



Welcome!

Cullman County Commission

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New Employee Orientation

Cullman County Government

- Cullman County Government is overseen by an elected Commission Chairman and 4 Associate Commissioners
- Other County elected officials include County Sheriff, Revenue Commissioner, Probate Judge, County Coroner
- Cullman County has an annual budget of approximately \$82,979,668 and employs approximately 500 employees.



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Commission Elected Officials



Kelly Duke
Place 3

Kerry Watson
Place 1

Jeff Clemons
Chairman

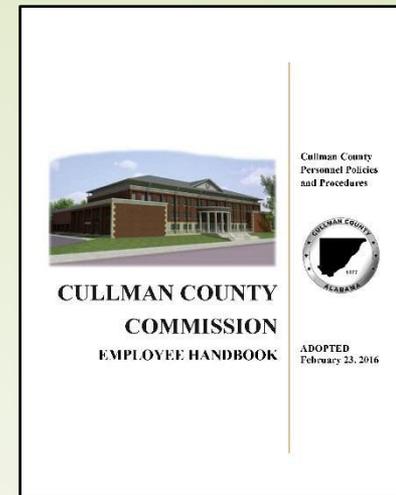
Corey Freeman
Place 4

Garry Marchman
Place 2

Employee Handbook

- The Cullman County Personnel Policies and Procedures Handbook (commonly referred to as the “employee handbook”) is not a contract. All personnel policies and procedures are intended to be guidelines and not a contract between the county and its employees and should not be viewed as such.
- Read it thoroughly and retain for future reference.
- Policies and practices are guidelines only and are subject to changes at the discretion of our elected officials.
- Updates will be communicated as they occur.
- New Employees receive a hard copy – latest version is maintained on-line. Periodic updates are also maintained on-line.

This presentation is designed to be an overview of some of the important policies and procedures set forth in the Cullman County Personnel Policies and Procedures Handbook (the “employee handbook”). In the event of any inconsistency between this presentation and the employee handbook, the employee handbook will govern.



Appeals Process for Adverse Action

This appeals process does not apply to probationary employees, part-time or temporary employees, appointed (non-classified) employees and Sheriff's Office employees.

1. When the Appointing Authority or Appointed Department Head seeks to discipline an employee either through suspension without pay, involuntary demotion or termination, he or she shall notify the employee in writing that they are proposing the disciplinary action.

2. The employee will have one (1) working day to request, in writing, a pre-disciplinary hearing before the County Administrator. If the employee does not request a hearing, the proposed discipline will become effective at the end of the one (1) working day period.

3. If a hearing is requested it will be scheduled within two (2) working days of the request, unless additional time is allowed. The hearing will be informal in nature. Within two (2) working days after the pre-disciplinary hearing, the County Administrator will issue a decision on the Appointing Authority or Appointed Department Head's recommendation. An employee may appeal the hearing officer's decision to the Cullman County Personnel Board.



Appeals Process to the Personnel Board for Adverse Action

This appeals process does not apply to probationary employees, part-time or temporary employees, appointed (non-classified) employees and Sheriff's Office employees.

1. An employee desiring to appeal any disciplinary adverse action (suspension without pay, involuntary demotion or termination) directed against him or her must first exhaust any administrative remedy provided.
2. A written appeal must be delivered to the County Commission within seven (7) calendar days of the last administrative action, and the employee must request a hearing before the Board.
3. The Board chair shall call a meeting of the Board to be held within thirty (30) days after the filing of charges to hear the appeal.

For a complete description of the appeals process to the Personnel Board, refer to sections III-G and III-H of the Employee Handbook

Non-Harassment Policy



- Cullman County maintains a “Zero-Tolerance” policy.
- Training is provided initially upon hire and periodically afterward as required.
- A few examples:
 - Behavior that can be perceived as creating a hostile work environment.
 - Unwelcome sexual advances including verbal & physical conduct.
 - Offensive comments, jokes, innuendo, or other sexually oriented statements.

Discrimination and/or Sexual Harassment Complaint Procedures

When an employee believes that he/she is being discriminated against on the basis of race, religion, color, disability, national origin, gender, age, sexual orientation, or political affiliation, he/she may register a complaint with their department head, the county administrator or the personnel department. The department head, county administrator or the personnel department will evaluate the complaint and ensure that it is thoroughly investigated.

