

**AN RESOLUTION AMENDING THE ST. CLAIR COUNTY PERSONNEL HANDBOOK
AS REVISED JUNE 1, 2006**

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 and equitably regulate employment related matters.

NOW, THEREFORE, the following Sections of the St. Clair County Employee Handbook are hereby amended as follows:

Section 1: That Section 509 "Emergency Closings" is hereby amended as follows:

At times, emergencies such as severe weather or power failures can disrupt County operations. In extreme cases, these circumstances may require the closing of County Operations. In the event that such an emergency occurs during nonworking hours, local radio and/or television stations will be asked to broadcast notification of the closing.

When operations are officially closed due to emergency conditions or otherwise, non-essential employees will be given paid leave for their scheduled hours of work. Employees in essential operations may be asked to work when operations are officially closed. In these circumstances, *if the employee was otherwise scheduled to work*, said employees will be paid at his / her regular rate of pay. If the employee was *not* otherwise scheduled to work, he / she will be paid at overtime rates or be allowed to take compensatory time if said employee has not surpassed the maximum number of comp hours allowed by the Fair Labor Standards Act, as amended, for those hours worked.

Essential operations are defined as follows:

Central Dispatch
Emergency Management Agency
Highway Department
Jail Personnel
Juvenile Detention Personnel
Sheriff's Department

Employees who were not scheduled to work but who are called in to work due to the emergency situation will be paid at their regular rate of pay so long as said hours worked are worked during the regular working hours of said employee; in such instances, any hours worked will be credited to said employee for purposes of calculating overtime pursuant to Section 507 of the Employee Handbook. Any hours worked by the employee during hours outside of his/her normal working hours will be paid at overtime rates, regardless of the number of hours said

employee may have worked that week, and said hours will not be credited toward his/her accrual of hours for the purposes of overtime as described in Section 507 of the Employee Handbook.

Employees who volunteer to work in non-essential functions when operations are officially closed will receive regular rate of pay and any hours worked will be credited to said employee for purposes of calculating overtime pursuant to Section 507 of the Employee Handbook.

Employees who are scheduled to take personal leave of any type (sick, vacation or otherwise) and are not scheduled to work as a result of said leave and do not work during said emergency closings as a result of said leave are ineligible for any provisions herein and shall have their personal leave debited for said time off work; however, employees in essential operations scheduled to take personal leave, if requested by their supervisor, may elect to work during said emergency closings and shall then be paid pursuant to the provisions herein.

If operations are not officially closed, employees will be expected to report to work as soon as they may safely do so. Time missed from work will be charged to available leave time.

Temporary Departmental Closing

Should an individual department of the County necessitate closure due to unforeseen and unavoidable conditions (i.e. a system failing inside one Courthouse, etc.) and a particular department or departments are forced to close to the public as a result thereof, the following process / procedure shall result.

Department Heads for all applicable affected departments shall meet and confer as to the conditions necessitating the closure. Upon determining an event has occurred necessitating closure of a specific department or departments, the Department Heads shall contact the Chairman of the County Commission and advise accordingly. The Chairman is thereafter authorized to temporarily close the applicable department or departments subject to the below:

1. All personnel who practically may be relocated shall be temporarily relocated to another operating location of their department for the applicable period of time.
2. All personnel who cannot be relocated to another operating location of their department will be placed on administrative leave and advised when to return to work and where to report; administrative leave shall not accrue for purpose of calculating overtime pursuant to Section 507 of the Employee Handbook.

ADOPTED and APPROVED this the 9 day of August, 2022.

St. Clair County, Alabama

By: Paul Manning
Paul Manning,
Chairman

ATTEST:

Tina Morgan
Tina Morgan,
Administrator