

Civil Service Board of Walker County

Rules and Regulations

Effective March 1, 2010

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CERTIFICATION

CERTIFICATION OF SERVICE

RULE 1 – INTRODUCTION

The effectiveness of the Civil Service Board of Walker County as a whole depends upon the cooperation and dedication of all employees working to achieve excellence in services rendered. Each employee is a representative of the Civil Service Board of Walker County, indeed, you are the County. People judge us not only by the quality of service we render, but by the courtesy we display, the orderliness and appearance of the vehicles we operate, the condition of our properties, the beauty of our county grounds, the cleanliness of our offices and our behavior in our positions. Each employee's contribution to the success of the Civil Service Board of Walker County is extremely vital.

Written class specifications for each class of position containing a description of the nature of the work and of the relative responsibility of the positions in the class, examples of work which are illustrative of duties of positions allocated to the class, requirements of work in terms of knowledge, abilities and skills, necessary for performance of the work and a statement of experience and training desirable for recruitment into the class.

RULE 2 – DEFINITION

The following words and phrases have the following meaning unless otherwise indicated.

The Act – Act number 200 Special Session 1969; Act number 80-673 Special Session 1980; Act number 89-712 Special Session 1989; Act number 94-571 Regular Session 1994 and any amendments thereto

Assist – to give support or aid to

Board – means the Civil Service Board of Walker County

Certify, Certification – means the acts to supply the hiring authority or appointing authority with names of applicants deemed eligible for appointment to the class or position to be filled

Class, Classification – means a position or group of positions that involve similar duties and responsibilities and require similar qualifications and are designated by a single title indicative of the work to be performed

Commission – means the Walker County Commission

County – means Walker County

Court – means the Circuit Court of Walker County, Alabama

Demotion – means removal of an employee from a position in one class to a position in another class having a lower maximum salary limit than the position from which he was removed

Eligible Register or Eligible List – means a list of names of persons who have met the qualifications and successfully competed by written examination, arranged in the order of their final ratings as determined by the Board

Employee – means a person regularly occupying a position under the Civil Service Act

Exempt Service – those positions in the service of the County that are exempt from the hiring procedures of the Walker County Civil Service Board because of special circumstances provided for by Section 3 Act 200 Special Session 1969; Section 6 Act 571 Regular Session 1994; Section 11-6-1 Code of Alabama 1975; Section 11-6-20 Code of Alabama 1975 and Section 12-13-40 Code of Alabama 1975 or any other position specifically provided for by the Code of Alabama or the Code of the United States

Hiring Authority/Appointing Authority – means the official or County Commission having authority to fill vacancies in a specified department or office

Laid Off – means separated from the employment of the County because of lack of work or funds or other reasons not related to fault, delinquency or misconduct on the part of the employee

Part-Time Employee – an employee who works on a regular basis but does not work in excess of thirty-two hours per week. Such employee is hired from an application on file with the board and is not subject to examination. Part-time employees enjoy no status under the act.

Position – means a group of current duties and responsibilities assigned or delegated by competent authority requiring the full time services of one employee

Probationary Employee – an employee serving the first six months of continuous service of his or her appointment, transfer or promotion in the classified service

Promotion – means a change of employment from a position of one class to a position of another class which has a higher maximum salary rate

Public Service Worker – an employee formerly referred to as common laborer. Such employee is hired from an application and not subject to examination. There is no eligible register kept for this position

Qualifications – an official record on file with the Board showing a person to have the requisite skills, training, experience, education or certification required to be eligible for a certain position and classification

Qualified – a person is deemed to be qualified when that person has an official record on file with the Board showing that person to have the requisite skills, training, experience, education or certification necessary to be eligible for a certain position and classification

Seasonal Employee – an employee hired from an application on file with the board on a seasonal basis to assist the particular hiring authority during seasonal needs i.e. tax season. Seasonal employees are not subject to examination and are not allowed to work in excess of five months or one hundred fifty calendar days within a fiscal year. Seasonal employees enjoy no status under the act.

Seniority – an employee's length of continuous service with the county.

Temporary Employee – an employee hired from outside the service of the county when there is no current eligible register from which to fill the position. A temporary employee may not be appointed for longer than one hundred and twenty days.

Temporary employees enjoy no status under the act.

Vacancy – means a position duly created with funds provided for payment of a salary, which is not occupied or which is filled by a person serving under a temporary appointment

RULE 3 – GENERAL PROVISIONS

The Rules and Regulations of the Civil Service Board of Walker County shall be for the governance and operation of the Board as set out in Section One through Section Twenty-One of Act #200, Special Session, Alabama Legislature, 1969 and amended in Act #321, Alabama Legislature, 1976 and Act #80-673, Regular Session, Alabama Legislature, 1980. These rules and regulations concern policies and procedures for examinations, appointments, reinstatement and removal and to provide penalties for violation of department rules in accordance with the law. These rules and regulations shall apply to all positions in the classified service unless otherwise provided by law.

Section 1 – ADMINISTRATION OF THE RULES AND REGULATIONS

The Board may make changes, revisions, alterations, amendments or complete revisions of the rules and regulations from time to time as the Board may elect, after a public hearing is held.

The Board may also adopt rules and regulations as set forth by the Walker County Commission or any succeeding governing body of Walker County as part of the rules and regulations of the Board and the law creating the Board, provided the Board elects to do so.

The Board shall protect seniority rights; provide a register of applicants and make available an eligible register to the hiring authority of each department or district for promotion or employment of personnel coming under the act. The Board shall assist the head of each department as well as the other personnel coming under the act in improving the standards of the departments and at the same time improve the service to the public.

RULE 4 – CLASSIFIED AND EXEMPT SERVICE

The classified service comprises all offices and positions in the County service now existing or here-in-after created, that are paid by the County, except those which are specifically placed in the exempt service by:

Section 3 Act 200 Special Session 1969
Section 6 Act 571 Regular Session 1994
Section 11-6-1 Code of Alabama 1975
Section 11-6-20 Code of Alabama 1975
Section 12-13-40 Code of Alabama 1975

RULE 5 – CLASSIFICATION PLAN

Section 1 – PURPOSE

The purpose of the classification plan is to provide a complete inventory of positions under the Civil Service Act.

