



UNION *County*
LAKE BUTLER • WORTHINGTON SPRINGS • RAIFORD • PALESTINE • PROVIDENCE

Union County Board of County Commissioners

15 Northeast 1st Street, Lake Butler, FL 32054 • Phone: 386-496-4241 • Fax: 386-496-4240

**AGENDA
WORKSHOP
APRIL 17, 2023
5:00 P.M.**

NOTE: If any person decides to appeal any decision made with respect to any matter considered at this meeting or hearing, he or she will need a record for the proceedings and may need to ensure that a verbatim record is made

1. Meeting Called to Order..... Chairman Perez
2. Invocation and PledgeCommissioner Dobbs
3. Public Comments
4. Employee Policy Manual.....Michaela Clemons
5. County Coordinator Signature Authority.....Jimmy Williams
6. Adjournment.....Chairman Perez

BOARD MEMBERS:

RYAN PEREZ, District 1 • CHANNING DOBBS, District 2 • JIMMY TALLMAN, District 3 • MAC JOHNS District 4 • WILLIE CROFT, District 5

KELLIE HENDRICKS RHOADES
Clerk of Court/Comptroller

RUSSELL WADE
County Attorney

EMPLOYEE POLICY MANUAL AMMENDMENTS:

WAGE AND HOUR PROCEDURES

The following applies to EXEMPT personnel and overtime:

Exempt employees include those employed in executive, administrative or professional positions or in any other position which may be exempt under the Federal Wage and Hour Law. An **exempt employee** is **NOT** paid overtime wages (with the exception of federal reimbursement) for hours worked over 40 in a workweek. To be considered **exempt** from FLSA, an **employee** must be paid on a **salary** basis, and must have **exempt** job duties. As of January 1, 2020, the FLSA salary threshold is \$36,568 per year (or \$684 per week). **29 CFR § 541.4, 29 U.S. Code § 213, F.S. § 448.110(3).**

The following rules apply to NON-EXEMPT personnel and overtime:

Non-exempt employees are **workers** who are entitled to earn the federal minimum wage and qualify for overtime pay, which is calculated as one-and-a-half times their hourly rate, for every hour they **work**, above and beyond a standard 40-hour workweek. **29 U.S. Code § 206, F.S. § 448.110(3).**

1. Employees should not work overtime in any work week without the express approval of the immediate superior. All payments for overtime must be authorized by the Department Head.
2. Employees will be responsible for accurately maintaining their own records signed by the employee on their timecard report each pay period. If the records are not accurate the employee must immediately notify the County in writing. Employees should enter their time in a digital timecard through the Payclock Online System by either swiping their badge at a Payclock kiosk, punching in through the desktop terminal, or by using the Payclock Online mobile app if they are permitted to punch in remotely. The digital timecards should be filled out on a daily basis indicating the time work began and ended. Should any employee need to leave their work area during working hours for any reason not pertaining to County business, they should clock in or out through the Payclock Online system, upon leaving and returning. No one may clock in or out for another employee. If an employee has a missing or incorrect time punch on their digital timecard, they should correct the punch in the Payclock Online system or notify their immediate supervisor to fix the punch. Any changes to an employee's

timecard will be notated on the timecard report signed by each employee every pay period.

*The above changes are to match our policy to the new Payclock Time and Attendance System instead of the old paper timecards and excel spreadsheet payroll system.

HOLIDAYS

The following days will be observed as holidays:

New Year's Day
Martin Luther King Jr. Day
Easter
Memorial Day
Independence Day
Labor Day
Veterans Day
Thanksgiving Day
Friday following Thanksgiving
Christmas Eve Day
Christmas Day

For positions who work an administrative schedule (Monday through Friday), holidays falling on the weekend will be observed on the work day closest to the holiday, with the exception of Easter which will be observed on Good Friday. Positions who work over the weekend (Saturday and Sunday) will observe the holiday on the calendar date that the holiday falls on.

