

**AN RESOLUTION AMENDING THE ST. CLAIR COUNTY PERSONNEL HANDBOOK
AS REVISED NOVEMBER 24, 2020
RESOLUTION 2021-08**

RECITALS:

WHEREAS, the County Commission (the “Commission”) for St. Clair County, Alabama (the “County”) has adopted the St. Clair County Employee Handbook (the “Handbook”) for employees of the County; and

WHEREAS, it becomes necessary from time to time to update and amend the Handbook to more fairly, equitably and efficiently regulate employment related matters.

NOW, THEREFORE, Section 201 of the Handbook, “Employment Categories,” is amended to provide as follows:

201 EMPLOYMENT CATEGORIES

It is the intent of the County to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. Each employee is designated as either NONEXEMPT or EXEMPT from federal and state wage and hour laws. NONEXEMPT employees are entitled to overtime pay under the specific provisions of federal and state laws. EXEMPT employees are excluded from specific provisions of federal and state wage and hour laws.

In addition to the above categories, each employee will belong to one other employment category:

Contract Employees

Those employees, full-time or part-time, whose employment is governed through a legal binding contract between the County Commission and the employee. County benefits for contract employees will be outlined within the employee’s contract. Contract employees are **not** independent contractors but, rather, are employees whose rights and obligations have been reduced to a written agreement.

Regular Full-Time Employees

Those employees who have successfully completed the probationary period and who regularly work at least forty (40) hours in a workweek. Regular full-time employees are eligible for all County-provided employee benefits in accordance with guidelines established by the County Commission for such benefits.

Regular Part-time Employees

Those employees who have successfully completed the probationary period and who regularly work no more than twenty-nine (29) hours in a workweek. Part-time employees shall generally be limited to 29 hours of work or less in a workweek. Part-time employees are not eligible for any County provided benefits unless provided by law. Part-time employment will count as continuous

years of service but will NOT apply to Longevity Pay. (See Section 312). Jail employees must complete the required Jail Management Training before being eligible to move from occasional to regular part-time employment.

Temporary Employees

Those employees who have been approved for employment to perform temporary functions or to fill established jobs for a limited period of time. Temporary employees may also be used to fill critical vacancies, when due to unforeseen circumstances, an eligible candidate is not available. Temporary employees will work either a full or part-time workweek. Temporary employment will not exceed sixty-five (65) consecutive day's duration without said temporary employment being renewed. Temporary employment will not count as continuous years of service if a temporary service employee is hired for a regular full-time or part-time job. Temporary employees will not be converted from temporary service to full-time or part-time service unless they apply and are selected in accordance with the staffing guidelines of these policies and procedures. Temporary employees will not be given preferential consideration over any other applicant. Temporary service employment should not be used to by-pass the required selection criteria established by these policies and procedures and federal laws. Temporary employees are not eligible for any County benefits unless provided by law.

Occasional or Casual Employees

Those employees who have been approved to perform functions or to fill established jobs on a "call in" basis. Occasional employment will not count as continuous years of service if an occasional service employee is hired for a regular full-time or part-time job. Occasional employees will not be converted to the full-time or part-time service unless they apply and are selected in accordance with the staffing guidelines of these policies and procedures. Occasional employees will not be given preferential consideration over any other applicant. Occasional service employment should not be used to bypass the required selection criteria established by these policies and procedures and federal laws. Occasional employees are not eligible for any County benefits unless provided by law.

Provisional Appointment

Should a critical vacancy arise in the County Service, the position may be filled by provisional appointment for a period not to exceed 14 working days, during which time the vacancy will be advertised in the normal manner.

Co-op Employees

From time to time, the County may hire employees which are sixteen (16) years of age or older and are students living in St. Clair County to provide certain employment services for the County. It is intended for such services to be of benefit to the County and to the student by way of experience and training. The employee will be paid consistent with the Fair Labor Standards Act and any other applicable laws but said compensation may be below fair market value for said services as the same is intended to be a benefit to the student as described above.

Co-op employees shall be recommended by their applicable guidance counselor (or similar administrator) prior to submitting an application with the County for a position. No co-op employee will be allowed access to any proprietary personal information or other confidential

information held by the County. Co-op employees will generally be contract part-time employees who will not accrue benefits or retirement credit. Among other qualifications, Co-op employees will all be required to have and maintain a valid Alabama Driver's License. Co-op employee will not be allowed to regularly work after 5:00 p.m. and will not be allowed to drive a County vehicle, operate County equipment or machinery (other than computers, etc.) or be involved in any safety-sensitive operations. Co-op employees will not be allowed to drive as a part of their regular job responsibilities.

ADOPTED and APPROVED this the 24 day of November, 2020.

St. Clair County, Alabama

By: Paul Manning
Paul Manning,
Chairman

ATTEST:

Tina Morgan
Tina Morgan,
Administrator