

**COUNTY COMMISSIONERS**

Karen Howard, Chair  
Katie Kenlan, Vice Chair  
David Delaney  
Franklin Gomez Flores  
Amanda Robertson

COUNTY MANAGER: Dan LaMontagne

**RESOLUTION OF THE CHATHAM COUNTY BOARD OF COMMISSIONERS**  
**Amending the Chatham County Personnel Policy**

**WHEREAS**, the Chatham County Personnel Policy, adopted March 11, 1996, establishes the general guidelines for employees conduct; and

**WHEREAS**, from time to time it is necessary to amend the Personnel Policy for clarification or to better meet the needs of the employees and the County; and

**WHEREAS**, internal and external review of the policy identified needed modifications to the policy, and

**NOW, THEREFORE BE IT RESOLVED**, by the Board of Commissioners of Chatham County, that Personnel Policy be amended as follows:

**Article III, Section 8: Payment at a Listed Rate**

New language was added to include an explanation of the lump sum payment for employees who have reached the maximum salary for their assigned pay grade.

**Article III, Section 10: Pay Rates in Promotion, Demotion, Transfer and Reclassification**

Language has been added stating that salary changes approved after the first working day of a pay period shall become effective at the beginning of the next pay period, or at such specific date as may be provided by procedures approved by the County Manager. In addition, language has been added to increase the salary increase amount for promotions and reclassifications from 2% to a range of 2-5% with approval from Human Resources and the County Manager based on internal equity and other factors.

**Article IV, Section 1: Statement of Anti-Discrimination and Equal Employment Opportunity**

New language was added by Human Resources and the Equal Employment Opportunity (EEO) Officer to update the language around harassment and discrimination and add the new Anti-Discrimination statement.

**Article IV, Section 2: Recruitment**

Language was updated to include changes to the recruitment process to reflect the new applicant tracking system.

**Article V, Section 4: Sexual Harassment**

New language was added to address general harassment (including sexual harassment) and new Anti-Harassment and Anti-Discrimination statements were added and the reporting procedures were modified to include the Equal Employment Opportunity (EEO) Officer. In addition, definitions of commonly used terms were added to the Definitions section of the Personnel Policy.

**Article V, Section 5: Secondary/Outside Employment**

Updated policy to include a Request for Secondary Employment Approval Form.

**Article VI, Section 6: Sick Leave**

*Integrity – Respect – Collaboration – Community – Equity – Service – Accountability*

Removal of the Sick Family Leave provision for employees to use up to forty (40) hours in a calendar year for the illness of the employee's immediate family.

**Article IX, Section 1: Grievance Procedure**

The statement was added that the procedure does not apply to employees of the Sheriff or Register of Deeds.

**Article IX, Section 5: Personnel Advisory Committee**

The Chatham County Human Relations Committee was replaced by the Chatham County EEO (Equal Employment Opportunity) Working Group for any grievance involving a hate or bias issue.

Adopted, this the \_\_\_\_\_ day of \_\_\_\_\_, 2024.

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Karen Howard, Chair

ATTEST:

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Jenifer K Johnson, Clerk to the Board