- ▶ Complaint must be filed in writing
- ▶ All complaints will be investigated
- ▶ HR will recommend appropriate action
- ▶ Determination may be appealed to the County Administrator

Ethical Conduct

- It is the policy of Cullman County Commission to uphold, promote and demand the highest standards of ethics from all employees and officials, whether elected or appointed. Accordingly, all County employees should maintain the utmost standards of personnel integrity, truthfulness, honesty and fairness in carrying out their public duties; avoid any improprieties in their roles as public servants; and never use their county position for improper personal gain.
- Every employee of the Cullman County Commission is a “public employee”. The taxpayers of this County entrust every employee with the responsibility of carrying on business beneficial to the taxpayer.
- Employees of the Cullman County Commission are subject to the provision of the Alabama Ethics Law (codified at § 36-25-1, et. seq., Code of Alabama 1976, as amended from time to time) (sometimes referred to as the “Alabama Ethics Law” or the “Ethics Law”) and the decisions and enforcement of the Alabama Ethics Commission.

Employees may visit the Alabama Ethics Commission’s website for Further information of interest at www.ethics.Alabama.gov

Ethical Conduct, continued

■ Secondary Employment

Cullman County Commission employees shall not engage in any outside employment which adversely affects his or her work performance as an employee or creates a conflict of interest. If you work another job, you must notify your supervisor in writing and state the employer, type of work, job duties, and hours worked per week. This job cannot conflict with your primary job with the Cullman County Commission. See Handbook section VI-D. Secondary Employment, for more information.

■ Reporting Arrests

Any employee of the County who has been arrested for any reason must report the arrest and surrounding circumstances to his or her immediate supervisor within one (1) day of returning to work. Failure to comply with this policy may result in disciplinary action. See Handbook section VI-F. Reporting Arrests, for more information.

Tobacco Use/ Smoke Free Workplace



- ▶ To protect and enhance indoor air quality and to contribute to the health and well-being of all employees, Cullman County facilities and vehicles shall be entirely smoke free. Smoking, including e-cigarettes, is prohibited in all of the enclosed areas within Cullman County work sites, without exception. This includes common work areas, conference and meeting rooms, private offices, hallways, stairs, restrooms, and county owned or leased vehicles and all other enclosed facilities.
- ▶ While Cullman County makes designated smoking areas available to smokers, it in no way has any legal responsibility to do so. Employees who choose to use these smoking areas do so at their own risk. No additional breaks are allowed to any employee who smokes. Smokers and users of tobacco products must dispose of the remains in the proper containers.

Drug Free Workplace

- Cullman County maintains a drug free workplace
- The unlawful manufacture, distribution, dispensation, possession, sale or use of a controlled substance in the workplace or while engaged in Cullman County business off premises is strictly prohibited
- Such conduct is also prohibited during non-working time to the extent that, in the opinion of Cullman County Commission, it impairs an employee's ability to perform on the job or threatens the reputation or integrity of the Commission.



Employees in "safety sensitive" positions are subject to random drug testing (see Drug-Free Workplace Policy for details).

Workplace Violence Policy

Cullman County is committed to the health, safety, and welfare of its employees, and will make every effort to prevent violent incidents from occurring.

- ▶ Workplace Violence Defined – Any physical assault, threatening behavior, or verbal abuse occurring in the work setting.
- ▶ Zero Tolerance – The county will not tolerate workplace violence. Within the sole discretion of the county, any employee who engages in workplace violence will be disciplined, up to and including immediate termination with no further warning.
- ▶ Weapons Prohibited
- ▶ Reporting



Appropriate action will be taken when dealing with customers, former employees, or visitors to our facilities who engage in prohibited behavior.

Cybersecurity Manual



- ▶ The County has established policies and procedures regarding: (A) Data and Cybersecurity; (B) Social Media; and (C) Data Breach Notification. Make sure you familiarize yourself with the Cybersecurity Policy Manual and how these policies effect your employment. All county equipment and communication systems may be monitored.
- ▶ Employees found abusing these policies and procedures shall be disciplined according to county practices.