Section 2 – COMPOSITION OF THE CLASSIFICATION PLAN

The Board shall keep on file a list of classifications, qualifications and job descriptions on each employment position in the County.

The Classification plan consists of:

- (1) A class title, qualifications and description of work of the class, which shall identify each class
- (2) An allocation list showing the class title of each position in the classified service as identified by the name of the employee holding that position.

Section 3 – CLASS TITLE

Class titles for each office or district is as follows:

COMMISSION OFFICE (CO)

Accounts Payable Technician
Administrative Secretary/Accounts Payable Technician
County Administrator
Human Resources Coordinator
Revenue Auditor

BUILDING MAINTENANCE (BM)

Building Maintenance Supervisor
Building Maintenance Technician
Custodian
Groundskeeper

PROBATE OFFICE (PC)

Accounting Technician
*Chief Probate Clerk
License Coordinator
Probate Clerk
Probate Court Coordinator
Senior Probate Clerk

REVENUE (REV)

Collection Clerk
Deputy Assessor

Deputy Collector
Revenue Clerk

TREASURER'S OFFICE (TREA)
Administrative Assistant to Treasurer

CIVIL SERVICE BOARD (CSB)
*Civil Service Coordinator

SHERIFF DEPARTMENT (SD)
Administrative Assistant
Administrative Clerk
Administrative Secretary
Chief Deputy
Chief – Narcotics Division
Communications Officer
Deputy Sheriff
Investigator
Sergeant – Patrol

COUNTY JAIL (JAIL)
Building Maintenance Coordinator – Jail
Chief Clerk
Jail Administrator
Jailer
Lieutenant – Jail
Sergeant – Jail

EMERGENCY MANAGEMENT AGENCY (EMA)
EMA Clerk
EMA Coordinator

SOLID WASTE (SW)
Administrative Assistant
Administrative Clerk
Driver/Operator
Journeyman Mechanic
Public Service Worker
Solid Waste Supervisor
Truck Driver

ROAD AND BRIDGE (RB)
Heavy Equipment Operator
Road and Bridge Supervisor

PUBLIC HIGHWAY AND TRAFFIC

ENGINEERING (EN)

*County Engineer

Engineering Technician

License Inspector/ Health and Environmental Administrator

Principal Engineering Technician

Senior Engineering Technician

REAPPRAISAL (REA)

Administrative Assistant

Appraisal Clerk

Chief Mapper

Director of Appraisals

Director of Mapping/GIS Specialist

Map Clerk

Mapper

Personal Property Clerk

Real Property Appraiser Certified

Real Property Appraiser +1 yr experience

Real Property Appraiser Trainee

DISTRICTS (DS)

District Supervisor

Heavy Equipment Operator

Heavy Equipment Operator/Commercial Pesticide Applicator

Journeyman Mechanic

Mechanic

Public Service Worker

Truck Driver

*HIRED BY STATUTORY AUTHORITY

Section 6 Act 571 Regular Session 1994

Section 11-6-1 Code of Alabama 1975

Section 11-6-20 Code of Alabama 1975

Section 12-13-40 Code of Alabama 1975

Section 11 Act 200 Special Session 1969

Section 4 – JOB DESCRIPTIONS

Job descriptions are to be interpreted in their entirety in all Legal Notices published for all positions to be filled and all eligible registers that are established. A list of all qualifications and job descriptions are kept on file with the Civil Service Board and are open to the public for inspection at all reasonable times.

Section 5 – USES OF THE CLASSIFICATION PLAN

The classification plan shall be used:

- (1) In preparing public announcements of vacancies
- (2) As a guide in preparing examinations that will measure the qualifications needed to perform the work of the class
- (3) In determining lines of promotion and in developing employee programs
- (4) In determining salaries to be paid for various types of work
- (5) In improving uniform job terminology understandable by all officers, employees and the general public

The Board shall keep updated classifications at all times of employee's class and pay range.

To assign an employee outside his/her position or classification being it falls within the same department, office or district – See Rule 7, Section 9.

CLASSIFICATIONS

ACCOUNTING/AUDITOR/APPRaiser CLASSIFICATION

<u>TITLE</u>	<u>DEPARTMENT/OFFICE/DISTRICT</u>
Accounting Technician	Probate
Deputy Assessor	Revenue Commission
Deputy Collector	Revenue Commission
Director of Appraisals	Reappraisal
Real Property Appraiser (certified)	Reappraisal
Real Property Appraiser (+1 yr experience)	Reappraisal
Real Property Appraiser (trainee)	Reappraisal
Revenue Auditor	Commission Office

ADMINISTRATIVE TECHNICIAN CLASSIFICATION

<u>TITLE</u>	<u>DEPARTMENT/OFFICE/DISTRICT</u>
Administrative Assistant to Treasurer	Treasurer's Office
Administrative Secretary/Accounts Payable Technician	County Commission

CLERICAL CLASSIFICATION

<u>TITLE</u>	<u>DEPARTMENT/OFFICE/DISTRICT</u>
Accounts Payable Technician	County Commission
Administrative Assistant	Reappraisal
Administrative Assistant	Sheriff
Administrator Assistant	Solid Waste
Administrative Clerk	Sheriff
Administrative Clerk	Solid Waste
Administrative Secretary	Sheriff
Appraisal Clerk	Reappraisal
Chief Clerk	Jail

Collection Clerk	Revenue Commission
EMA Clerk	EMA
Human Resources Coordinator	County Commission
License Coordinator	Probate
Map Clerk	Reappraisal
Personal Property Clerk	Reappraisal
Probate Clerk	Probate
Probate Court Coordinator	Probate
Revenue Clerk	Revenue Commission
Senior Probate Clerk	Probate

COMMERCIAL PESTICIDE SPECIALIST CLASSIFICATION

<u>TITLE</u>	<u>DEPARTMENT/OFFICE/DISTRICT</u>
Heavy Equipment Operator / Commercial Pesticide Applicator	Districts

COUNTY ADMINISTRATOR CLASSIFICATION

<u>TITLE</u>	<u>DEPARTMENT/OFFICE/DISTRICT</u>
County Administrator	County Commission

