their normal work schedule. Part-time classified employees do not earn annual leave.

11.5.4. Use of Annual Leave. Annual leave is considered to be a benefit to an employee and he/she is expected to take the earned leave each year. Employees may accumulate and carry over an amount equal to three hundred (300) hours of annual leave, **any additional unused annual leave will be forfeited**. The use of annual leave will be approved at the discretion of the employee's appointing authority, in accordance with guidelines to be established by the board. Annual leave will be approved in advance of each absence, except in unusual circumstances. Failure to comply with this requirement may result in an absence being treated as unauthorized leave. An appointing authority may require all employees in his/her department to take their leave at the same time if he/she feels it is in the best interest of the department to do so.

Annual leave hours will not be considered as time worked for the purpose of calculating overtime pay.

11.5.5. Requests for Annual Leave. Requests for annual leave will be made by employees as far in advance as possible of the time desired and will be submitted on the board's approved leave form. Before the start of a new leave year the employees in each department should attempt to schedule their projected leave days for the year. The order of selection will be based on the employees' continuous years of eligible service with the department and will be made in accordance with guidelines to be established by the appointing authority.

**Minutes of the Marshall County Personnel Board
Public Hearing for Modifications to the Employee Handbook
Monday, April 18th, 2022**

A meeting of the Marshall County Personnel Board was held on Monday, April 18, 2022, 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 proposed amendments to the Personnel Policies, Annual Leave & Entry level Pay for Full-time Classified Employees.

The following Board members were present:

Charles Whisenant, Chairman
Penni Windsor, Vice Chairman
David Watts, Secretary
Michael Clay, Board Member
Tim White, Board Member

Also present were Board Attorney Jeffrey McLaughlin, Personnel Administrator Christy Kelley, and Personnel Specialist 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 Section 11.5 – Annual Leave & Section 12.6.3 – Entry Level Pay for Full-time Classified Employees in the Marshall County Personnel Handbook.

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.

Rhonda McCoy asked about the criteria that would be used to determine where a potential employee would be placed.

Chairman Whisenant closed the public hearing.



Marshall County Personnel Board
Meeting Date: April 18, 2022



Date