



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 I, Section 2: Coverage

New language was added to expand on the specific articles and sections that specific County employees and/or officials are exempt from.

Article I, Section 3: Definitions

The following missing definitions were added to the policy: COBRA (Consolidated Omnibus Reconciliation Act), discrimination, Fair Labor Standards Act (FLSA), harassment. The definition of General County Employee was expanded.

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 modified by Human Resources and the Equal Employment Opportunity (EEO) Officer to update the Statement of Anti-Discrimination and Equal Employment Opportunity.

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 1: Workweek

New language was added to expand on employee expectations around attendance and establish the working hours for the majority of County administrative offices.

Article V, Section 3: Political Activity Restricted

Language was added to ban the display of political decoration and/or wearing of political apparel for employees while on duty to maintain a politically neutral workplace.

Article V, Section 4: Sexual Harassment

This section was renamed *Anti-Harassment and Anti-Discrimination Policy Statements*. The 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

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. Language was also added giving supervisors the discretion to send an employee home on sick leave if they exhibit signs of a serious contagious illness.

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 _____, 2025.

Karen Howard, Chair

ATTEST:

Jenifer K Johnson, Clerk to the Board