EMA COORDINATOR CLASSIFICATION

<u>TITLE</u>	<u>DEPARTMENT/OFFICE/DISTRICT</u>
EMA Coordinator	Emergency Management Agency

ENGINEERING CLASSIFICATION

<u>TITLE</u>	<u>DEPARTMENT/OFFICE/DISTRICT</u>
Engineering Technician	Engineering
Principal Engineering Technician	Engineering
Senior Engineering Technician	Engineering

EXEMPT CLASSIFICATION

<u>TITLE</u>	<u>DEPARTMENT/OFFICE/DISTRICT</u>
Chief Probate Clerk	Probate
Civil Service Coordinator	Civil Service Office
County Engineer	Engineering
Custodian	Building Maintenance
Groundskeeper	Building Maintenance
Public Service Worker	Solid Waste, Districts

LAW ENFORCEMENT CLASSIFICATION

<u>TITLE</u>	<u>DEPARTMENT/OFFICE/DISTRICT</u>
Chief Deputy	Sheriff
Chief Narcotics Division	Sheriff
Communications Officer	Sheriff
Deputy Sheriff	Sheriff
Investigator	Sheriff

Jail Administrator	Jail
Jailer	Jail
Lieutenant – Jail	Jail
Sergeant – Jail	Jail
Sergeant – Patrol	Sheriff

LICENSE INSPECTOR/HEALTH AND ENVIRONMENT ADMINISTRATOR	
<u>TITLE</u>	<u>DEPARTMENT/OFFICE/DISTRICT</u>
License Inspector/Health and Environmental Administrator	Engineering

MAPPING CLASSIFICATION	
<u>TITLE</u>	<u>DEPARTMENT/OFFICE/DISTRICT</u>
Chief Mapper	Reappraisal
Director of Mapping/GIS Specialist	Reappraisal
Mapper	Reappraisal

SERVICE/MAINTENANCE CLASSIFICATION	
<u>TITLE</u>	<u>DEPARTMENT/OFFICE/DISTRICT</u>
Building Maintenance Coordinator – Jail	Jail
Building Maintenance Technician	Building Maintenance

SKILLED TRADES CLASSIFICATION	
<u>TITLE</u>	<u>DEPARTMENT/OFFICE/DISTRICT</u>
Driver/Operator	Solid Waste
Heavy Equipment Operator	Districts, Road and Bridge
Journeyman Mechanic	Districts, Solid Waste
Mechanic	Districts
Truck Driver	Districts, Solid Waste

SUPERVISION CLASSIFICATION	
<u>TITLE</u>	<u>DEPARTMENT/OFFICE/DISTRICT</u>
Building Maintenance Supervisor	Building Maintenance Department
District Supervisor	Districts 1, 2, 3, 4
Road and Bridge Supervisor	Road and Bridge Department
Solid Waste Supervisor	Solid Waste Department

RULE 6 – EMPLOYMENT

Section 1 – APPLICATIONS

All applicants for any position of employment with the county covered by the Civil Service Act shall file an application in writing with the clerk of the Board. All applicants for full-time positions shall be subject to examinations, which shall be public, competitive and open to all citizens of the United States.

Applications must be filed with the Board's clerk by the deadline as advertised for a particular position and classification.

All applicants for seasonal, temporary, part-time, public service worker and custodial positions must file their applications for employment with the Civil Service Board, and the hiring authority must make their selection from the Civil Service Board list of applications that have been on file for 30 days. Applications shall expire 2 years after being filed with the Board. If no applications meet the 30 day requirement, the Board may approve special hiring permission if deemed necessary.

Applicants with applications on file must keep the Civil Service Board updated with current information on addresses and phone numbers.

Failure to comply may result in application being removed from Civil Service Board file.

Section 2 – NOTICES OF EXAMINATIONS

All examinations shall be publicized in the local newspaper for a period of five days. The public notice shall specify qualifications, the title of the position or classification, description of the nature of work and examples of duties, experience and training desirable for performance of the work, the time, place and manner of making application, closing date for receiving applications and other pertinent information as deemed desirable by the Civil Service Board.

The applicants shall be notified by mail following the closing date for receiving applications as to the date, time and place of examination.

Section 3 – PASSING GRADE ON EXAMINATIONS

Seventy percent shall be considered the passing grade for all examinations.

Section 4 – DISQUALIFICATIONS OF APPLICANTS

The Board may refuse to examine an applicant or after examination disqualify such applicant or remove his name from the register or refuse to certify any applicant on a register:

- 1) Who is found to lack any of the qualifications established for the class or position.
- 2) Who is unable to do specific tasks necessary to perform the duties of the job sought even though provided any reasonable accommodation.
- 3) Who has been convicted of a crime involving moral turpitude if the crime is related to the position of class applied for (i.e., theft conviction where position or class will require handling money).
- 4) Who has intentionally made a false statement of a material fact in his application.
- 5) Who has previously been dismissed from the County service for just cause.
- 6) Who has directly or indirectly obtained information regarding examination to which

an applicant is not entitled.

- 7) Who has failed to submit his application correctly or within the prescribed time limits.
- 8) Who has failed to keep their application on file current with addresses and phone numbers and Board is unable to contact applicant.
- 9) Who fails to respond to a notice of certification, who qualified for appointment through false or misleading statements.

Section 5 – ELIGIBLE REGISTER OR EMPLOYMENT LIST

The Civil Service Board and Walker County is an equal opportunity employer.

Section 6 – LAY OFF ELIGIBLE REGISTER

In accordance with Section 12 of Act 200.

Section 7 – PROCEDURES FOR FILLING VACANCIES

In accordance with Section 11 & 12 of Act 200.

No temporary appointment may be made until approved by the Civil Service Board.

Whenever a vacancy in a position under the Civil Service exist, the vacancy shall be filled by:

- 1) lay-off register
- 2) in-service promotion
- 3) from existing eligible register
- 4) application on file with the Board.

Section 8 – APPOINTMENT FROM ELIGIBLE REGISTER

In accordance with Section 12 of Act 200.

When the hiring authority requests the top three names off of an eligible register and all three on the eligible register refuse to take the position the hiring authority is to notify the Board in writing stating that all the applicants refused the position and reason for refusal. The Board will then furnish the hiring authority the next three names on the eligible register.

