



Effingham County Board of Commissioners

*THE OFFICE OF HUMAN RESOURCES –
EMPLOYMENT POLICIES*

SECTION 1: MANUAL OVERVIEW

1.01 - MANUAL INTERPRETATION

1.02 - REAFFIRMATION STATEMENT

1.03 - DEFINITIONS



Effingham County Board of Commissioners

THE OFFICE OF HUMAN RESOURCES – EMPLOYMENT POLICIES

1.01 – MANUAL INTERPRETATION

The purpose of this Personnel Policies & Procedures Manual is to provide employees with important information that will help make their employment more productive and rewarding. This manual is an information document and does not constitute either an implicit or an explicit contract. The guidelines, policies, and procedures presented in this manual supersede and revise all previous policies in effect for the County. Because no Personnel Policies and Procedures manual can anticipate every circumstance that may arise in the workplace, the Board of Commissioners of Effingham County reserves the right at any time to cancel, change, revoke, suspend, or add to any policy or portion of this manual, as it sees fit.

This manual is not intended to cover every policy to be applied in every instance. The provisions contained in this manual are intended to serve as guidelines rather than absolute rules, and exceptions may be warranted based on circumstances.

THIS MANUAL SHOULD NOT BE INTERPRETED AS CREATING ANY KIND OF CONTRACT FOR EMPLOYMENT OR BENEFITS.

Nothing contained in this policy is intended to create, comprise, or define, nor should it be construed to constitute, any type of oral or written employment contract, promise or guarantee, expressed or implied, between the County and any one or all of its employees. Nothing in this policy is intended to provide any assurance of continued employment. Employment with, and compensation from, the County is for no definite period.

The County is a public agency and all equipment, etc., is public property. No employee should have any expectation of privacy. Equipment and furniture purchased and internet use is not provided for the employee's personal use. The employee should understand that the management may search employees' offices or computers at any time.

1.02 REAFFIRMATION STATEMENT

The Board of Commissioners of Effingham County, Georgia, is committed to the principles of Fair Employment Practices. Accordingly, management shall recruit, hire, train, transfer, and promote persons in all job classifications without regard to race, color, religion, sex, age, national origin, disability, veteran, or marital status. This commitment also applies to citizenship within the limits imposed by law and ensures that all personnel actions,





Effingham County Board of Commissioners

THE OFFICE OF HUMAN RESOURCES – EMPLOYMENT POLICIES

including such matters as compensation, benefits, layoffs, employer-sponsored training, will be administered in a manner consistent with applicable State and Federal Fair Employment Practices law and regulations.

1.03 DEFINITIONS

ADVERSE ACTION - means a disciplinary suspension (with or without pay), disciplinary demotion, disciplinary reduction in pay, or dismissal.

APPEAL - a request made of the Department Head or Human Resources Manager by an employee to review and reconsider a recommendation or decision regarding an adverse action.

BOARD OF COMMISSIONERS - the governing body of the County, which is charged with the overall management of the County.

BUSINESS DAY - Monday through Friday 8:30 a.m. to 5:00 p.m.

CONFLICT RESOLUTION PROCESS - a process through which an employee's complaint or difference of opinion is resolved through discussion and a sharing of views and concerns.

CLASSIFICATION PLAN - a comprehensive listing of all budgeted positions and the job classification titles to which they are assigned. Also a part of the Classification Plan, are job descriptions for each job classification. Job class titles are then assigned to certain pay grades representing a hierarchical order within the organization.

CLASSIFY - to assign a position to a job classification based on an analysis of the tasks, duties and responsibilities of the position and based on other job-related factors.

CLOSING DATE - an established date, which concludes recruitment efforts for a particular opening.

CONTRACT EMPLOYEES - a contract employee is hired to complete a specific job for the county, for an exact amount of money.

DEMOTION - the reassignment of an employee to a position having a lower pay grade (and salary range) than the position from which the reassignment is made.

DEPARTMENT - a principal operating unit or series of operating units.

DEPARTMENT HEAD - the highest level of supervision and coordination within a department.





Effingham County Board of Commissioners

THE OFFICE OF HUMAN RESOURCES – EMPLOYMENT POLICIES

DISABLED - any person who has a physical or mental impairment that substantially limits one or more major life activity, who has a record of such impairment, or who is regarded as having such impairment.

EMPLOYEE - an individual hired and paid by the County, and on the County payroll, whose work is assigned by the County, who is provided resources and tools to perform the job, and who is subject to performance evaluation, discipline, and dismissal.

EXEMPT EMPLOYEE - administrative, professional, and executive positions as defined by the Fair Labor Standards Act (FLSA), which are not subject to overtime regulations of the FLSA, as amended.

FULL-TIME REGULAR EMPLOYEE - an employee who is regularly scheduled to work 40 hours or more per week, and is employed year round; vacation, sick leave, and holidays shall count as time worked for this purpose.

