

Cullman County Employee Handbook, Approved February 23, 2016

Changes Effective October 1, 2022:

- Change graphics (courthouse picture and county seal) on front cover of handbook.
- Change section **I-F. Workplace Rules of Conduct**. Replace item 15 with the following: “Conduct leading to damage of County owned/leased property.”
- Change section **I-GG. Other Policies and Procedures**. Add the following: “Pay Change Guidelines for Cullman County Employees.”
- Change section **II-U. Reimbursement of Travel Expenses**. Replace item 4 with the following: “Should the overnight lodging be required due to the employee or elected official’s participation in a conference, the expense shall be paid or reimbursed in the amount of the expense actually incurred up to the highest rate established by the host hotel as a group rate, plus applicable taxes and fees.” Replace item 6 with the following: “Should the host hotel have no availability, the payment or reimbursement for lodging should not exceed the highest group rate for the conference hotel.”
- Change section **II-V. Per Diem Meal Allowance**. Replace entire section with the following: “Cullman County Resolution No. 2022-67 (adopted 8/16/2022) provides for the establishment of a per diem meal allowance for county employees traveling within the State of Alabama for county purposes. Cullman County employees on travel within the State of Alabama will receive a per diem meal allowance of Fifty-Five Dollars (\$55.00) per day and in the event travel is only for a portion of the day the allowance shall be Twenty-Five Dollars (\$25.00).”
- Change section **IV-A. Annual Leave**. Replace paragraph 2 with the following: “Full-time classified or appointed employees who work less than 40 hours per week will have their annual leave pro-rated based on actual number of hours worked per week. (i.e. A full-time regular employee working 30 hours per week, normally entitled to 4 hours of accrued annual leave per pay period would receive 3 hours due to the reduced work schedule.)” (Removing last 2 sentences in paragraph 2.)
- Change section **IV-C. Sick Leave**. Replace paragraph 1 with the following: “All full-time classified and appointed employees shall earn credit for paid sick leave at the rate of four (4) hours of leave per pay period. The accrual will be credited at four (4) hours per pay period for twenty-six (26) pay periods within the calendar year for a total of 104 per year. Eligible employees may accumulate unlimited hours of sick leave credit and may be carried over from one year to the next. **See limitations listed below (in last paragraph of this section) for employees hired (or rehired) after October 1, 2016.** Full-time classified or appointed employees who work less than 40 hours per week will have their sick leave pro-rated based on actual number of hours worked per week. (i.e. A full-time/regular employee working 30 hours per week, normally entitled to 4 hours of accrued sick leave per pay period would receive 3 hours due to the reduced work schedule.)” Remove paragraph 2.
- Change section **VI-E. Hiring of Relatives-Nepotism Policy**. Replace the 2nd bullet after paragraph 1 with the following: “No relatives are permitted to work in the same department except in the case of a department having specific districts (or work groups) which would allow relatives to work in those different districts (or work groups) without having the same immediate supervisor or working within the “chain of command” of a relative. Additionally, no relatives are permitted to be employed in any other positions in which the Commission believes an inherent conflict of interest may exist.”

- Change section VII-N. **Alcohol and Drugs – Drug Free Workplace Policy.** Update Item 26. System Contacts, listing the following contacts:

Designated Employer Representative (DER)

Primary:

Title: Director of Safety & Loss Prevention
 Address: 500 2nd Ave SW
 Cullman, AL 35055
 Phone: (256) 775-4948

Designated Employer Representative (DER)

Alternate:

Title: Asst. Director of Safety and Loss Prevention
 Address: 500 2nd Ave SW
 Cullman, AL 35055
 Phone: (256) 775-4949

SAMHRA Certified Laboratory

Name: MedTox Laboratories, Inc.

Substance Abuse Professionals (SAP)

Primary SAP: Lisa Butler
 Agency: Awakening Counseling Services
 Address: 43586 State Hwy 75 – Snead, AL 35962
 Phone: (205) 353-9506

Medical Review Officer (MRO)

Name: Dr. James V. Thomas
 Address: 1908 Cherokee Ave SW
 Cullman, AL 35055

Backup SAP: Boyd Scoggins

Agency: Boyd Consultants
 Address: 1914 3rd St SW – Attalla, AL 35954
 Phone: (256) 282-6828

- Change section **VII-P. Seat Belt Policy.** Insert new paragraph 3 (moving all remaining paragraphs down), stating: “Also, the State of Alabama changed the state’s seat belt law requiring that as of September 1st, 2019, passengers must now wear seat belts in front and back seats.” Change paragraph 4 to read: “Therefore, our County policy is that all employees should wear seat belts (including passengers riding in front, back, or third row seating) when driving or operating any vehicle or heavy equipment on county business.”
- Change section **VII-E. Workers Compensation Payments.** Replace the last sentence in paragraph 2 with the following; “The current limits (effective 7/1/2022) are a minimum of \$282/week and a maximum of \$1026/week.”