Section 9 – TEMPORARY APPOINTMENT

Any temporary appointment shall be made in accordance with Section 12 of Act 200.

No temporary appointment may be made until approved by the Board and shall be for no longer than 120 days.

No temporary employee shall have status under the Civil Service Act.

Section 10 – PROCEDURES FOR IN-SERVICE PROMOTIONS/TRANSFERS

All full-time vacancies including public service worker must be posted for in-service promotions/transfers. Transfers between departments must be approved by both the appropriate hiring authority and the Board. The following procedures must be followed for in-service promotions and transfers.

1. Meet qualifications set forth by the Board/Special Qualifications (EX: Deputy Sheriff)
2. Seniority within classification and within department/office/district
3. Seniority within classification and outside department/office/district

In case of the above being equal, hiring authority will make selection from applicants with the Board's approval.

- **within classification:*
1. employees present classification
 2. employee who is on an eligible register due to taking and passing the appropriate examination valid for 2 years

If no in-service/transfers the hiring authority will hire from the appropriate eligible register.

All vacancies occurring in the classified service shall, whenever possible, be filled by promotion or transfer of a qualified employee within the county service.

Promotion within the county shall be based on the qualifications of the person being appointed. Usually, the first consideration will be given to the most qualified from applicants within the office, district or department within the county. The criteria used in the selection of the most qualified applicant shall be based upon experience, performance, ability to do the work, attitude and evaluation.

However, the Board may recruit applications from outside the county service whenever there is reason to believe that better qualified applicants are available than from within the county service.

If no acceptable applicant is found within the county service, the vacancy will be filled from outside the county service.

In some cases, a position to be filled may require higher qualifications including extensive educational background, state requirements and special training and license. In this case, notification will be advertised in the local newspaper for five days and applications will be taken from applicants with these qualifications. After the advertisement is complete the Board will submit all applications received to the hiring

authority for review and at that time the hiring authority will chose the most qualified applicant for the job without examination.

Whether an employee or applicant meets the qualifications of a particular position shall be determined jointly by the hiring authority and the Civil Service Board. If the hiring authority and the Civil Service Board determine there is no one eligible for the available position within the county service, then the position shall be filled from the applicable eligible register.

The foregoing provisions shall apply to full time county employees. Posting of available position shall be for five (5) days after the Civil Service Board's notification of the available position. Notice shall be posted on the courthouse bulletin board on the first floor. Announcement of the available position shall be sent to the hiring authority for posting in each office, district or department.

Section 11 – IN-SERVICE PROMOTION PROBATIONARY EMPLOYEE DISCIPLINE

All appointments, other than temporary appointments, shall be probationary for six months from the date of appointment.

A probationary subordinate employee may be discharged by his appointing authority for unsatisfactory service at any time before the expiration of that period if the action is approved by the Board.

In the event an employee in-service transfers to another position and his work during the probationary period is unsatisfactory then the employee can be rolled back into the position occupied by him prior to his in-service transfer.

An employee hired to fill the position vacated by an employee who has in-service transferred may be terminated during his probationary period in the event the employee who transferred out of that position is rolled back into that position.

All applicants filling positions vacated by employees who have in-service transferred to another position shall be made aware, prior to being appointed, of the possibility of being terminated in the event the employee who vacated that position is rolled back.

Section 12 – SEASONAL EMPLOYMENT

All seasonal employees must file an application with the Civil Service Board clerk thirty (30) days prior to the date of seasonal employment. The hiring authorities must make their selection for seasonal employees on a one season at a time basis and must make their selection from the applications that have been on file with the Civil Service Board for at least thirty (30) days. If no applications meet the 30 day requirement, the Board may approve special hiring permission if deemed necessary.

The hiring authorities must make a request prior to the date of seasonal employment first with the County Commission and then the hiring authorities and the County Commission must make a request for approval with the Civil Service Board. No seasonal appointment shall exceed 5 months or 150 days (calendar days).

Seasonal employees will have no status under the Civil Service Act.

Section 13 – PART-TIME EMPLOYEES

Part-time employees are to work no more than 32 hours per week and the salary is to be at the hire in step of the classification to which the employee is appointed.

Part-time employees are not entitled to any benefits except annual bonus as established by Act 95-505.

Part-time employees will have no status under the Civil Service Act.

Section 14 – SENIORITY ACCOUNTING

All hiring authorities including the County Commission must furnish the Civil Service Board with a seniority list every twelve months, beginning in the month of January 2010.

RULE 7 – WORKING CONDITIONS AND GENERAL PROVISIONS FOR PERSONNEL

Section 1 – WORKING HOURS

Eight consecutive hours work within a twenty-four hour day shall constitute a normal work shift for all employees. A normal schedule of work for full-time employees shall be forty hours per week. All employees shall be scheduled to work on a regular work shift and each work shift shall have a regular starting and ending time. All employees shall be granted a meal period during each work shift. The meal period shall be scheduled by the hiring authority and the employee. No employee shall be scheduled for work in excess of six consecutive days.

All employees' work schedule shall provide for a fifteen-minute rest period each one half shift. The rest period is intended to be a recess to be preceded and followed by a work period. Consequently, it may not be used to allow late arrival or early departure.

Starting and quitting time shall be determined by the hiring authority and the employee, inclusive of a lunch period.

The normal workday shall consist of eight consecutive hours as set out in the above paragraph and the normal workweek shall consist of five consecutive workdays.

No employee will be required to work outside during foul weather, rain, snow, sleet except in case of emergency. In the event any employee whose job requires him or her to work in foul or rainy weather, will be provided rain gear. Emergencies shall be determined by the hiring authority.

Employees of the County from time to time may have their work day interrupted, cancelled or discontinued as a result of weather conditions or situations beyond the control of the supervisor. Wages are to be paid for the remainder of the eight-hour workday.

Any changes in hours/work week shall require Board approval. The Board may amend the rule after holding a public hearing.

Section 2 – OVERTIME

All work in excess of eight hours per day shall be compensated by paying time and one-half.

All work in excess of forty hours per week shall be compensated by paying time and one-half.

