



CHATHAM COUNTY COMMISSIONERS

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COUNTY MANAGER

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Resolution of the Chatham County Board of Commissioners

Resolution Amending the Chatham County Personnel Policy April 2018

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:

Amend Article VI to add the following:

Section 19: Tobacco-Free Petty Leave Incentive

A. Scope

Not using tobacco products in any form is strongly encouraged by Chatham County, and aligns with our established Tobacco Free Workplace Policy and Tobacco-Free Grounds Policy. Tobacco use has proven to expose users and those surrounding them with increased risk for serious health issues. Chatham County promotes not using tobacco and supports those employees seeking to quit. This policy applies to all regular full-time and part-time Chatham County employees.

B. Procedures

1. The County will grant eight (8) additional hours of petty leave, or pro-rated portion thereof for part-time employees, per calendar year for employees that do not use tobacco products in any form, including smokeless tobacco products, electronic cigarettes and other electronic nicotine delivery devices.
2. Employees must submit a signed medical doctor affidavit to Human Resources as proof of non-tobacco use status. This affidavit shall include no other protected health information (PHI) aside from verification of tobacco use status.
3. Non-tobacco use status must be verified via results of nicotine blood test performed in the doctor's office or by a primary care provider of greater than five (5) years.

4. Employees that enroll in an accredited QuitSmart program and successfully complete the program (3 classes) or complete four (4) verified QuitLine NC calls will be awarded four (4) hours, or pro-rated portion thereof, upon completion.
5. QuitSmart facilitators will provide documentation of completion of three QuitSmart classes for employees. Employees enrolled in the Quitline NC will would need to ask for a certificate of completion and submit this to Human Resources upon completion of the four calls.
6. Additional petty leave will be added to an employee's balance in the payroll following successful submittal of the affidavit.
7. Employees may use additional petty leave in accordance with prescribed petty leave usage procedures.
8. Leave that is not taken will be forfeited at the conclusion of each calendar year and will not be carried over into the next fiscal year.
9. Employee will not be paid for unused leave upon separation from employment.

Adopted, this the 16th day of April 2018.

Diana Hales, Chair
Chatham County Board of Commissioners

ATTEST:

Lindsay K. Ray, NCCCC, Clerk to the Board
Chatham County Board of Commissioners