Employment Classifications

- Non-Classified Employees: A limited class of employees that serve the County to whom the provisions of the personnel system of Cullman County shall not apply. These positions serve at the pleasure of the Elected Official or Department Head
- Classified Employees: An individual who is assigned to a position authorized by the County Commission, whose salary is paid with funds allocated by the County Commission, and whose employment initially includes a probationary period of not more than six (6) months, during which time such a probationary employee is not a classified employee.

Further Employee Classifications

- Probationary Employee: An employee assigned to a full-time classified position who has not achieved permanent status by being employed for more than six (6) months and who has not satisfactorily completed the probationary period. Probationary period may be extended beyond six (6) months.
- FLSA Exempt Employee: An employee not eligible for overtime as defined by the Fair Labor Standards Act.
- FLSA Non-Exempt: An employee eligible for overtime as defined by the Fair Labor Standards Act.

Only an employee who has satisfactorily completed the terms and conditions of his or her initial probationary period (including any extended probationary period) is eligible for classified service. Classified service is subject to satisfactory performance of work, personal conduct inherent to public service, demonstration of skills and work habits necessary for the performance of the work and availability of funds.

Classification and Pay Plan

- ▶ All county job classifications are based on an analysis of the duties and responsibilities and requirements necessary for the position.
- ▶ Each job description has a pay grade associated with it.
- ▶ Each pay grade has 20 pay steps.
- ▶ Any recommendation for Grade/Step/Pay changes must be submitted by the department head and approved by the Cullman County Commissioners.



Performance Reviews

- Probationary Employees: Conducted after 6 months probationary period
- **Performance reviews do not guarantee a rate increase**



RATING	
<input checked="" type="checkbox"/>	Exceptional
<input type="checkbox"/>	Exceeds requirements
<input type="checkbox"/>	Meets requirements
<input type="checkbox"/>	Needs improvement
<input type="checkbox"/>	Poor

Payroll Information

- ▶ Cullman County Commission follows a bi-weekly pay cycle allowing for 26 pay dates throughout the calendar year.
- ▶ Direct Deposit is mandatory for all county employees
- ▶ Paystubs are dated and distributed on Thursdays. All employees are encouraged to receive pay stubs via email.
- ▶ All required deductions, such as federal and state taxes, and all authorized voluntary deductions (such as health insurance contribution) will be withheld automatically from your pay.
- ▶ You are responsible for reviewing your paystub and reporting any errors or perceived errors to your Supervisor/Manager or to the Personnel Department

Absenteeism and Tardiness

- Each employee is expected to assume diligent responsibility for their attendance and promptness.
- Absenteeism or tardiness that is excessive in the judgement of Cullman County is grounds for disciplinary action as outlined in the Workplace Rules of Conduct section of the employee handbook.
- If you are going to be absent or late and unable to be at work, you must notify your supervisor within one hour of your start time.
- When your absence is due to illness you may be required to furnish appropriate medical documentation.
- If an employee fails to notify their supervisor for 3 consecutive days that they will not be able to come to work the employee will be considered to have provided a voluntary resignation.



Equal Opportunity Employment

- ▶ Cullman County is proud to be an equal opportunity employer.
- ▶ In recruiting and hiring, we simply look for the most qualified person for the job.
- ▶ We do not discriminate on the basis of race, color, religion, sex, national origin, age, sexual orientation, disability or status as a Vietnam-era or special disabled veteran.



Safety/Accident Reporting

- ▶ **Report any work-related accident (regardless of the severity) immediately to your Supervisor and/or Department Head.**
- ▶ All employees in a “safety-sensitive” position are required to review (and receive a copy of) the Cullman County Safety Policies & Procedures Handbook.
- ▶ In order to comply with the Cullman County Fleet Safety Policy (Employee Handbook Section VII-O) and the Federal Motor Carrier Safety Administration (FMCSA) Drug & Alcohol Clearinghouse requirements (if applicable), the County Safety Department (or its designee) will annually run a Motor Vehicle Record (MVR) on all county employees who are authorized to drive a county vehicle. This is a condition of employment for all “safety-sensitive” employees and any other employee whose position requires them to drive a county vehicle.

Benefits



Health/dental/vision options



Annual/sick leave/holidays



Life insurance



Retirement benefits



Disability insurance



Other benefits