EXAMPLE: Time and one half is considered to be regular time plus ½ of regular time
If the rate of pay is \$10.00/hr, time and ½ would be \$15.00/hr

Section 3 – PAY PERIOD

The salaries and wages of all county employees shall be paid bi-weekly every other Friday.

Section 4 – CALL BACK PAY / CALL IN PAY

Any employee who completes his regular shift and is then called back to perform a task will be guaranteed a minimum of four (4) hours pay at time and one-half for work. Call back meaning up until 12:00 A.M.

Any employee, who is called in after 12:00 A.M., but before his regular shift, will be guaranteed a minimum of four (4) hours pay at time and one-half. All hours worked before regular shift will be paid at time and one-half. .

Section 5 – EMPLOYEE CALL IN

Employees unable to report to work on a regular scheduled shift are to call in or report off at least one hour before their shift begins. Emergencies excepted.

Section 6 – BEREAVEMENT PAY

Death in the immediate family or bereavement pay is to be defined as the absence from duty of any employee with his or her regular pay, because of death in the immediate family of the employee.

Immediate family is understood to include the wife or husband, parents, step-parents, children, brothers, sisters, grandchildren and grandparents of the employee and the parents, step-parents, brothers, sisters, grandparents of the employee's spouse.

Each employee shall have an allowance of three (3) days because of death in the immediate family.

- (1) First day, day of the funeral.
- (2) Second day consecutive with the day of the funeral, either day before or day after.
- (3) Third day at the employee's option, but within a ten day period.

If the day of the funeral is on a weekend or falls on a County holiday:

- (1) the first and second bereavement days must be scheduled consecutive on the regular working days before or after the day of the funeral

or

- (2) first bereavement day can be taken on Friday and the second can be on the following Monday.

These three (3) days shall not accumulate from year to year, but there shall be no limit as to the number of said three day periods of time for which an allowance shall be given because of death in the immediate family.

No employee shall be paid for bereavement pay by the County until a request is made to the Board and approval is granted by the Board.

The employee is to notify the hiring authority and the hiring authority is to notify the Board and the Board will approve the request.

Section 7 – SETTING SHIFTS

The Board shall have the power to set shifts, but the Board will only do so if there is a disagreement between the employee and the hiring authority.

Section 8 – SHIFT DIFFERENTIAL

In addition to the established wage rate, the county shall pay a differential to each shift worked as follows:

- (1) Evening shift – Ten (10) cents per hour in addition to base wage

(2) Mid-night shift – Fifteen (15) cents per hour in addition to base wage

Section 9 – WORK OUTSIDE POSITION OR CLASSIFICATION

It shall be the privilege of the hiring authority or department head to assign any employee of Walker County falling under his supervision, department, office or district, on a temporary basis (for no longer than 120 days in a one year period) in another position from which the employee is employed, provided the other position falls within the same department, office or district and the employee is qualified. If the employee is assigned a higher paying position then he will receive the higher salary, if the employee is assigned a lower paying position then his pay can not be lowered.

To determine the compensation for working a higher paying position, the pay scale for the position assigned would be used by selecting the appropriate pay scale for the position assigned and by using the same step column.

Section 10 – OPERATION OF FAULTY OR UNSAFE MACHINERY

No employee of Walker County shall knowingly operate any machinery or motor vehicle of any description in the performance of his duties, which is in a faulty or unsafe condition.

No appointing authority or supervisor of any Walker County employee shall allow a County employee to operate any machinery or motor vehicle of any type in the performance of his duties, which is in a faulty or unsafe condition.

Section 11 – INJURY ON THE JOB

As prescribed by the Alabama Worker's Compensation Law.

Section 12 – UNEMPLOYMENT COMPENSATION

Shall be controlled by the Laws of the State of Alabama.

Section 13 – RETIREMENT PLAN

Retirement will be provided to county employees under the terms and conditions as set out by the Employees Retirement System of Alabama.

Section 14 – EMPLOYEE POLITICAL ACTIVITY

Walker County employees are encouraged to participate in the political process except to the extent restricted by law.

No Walker County employee shall be penalized in any way for permitted political activity or lack thereof.

No Walker County employee will use, or promise to use, directly or indirectly any official authority or influence to affect employment, promotion, increase in pay, or other advantage in employment for any individual for the purpose of influencing his vote, political action, or any other consideration.

No individual will be denied a position, appointed, promoted, demoted or dismissed from his position because of his political or religious opinions or affiliations.

All political activity of Walker County employees will necessarily be required to be in compliance with the laws of the United States and the laws of the State of Alabama and specifically Section 17-1-7 Code of Alabama 1975 as amended.

Section 15 – HOSPITALIZATION INSURANCE

County Commission is responsible for 80% of family health insurance and the employee is responsible for 20%.

Section 16 – SAFETY AND HEALTH

Employees shall have the right to refuse to operate unsafe and unhealthy equipment.

The Walker County Commission shall furnish ice and containers for all employees and also work uniforms and boots for employees performing special work. Uniforms shall be worn at all times when working.

Special work shall include the following categories:

Truck crews and mechanics and any other employee who is in the discretion of the employer, shall require the same.

Mechanics that are required to weld will be furnished prescription lens for welding hoods by the County.

The County shall be entitled to a safety committee as follows:

- One member appointed by the Civil Service Board
- One member appointed by the County Commission
- One member appointed by the employees from each district
- All members appointed must be employees of the County.

The Walker County Commission is to review the allowance of boots and uniforms annually.

Section 17 – DEATH OF AN EMPLOYEE

In the event of the death of a full-time employee while employed by the County, accrued due salary, accumulated unpaid holidays, vacation and sick days will be paid to the persons entitled thereto, as provided by law.

RULE 8 – LEAVES

Section 1 – LEGAL HOLIDAYS

Employees of the County shall have the same holidays as the State employees.

Section 2 – HOLIDAY AND WEEKEND PAY

All employees who are scheduled to work on paid holidays shall receive triple time for all hours worked in the twenty-four (24) hour period.

EXAMPLE: Triple time is considered to be – regular time X 3

If rate of pay is \$10.00/hr, triple time would be \$30.00/hr

*Sheriff's Department and the Walker County Jail have shift scheduling seven days a week, 24 hours a day. Regular scheduled days, which include weekends, will be paid their regular rate of pay.