Those full-time non-exempt employees, defined above, who work on a paid holiday will receive compensation at their normal rate of pay for those hours worked, in addition to pay at time and one-half for up to eight (8) hours.

For example, collection center employees who worked four (4) hours on a holiday would receive straight pay for four (4) hours, plus time and one-half for four (4) hours.

Full-time non-exempt emergency medical personnel who work on a holiday would receive straight pay for their shift plus time and one-half for eight (8) hours.

*The above changes are to clarify how holiday time is applied to employees who work Monday – Friday and those who work weekend shifts (EMS, 911, and Collection Site Attendants). Under the old policy our process to determine how holiday pay was given to positions who work

weekends was not clear. While we had a process to determine how to apply the holiday pay, not having it in writing was confusing to employees and staff. The holiday change from Good Friday to Easter also clarifies that employees who work on Easter Sunday shall have Easter Sunday off and those who work Monday – Friday should observe Easter on Good Friday instead of the Monday following Easter.

LEAVE OF ABSENCE

A. ANNUAL LEAVE

1. ACCRUAL

All full-time employees (160 hours per month) who are filling established positions shall accrue annual leave as follows:

<u>Continuous and Creditable Service</u>	<u>Hours of Leave Accrued</u>
<u>During Pay Period</u>	
Up to 5 years - 0 to 60 months	4
5 to 10 years - 61 to 120 months	5
Over 10 years - over 120 months	6

- a. Employees shall accrue leave each pay period regardless of hours worked in that pay period.
- b. Part-time employees (employees who work less than the normal work week) who work an average of 20 hours or more per week shall be credited with leave in proportion to the average amount of time worked. If part-time employees average 20 or more hours per week, but work less than 20 hours in a singular pay period, they shall still be credited with leave in proportion to the average amount of time they typically work.
- c. An employee who works less than an average of twenty (20) hours per week shall not be entitled to annual or sick leave.

2. ACCUMULATION

Annual leave may be accumulated up to a maximum of three-hundred and sixty (360) hours (45 working days). All accumulated hours over the allowable amount will be rolled over to Sick Leave on the first day of each calendar year.

3. TEMPORARY EMPLOYEES

Annual Leave shall not be credited or granted to temporary employees.

4. ADVANCE OF ANNUAL LEAVE (PROHIBITED)

No employee shall be granted annual leave unless the time granted shall have already accrued or will accrue during the vacation period.

5. Request for Annual Leave

When possible, all requests for Annual Leave shall be submitted through the Payclock Online system at least one calendar month prior to the desired commencement date. However, Annual Leave MUST be approved by your supervisor no later than the day before commencement except under unusual situations.

6. Payment for Unused Annual Leave

Payment in lieu of annual leave is not authorized; however, when an employee is separated from full or part-time employment, which provides leave benefits, employees may be paid for all accrued annual leave up to but not exceeding two-hundred and forty (240) hours in a lifetime. Employees going from full or part-time employment to call-time employment retain the option to cash out their leave, at any time until full severance from the County, or bank it for future use in the event that they return to full or part-time employment where they are entitled for leave benefits, in accordance with all other leave policies.

7. Leave Requests

Leave requests must be submitted by the employee through the Payclock Online system and approved by the Department Head before payment for Annual Leave will be made.

B. SICK LEAVE

1. Accrual

Sick Leave shall be accrued at the rate of four (4) hours per pay period for exempt and Non-exempt employees. No Sick Leave shall be credited for less than fifteen (15) days employment in a month. In the event of termination, no payment for unused sick leave shall be made unless the employee shall have ten (10) years creditable service.

2. Accumulation

Accumulation of Sick Leave shall not exceed fifteen-hundred (1500) hours. All accumulated hours over the allowable amount will be forfeited by the employee on the first day of each calendar year.