FULL TIME TEMPORARY EMPLOYEE - a person appointed to serve in a position established to perform unanticipated or nonrecurring work for a period of twelve (12) calendar months or less.

GRIEVANCE - a complaint or concern raised by an employee regarding the interpretation of provisions in the Personnel Rules & Regulations, department work rules, or perceived discriminatory or harassing treatments affecting his or her employment.

IMMEDIATE FAMILY - for the purposes of FMLA, the following are considered immediate family: spouse, parent, child (including biological, adopted, foster or step-children), and legal ward.

JOB CLASS - a position or group of positions having similar duties and responsibilities, requiring similar qualifications, which can be properly designated by one title indicative of the nature of work performed and which are assigned to the same salary range.

JOB DESCRIPTION - a written description of typical duties and responsibilities characteristic of positions assigned to a specific class, along with the required qualifications, knowledge, skills and abilities an individual must possess to be considered for a vacancy in the class.

NONEXEMPT EMPLOYEES- Hourly nonexempt employees are those employees who perform duties of a clerical or support nature and are paid at an hourly rate of pay in compliance with the FLSA. Non-exempt employees are eligible for overtime pay for hours worked over 40 in the workweek.





Effingham County Board of Commissioners

THE OFFICE OF HUMAN RESOURCES – EMPLOYMENT POLICIES

ORAL WARNING - a counseling session between an employee and his/her supervisor on the subject of the employee's conduct and performance; or the employee's failure to observe a rule, regulation or administrative instruction. An oral warning is intended to increase an employee's efficiency and value to the County by changing the employee's conduct, attitude, habits, or work methods. A memorandum regarding the oral warning may be placed in the employee's personnel file.

ORIENTATION - Employment process to explain benefits offered by County.

PART-TIME REGULAR EMPLOYEE - an employee who is regularly scheduled to work fewer than 25 hours per week, and is employed year round. Regular part time employees are not eligible for benefits provided by the County.

PAY GRADE - a level of pay associated with a minimum and maximum annual salary figure identified by its hierarchical relationship to other levels of pay; the pay grade is identified with a number.

PAY PLAN - a schedule of pay grades and pay ranges systematized into sequential rates including minimum, intermediate, and maximum rates of pay along with guidelines for the administration of compensation.

PAY RANGE (OR SALARY RANGE) - the range or distance between the pay grade minimum and maximum pay rate.

PERSONNEL ACTION - any transaction which affects an employee's terms or conditions of employment such as employment, promotion, demotion, suspension, dismissal, transfer or salary increase or decrease; also refers to the official document (Personnel Action Form) used to implement such a transaction.

PERSONNEL FILE - as used herein, the official Personnel File consists of information in any form with respect to the employee and, by way of illustration but not limitation, relating to employee's application, selection or non-selection, performance, promotions, demotions, transfers, suspension and other disciplinary actions, evaluation forms, leave, salary, and termination of employment. The Personnel File includes documents upon which employment decisions could be made. The official Personnel File is maintained in the Human Resources Department.

POSITION - a group of current duties and responsibilities, assigned by the Human Resources Manager, requiring the full or part-time employment of one person; the existence of a position or its identity does not depend upon its being occupied by an employee.





Effingham County Board of Commissioners

THE OFFICE OF HUMAN RESOURCES – EMPLOYMENT POLICIES

POSITION DOWNGRADE - the reassignment of a position to a lower pay grade. The title of the position remains unchanged.

POSITION UPGRADE - the reassignment of a position to a higher pay grade. The title of the position remains unchanged.

PROMOTION - the reassignment of an employee to a previously vacant position, which is in a higher pay grade and salary range than the position from which the reassignment is made.

RECLASSIFICATION - the reassignment of an existing position from one job class to another based on changes in job content such as tasks, duties, difficulty, required skill, and responsibility of the work performed.

RECRUITMENT - solicitation of applications.

REGULAR EMPLOYEE - individual who has been appointed to fill a position for an indefinite duration and who has completed the training period.

SHALL - denotes a condition or act that is mandatory.

SHOULD - denotes a condition or act that is desirable, but is not mandatory.

TRAINING PERIOD - a period of six (6) months during which an employee who has been hired, transferred or promoted to a new position, is being tested on job for capability and performance.

TRANSFER - the reassignment of an employee from one position to another previously vacant position (in the same or different department) when the old and new positions are in the same pay grade. A transfer may also describe a situation when the employee and his/her current position are moved from one cost center to another.

UNLAWFUL DISCRIMINATION - employment practices that are prohibited by state and federal laws, and that include discrimination because of race, sex, religion, national origin, age, mental or physical handicap, and political affiliation.

WORK DAY - the number of regularly scheduled work hours in a 24-hour period.

WORK WEEK - a seven-day period beginning on Saturday and ending on Friday.

WRITTEN WARNING - is a formal disciplinary action for misconduct, inadequate performance or repeated lesser infractions. Written warnings or reprimands shall be placed in the employee's personnel file.