Any Sheriff's Department employee scheduled to work an off day will be paid time and one half for all hours worked in excess of their forty (40) hours per week. Any employee scheduled to work on a holiday will receive regular time and entitled to an additional off day within a 30 day period.

Section 3 – VACATION TIME

Each employee of the County shall be entitled to a vacation each calendar year depending upon the continuous full time service for the prescribed periods below:

LENGTH OF SERVICE	VACATION
01 yrs – 05 yrs	12 working days
05 yrs – 10 yrs	14 working days
10 yrs – 15 yrs	16 working days
15 yrs – 20 yrs	18 working days
20 yrs – 25 yrs	21 working days
25 yrs – over	24 working days

No employee shall be entitled to a vacation until such time as he/she has been employed by the County for at least one year. New employees shall be entitled to receive vacation on their first anniversary regardless of what month it falls on. After the first year all full time employees still employed by the County as of December 31st will be entitled to vacation January 1st of every year thereafter.

Employees shall work out a convenient and suitable time for scheduling their vacation with their immediate supervisor or hiring authority or their respective department head.

Employees may take all of their vacation at one time or divide it at their election, and they may elect to have seven (7) accrued days sick leave added to such vacation. Vacation is divided yearly according to the months worked in a twelve (12) month period from January through December.

Each hourly or salaried employee shall be paid, at his regular hourly wage or salary for the vacation time he takes. This pay schedule shall cover employee's regular five (5) days per week or six days (6) per week.

If an employee is on vacation and gets called out due to weather or an emergency, the following applies:

- (1) If called out during the regular eight hour shift, will be paid regular time and will be restored his vacation time.
- (2) If called out after the regular shift will be paid for the vacation day plus time and one half for the amount of time in excess of eight hours

Vacation leave shall not accumulate from year to year and must be taken during the calendar year accumulated. Vacation time will not accumulate during such time an employee is on leave of absence.

In the event that any employee is unable to take any or all of his or her earned vacation, due to his or her workload or other work responsibilities, which is verified by his or her immediate hiring authority in writing to the Civil Service Board such employee shall be paid for unused portion of vacation due within a period of six (6) weeks following the end of the year in which such vacation was accrued, such pay to be at the same rate of pay which the employee would have received had such employee taken such unused vacation.

Vacation pay will be paid prior to the commencement of his or her vacation provided the employee gives at least three weeks notice of planned vacation. Otherwise vacation pay will be paid on the first pay period following such vacation.

Section 4 – SICK LEAVE

Sick leave is defined as the absence from duty of an employee with his or her regular pay because of:

- (1) Any illness or disability not compensated by Workman's Compensation Benefits
- (2) Attendance on members of the immediate family of the employee whose illness requires the care of such employee

Each employee shall earn one (1) day sick leave each month, which may be accumulated by the employee and taken any time during the year. Sick leave will not accumulate during such time an employee is on a leave of absence.

Employees may accumulate unused sick leave from month to month and year to year up to a total of ninety (90) days. Any unused sick leave in excess of 90 days will be forfeited.

All employees, after one month of service, are eligible for sick leave.

Vacation time shall not in any way interfere with the sick leave of any employee.

Sick leave is not a right for which employees may make demand, but a privilege granted in accordance with prescribed rules and regulations, to which the Board may make exceptions as the best interest of the service demands.

Any employee who terminates or retires his or her service with Walker County shall be entitled, upon the effective date of such termination or retirement, to receive a lump sum payment in an amount equal to all unused sick leave days which have accumulated.

Section 5 – SICK LEAVE BANK

Upon the recommendation of an appointing authority and the approval of the Civil Service Board, an employee may transfer a specified number of unused sick leave days (within the prescribed 90 day maximum) to another employee of equal or lower classification provided such transfer request (1) is made in writing, (2) is justified by catastrophic circumstances, (3) is recommended by the appointing authority, (4) is acted upon prior to the leave being used, and (5) is recommended only after all other available sick and annual leave has been used. Records of such transfer shall be maintained by the County Commission and Civil Service Board. If any employee borrows from the bank, he or she may receive no more than his/her hourly wage. If the donating employee makes less wage than the receiver that is all he/she will receive.

Section 6 – LEAVE OF ABSENCE

An employee may file a written request for a leave of absence without pay with the Civil Service Board and the hiring authority. Upon receipt of notice of the hiring authority's decision the Board may either grant or deny said request.

Section 7 – MILITARY LEAVE

In accordance with State and Federal Laws.

Section 8 –LEAVE WITHOUT PAY

An employee upon written request and upon approval of the Board may be granted a leave of absence for a period not to exceed one (1) year. A request for an extension in writing may be approved by the hiring authority and the Board for sickness and injury.

Section 9 – TIME OFF

If an employee takes a day off and has vacation and/or sick time available, he or she must use either the vacation or sick time available.

If an employee comes in late or takes off early this time missed will be paid from vacation or sick time if available, if no time is available then the employee will not get paid for the time missed.

Section 10 – JURY DUTY

Employees summoned to serve as a juror in either State or Federal Courts shall be allowed to perform such jury duty without interference from the hiring authority. The time spent on jury duty shall be confirmed by the court served and report made to the hiring authority.

The employee shall receive his normal salary for such days.

RULE 9 – SEPARATION

Section 1 – RESIGNATION

A notice of resignation or termination must be presented by the County Commission to the Civil Service Board, after final wages have been paid to any employee.

Section 2 – RETIREMENT

An employee retiring from the employment with the County must submit in writing to the hiring authority and the Civil Service Board the effective date of retirement.

Any employee who retires his/her service with the Walker County Commission shall be entitled, upon the effective date of such retirement, to receive a lump sum payment in an amount equal to all unused sick and vacation days, which shall have accumulated during his/her employment at Walker County, Alabama.

Section 3 – LAY OFF

An appointing authority may lay off any employee in the classified service, when it is necessary by reason of shortage of funds for work, or changes in organization. Within a class, which such reduction of employee is necessary, the order of lay off shall be as follows:

- (1) temporary employees
- (2) seasonal employees
- (3) part-time employees
- (4) probationary employees
- (5) employees with full time classified status

An employee with seniority over another employee may not be laid off first. The names of employees laid off shall be placed on a lay off register. No one else may be hired in any department or any district while the name of any laid off employee remains on the lay off register provided any such employee is qualified and willing to perform the duties of the opening.

