

**A RESOLUTION AMENDING THE ST. CLAIR COUNTY PERSONNEL HANDBOOK
AS REVISED**

*April 11, 2023
Resolution 2023-44*

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 114 of the Handbook, “Classification and Pay Plan,” is added to the Handbook to provide as follows:

114 Classification and Pay Plan

Classification Plan

Each position in the County service will have a job description approved by the Appointing Authority and the St. Clair County Commission. The job descriptions will list the essential functions of the job and describe the qualifications, duties, knowledge, skills, and abilities necessary to perform them.

Every position in the County Service shall be listed in a Classification Plan Allocation List established, maintained, and approved by the St. Clair County Commission. An employment category shall be designated for every position on the list. No deviations will be made from the approved classification plan. When necessary, the plan or a particular job in the plan may be amended by the County Commission. The approved classification plan will be maintained and kept on file in the County Personnel Department.

Pay Plan

The pay of all employees other than those whose pay is established by State Law, shall be fixed by the St. Clair County Commission. The approved pay rates for every job listed in the classification plan will be established and maintained in a Pay Grade Schedule and will be used to determine the pay of employees paid from County funds. From time to time it may be in the best interest of the County when hiring specialized employees, or otherwise, to allow for the consideration of equivalent experience when determining applicable “Pay Step” of new hires. As such, Appointing Authorities may consider equivalent experience when placing newly hired employees within the approved Pay Grade Schedule. The approved Pay Grade Schedule will be kept on file in the County Personnel Department.

The appropriate Appointing Authority and the Personnel Officer are responsible for ensuring that


the County pay plan is strictly followed.

Employees may be assigned to perform the duties of either higher or lower classification for a period of time not to exceed 10 working days without approval of the County Commission.


If the duties assigned to the employee were extraordinary in scope of duration the employee's supervisor can petition the County Commission for the employee to be paid at the higher rate.

ADOPTED and APPROVED this the 11 day of April, 2023.

St. Clair County, Alabama

By: 
Stan Batemon
Chairman

ATTEST:


Tina Morgan,
Administrator