3. Part-time Employees

Part-time employees who work less than the normal workweek shall be credited with leave in proportion to the average amount of time worked, computed on a base rate of one day per month. If part-time employees average 20 or more hours per week, but work less than 20 hours in a singular pay period, they shall still be credited with leave in proportion to the average amount of time they typically work. An employee who works on average less than twenty (20) hours per week shall not be entitled to Sick Leave.

4. Temporary Employees

Sick Leave shall not be credited or granted to temporary employees.

5. When Sick Leave is Permissible

- a. Personal sickness or disability over which the individual has no control.

- b. Illness of a member of the employee's household or immediate family. (Immediate family for the purpose of this regulation means father, mother, spouse, children, grandparents and grandchildren.)
- c. Legal quarantine because of exposure to contagious disease.

6. Certification by Physician

A physician's certificate may be required when the County deems it necessary. However, a physician's certificate WILL be required if an employee is on Sick Leave more than two (2) consecutive days. The employee will pay for the physician's certificate.

7. Request for Sick Leave

To receive compensation when absent because of illness, the employee shall:

- a. Notify their supervisor of their illness before 8:00 a.m. on the first day of Sick Leave.
- b. Submit a Sick Leave request upon returning to work.

8. When Accumulated Sick Leave is Exhausted

When an employee's term of illness exceeds his accumulated Sick Leave, they may be authorized to use their accumulated annual leave time, rather than apply for Leave Without Pay.

9. Payment In Lieu of Sick Leave

Payment in lieu of Sick Leave is not authorized. However, upon separation from full or part-time employment, which provides leave benefits, an employee with ten (10) years creditable service will be entitled to be paid for 25% of their accrued Sick Leave (up to but not exceeding the maximum number of allowable hours set forth in 2 above) at their rate of pay at the time of separation.

*The above changes to the leave accrual policies are to match our system of accruing to the new Payclock online system. The new system will not match how we currently

track leave accrual of requiring an employee to have 80 hours in a pay period to accrue; instead the Payclock system will accrue whether employees meet that 80 hour requirement or not. This difference is currently causing the leave shown to employees in the Payclock system to be incorrect. After discussing this with the Clerk and the Finance Department, we determined it would be best to match our policy with the new system so that all accruals in the Payclock system match what the employee actually earns. Without this change, the accruals in Payclock will not match what is in our Finance system and prevents employees from using the Time Off Requests function within the Payclock system.

COUNTY EMAIL

All employees will be assigned a County e-mail address upon hire. The e-mail address will be used to enroll the employee in the Payclock Online system for tracking time and attendance. An employee cannot begin work before receiving their assigned County e-mail. If an employee loses their e-mail password and is unable to access their County e-mail, they shall immediately report the issue to their supervisor. Supervisors shall contact Human Resources or their contracted IT professional for account recovery.

The e-mail system is solely the property of the County and may be used only for legitimate, ethical business purposes. Personal use of County e-mail is strictly prohibited. Employees do not have a privacy interest in the email system, or in any messages sent via email. The email system and any messages in the system may be monitored by the County.

The County prohibits e-mail messages containing offensive material, remarks based on sex, race, ethnicity, national origin, religion, disability, or age, off-color remarks or jokes, or disparaging statements about any employee or supervisor. The e-mail system may not be used as a means to solicit for outside commercial ventures, or for religious or political causes, outside organizations or other non-business matters. The County is not responsible for the content of e-mail messages.

The County will not accept email communications relating to absences, tardiness, personnel issues, or financial matters. These matters must be discussed in person with your supervisor.

No employee shall send e-mails containing sensitive information such as social security numbers or banking information, or open e-mails or attachments from unknown sources outside of their organization, for security purposes.

Violation of any of these policies is a basis for discipline, up to and including dismissal.

*The above changes to the e-mail policy are to reflect the new process of assigning every County employee an email. These emails are required for the new Payclock system and allow better communication throughout the organization. The changes also clearly state restrictions on sending sensitive information or interacting with potentially harmful material that could lead to ransomware or other viruses/malware.