Section 4 – REMOVAL – DEMOTION – OTHER DISCIPLINARY ACTIONS

The governing body of the County, any member of the governing body or head of any department or office can remove, discharge or demote any employee, officer or official of the County who is subject to the provisions of this Act and who is directly under such governing body, member thereof or department head, provided that within five (5) days a report in writing of such action is made to the Board, giving the reason of such removal, discharge or demotion. The employee shall have ten (10) days from the time of notification of his discharge, removal or demotion in which to appeal to the Board. The Board shall thereupon order the charges of complaint to be filed forthwith in writing and shall hold a hearing de novo on such charges. No permanent employee, officer or official of the County whose employment comes within the jurisdiction of the Civil Service Act and whose probationary period has been served shall be removed, discharged or demoted except for some personal misconduct or fact rendering his further tenure harmful to the public interest, or for some cause effecting or concerning his fitness or ability , and if such removal, discharge or demotion is appealed to the Board, then the same will become final only upon written charges of complaint has been had and after an opportunity has been given him to face his accusers and be heard in his own defense. Pending a hearing on said appeal, the Board acting on evidence now before them may now suspend without pay. After such hearing the Board may order said employee reinstated, demoted, removed, discharged or suspended or take such other disciplinary action as in their judgment is warranted by the evidence and under the law.

Disciplinary actions or measures shall involve one or all of the following:

- A. Reprimand (written)
- B. Suspension (up to 30 days with or without pay)
- C. Discharge
- D. Other lawful punishment as directed by the Civil Service Board

A written reprimand may be issued by the hiring authority or supervisor when deemed appropriate and the action or inaction of the employee doesn't warrant a more severe disciplinary action. A copy of the written reprimand will be made a part of the employee's personnel file and will be filed with the Civil Service Board.

The hiring authority shall not suspend or discharge any employee without just cause. In any case involving a reprimand, suspension, forfeiture of pay, discharge or such other lawful punishment as the Board may direct, such action may only be taken by using the grievance procedure of the Civil Service Board.

Any person subject to the Rules and Regulations governing the Walker County Civil Service Board, and under the jurisdiction of the Board as provided by the provisions of the Act creating the Civil Service Board, found guilty of violating a rule or regulation or any one of the offenses listed below, will be subject to reprimand, suspension, discharge or suffer such other lawful punishment as the Civil Service Board may direct.

- (1) willful disobedience of rules and regulations of the Civil Service Board
- (2) being under the influence of intoxicating liquor or controlled substance while on duty
- (3) drinking any kind of intoxicating liquor while on duty
- (4) conduct unbecoming to his official position or job
- (5) insubordination or disrespect toward a supervisor, hiring authority or member of the Board, any citizen of Walker County
- (6) neglect of duty
- (7) inattention to duty
- (8) general incompetence
- (9) being absent from duty without proper permission
- (10) using curse, profane or insolent language to a supervising position holder, hiring authority or member of the Board, any citizen of Walker County
- (11) publicly criticizing orders given by a supervising position holder, hiring authority or member of the Board
- (12) violating the Drug Policy of Walker County as set out separately in Section 7 of this rule or any amendment thereto
- (13) violating the Harassment Policy
- (14) ignorance of Rules and Regulations or orders of the Board

Should it be determined by the Civil Service Board that an employee has been disciplined, demoted or discharged without just cause said employee will be reinstated and paid for the time lost at his regular rate of pay and all rights restored.

Section 5 – SUSPENSION – PROCEDURES FOR SUSPENSION WITHOUT PAY

Prior to any action to suspend being taken the hiring authority shall notify the employee in writing of the proposed action. A copy of said notice shall be provided to the County Commission and to the Civil Service Board. The notice will contain the following information:

- a. the proposed action to be taken by the hiring authority and the effective date of such action
- b. the grounds supporting the proposed action
- c. the employee's right to request and have a hearing on the charges against him
- d. the employee's right to be represented if he so desires and the right to present evidence in his defense
- e. the date, time and place of the hearing if requested by the employee

The employee shall have three (3) work days in which to respond to the written notice.

If requested by the employee the hearing will be conducted informally by the hiring authority at the date, time and place designated in the notice to the employee.

Following the hearing date (whether requested or not) and at least one (1) work day prior to the effective date the hiring authority will give written notice to the employee containing:

- a. the final action being taken
- b. the effective date of such action
- c. the grounds for such action
- d. the appeal rights of the employee: right to appeal the decision of the hiring authority to the Civil Service Board within ten (10) days of the receipt of the final notice

Section 6 – DISCHARGE – PROCEDURES FOR DISCHARGE

Prior to any action to discharge the employee the hiring authority shall notify the employee in writing of the proposed action to be taken. A copy of said notice shall be provided to the County Commission and to the Civil Service Board. The notice will contain the following information:

- a. the proposed action to be taken by the hiring authority and the effective date of such action
- b. the grounds supporting the proposed action
- c. the employee's right to request and have a hearing on the charges against him
- d. the date, time and place of the hearing if requested by the employee
- e. the employee's right to be represented if he so desires and the right to present evidence in his defense
- f. the employee's right to respond to the allegations in writing

The employee will have three (3) work days in which to file a response to this notice.

Upon the request of the employee for a hearing, said hearing shall be conducted by the hiring authority at the time and place designated in the notice to the employee.

If upon holding the hearing the hiring authority determines the facts of the case support the dismissal it will become effective on the date specified in the notice.

If the employee does not request a hearing or fails to respond to the notice the employee will be dismissed on the date specified in the notice.

A notice of dismissal under this procedure will be in writing, dated, signed by the hiring authority and delivered to the employee no later than the effective date of the action. The notice will contain:

- a. the nature of the action being taken and the effective date

- b. the specific grounds for the dismissal
- c. the rights of the employee to appeal the final decision of the hiring authority to the Civil Service Board within ten (10) days of the effective date of the action taken

A copy of the hiring authority's final decision shall be provided to the County Commission and to the Civil Service Board.

Section 7 – DRUG AND ALCOHOL POLICY

It is the objective of Walker County and the Walker County Civil Service Board to provide a drug and alcohol free work place.

Walker County and the Civil Service Board strictly prohibits the use, consumption, sale, purchase, transfer, possession, manufacture or distribution of any controlled substance by any county employee during working hours, while on county property, while representing the county or while at an assigned work place.

County employees are prohibited from being under the influence of alcohol or any controlled substance during working hours while on county property, while representing the county or while at an assigned work place.

Walker County has adopted a Drug/Alcohol policy each employee is encouraged and expected to familiarize themselves with this policy.

A copy of the Drug/Alcohol policy is on file in the office of the Walker County Commission and copies are available to each employee.

Each employee shall receive a copy of the Drug/Alcohol policy upon request and upon appointment to a position with Walker County.

Section 8 – HARASSMENT

Walker County and the Walker County Civil Service Board prohibit any form of harassment and specifically sexual harassment. Improper interference with the ability of county employees to perform their expected duties will not be tolerated. Employees are encouraged to file bona fide complaints. All complaints will be investigated immediately, thoroughly and confidentially to the maximum extent possible. Employees filing complaints shall be protected from any forms of retaliation.

Walker County has adopted a Harassment Policy. Each employee is encouraged and expected to familiarize themselves with this policy.

A copy of the Harassment Policy is on file in the office of the Walker County Commission and copies are available to each employee.

Each employee shall receive a copy of the Harassment Policy upon appointment to a position with Walker County.

RULE 10 – EMPLOYEE’S RESPONSIBILITY

Section 1 – CONDUCT, WORK HABITS, ATTITUDE

It shall be the duty of each employee to maintain standards of conduct, co-operation, efficiency and economy in their work for the local government. Whenever work habits, attitude, production or personal conduct of any employee falls below the established standard, supervisors should point out the deficiencies at the time they are observed. Corrections and suggestions should be presented in a constructive and helpful manner in an effort to elicit the cooperation and good will of the employee. Whenever possible, written warnings with sufficient time for improvement shall precede formal discipline.

Section 2 – EMPLOYEE’S RESPONSIBILITY

It is the duty of every employee to attempt to correct any faults in his performance when called to his attention and to make every effort to avoid conflict with the Civil Service Board’s Rules and Regulations. It is also the responsibility of each employee to know and be familiar with the Civil Service Board’s Rules and Regulations.

Section 3 – DISCIPLINE POLICY

It shall be the duty of all public employees to comply with and to assist in carrying into effect the provisions of the personnel rules and regulations of the Civil Service Board.

No employee shall be disciplined except for violation of established rules and regulations and such discipline shall be in accordance with procedures established by the Civil Service Board’s Rules and Regulations.

Section 4 – SUPERVISOR’S RESPONSIBILITY

It is the duty of every supervisor to discuss improper or inadequate performance with the employee in order to correct the deficiencies and to avoid the need to exercise disciplinary action, as reprimand, suspension, demotion or removal. It is also the duty of the supervisor to make the employee aware of his duties.

Section 5 – PROBATIONARY EMPLOYEE DISCIPLINE

In accordance with Section 12 of Act 200.

RULE 11 – RIGHTS OF EMPLOYEE

Section 1 – GRIEVANCE PROCEDURE

Grievance means: 1. Any dispute between a full-time employee (one who has served his six month probationary period) and the hiring authority, supervisor or department head over the interpretation or application of the rules and regulations of the Civil Service Board or the legislation creating and regulating the Civil Service Board. 2. An appeal of disciplinary action includes termination or demotion.

The Civil Service Board encourages the employee and the hiring authority, supervisor or department head to make every effort to resolve any grievance or dispute informally preventing the necessity of filing a formal grievance. The Civil Service Board has the right to reject any frivolous grievance.

In the event a grievance or dispute is not settled informally and an employee is of the opinion that he has been aggrieved then the employee or his representative shall outline the grievance in writing, identify the relevant facts and the proposed remedy, sign and date the grievance and present the same to the office of the Civil Service Board within ten working days of the date the grievance occurred.

Upon receipt of the written grievance the Civil Service Board shall mark the grievance with the date received and within five working days of receipt of said grievance provide a copy of said grievance to the Chairman of the County Commission and the hiring authority, department head or supervisor against whom the grievance is filed.

The Civil Service Board shall within a reasonable time, schedule the grievance for hearing before the full Board and shall give notice of said hearing to all interested parties. Notice shall be no less than fourteen days before said hearing date. Said hearing may be continued by the Civil Service Board upon its own Motion or upon request of either party.

The Civil Service Board shall within thirty days of said hearing reduce its findings and order to writing and shall provide copies to all interested parties and the Chairman of the County Commission.

Any party may appeal the decision of the Civil Service Board to the Circuit Court of Walker County within thirty days from the date of the order to the Civil Service Board. Review by the Court shall be without a jury and be confined to the record and to a determination of the questions of law presented; the Boards findings of fact shall be final and conclusive.

RULE 12 – RELATIVES IN COUNTY SERVICE

Employment of any person related by blood or marriage within the fourth degree of kindred shall be governed by Section 11-3-5 and Section 36-25-5 of the Code of Alabama (1975).

CERTIFICATION

I, Sharon Tucker, Clerk of the Walker County Civil Service Board, does hereby certify that the attached rules were adopted by the Walker County Civil Service Board after a public hearing held on February 8, 2010, and further certify that this is a true and correct copy of rules and adopted at pursuant public hearing.

This _____, day of _____, 2010.

Sharon Tucker, Clerk of the Civil Service Board

STATE OF ALABAMA,

WALKER COUNTY

Sworn to and subscribed before me

This _____, day of _____, 2010.

Notary Public

CERTIFICATION OF SERVICE

I, Sharon Tucker, Clerk of the Walker County Civil Service Board, does hereby certify that I have served a copy of this order to the Walker County Commission by delivering copy of same to the office of the Walker County Commission.

This _____, day of _____, 2010.

Sharon Tucker, Clerk of the Civil Service Board

STATE OF ALABAMA,

WALKER COUNTY

Sworn to and subscribed before me

This _____, day of _____, 2010.

Notary Public

