

# Cullman County Employee Handbook, Approved February 23, 2016

## Changes Effective October 25, 2016:

- Add the following to Section I-T Promotions. Insert the following paragraph:  
“A promoted employee shall serve a probationary period in his or her new position. This probationary period will be for six (6) months from the effective date of the promotion. If the employee’s performance during the probationary period does not meet acceptable standards, he or she may be reassigned to a position comparable to the job he or she held prior to the promotion, if one is available, otherwise, the employee will be terminated. If the Appointing Authority or Appointed Department Head determines the employee’s performance is unacceptable, he or she will notify the HR Manager and recommend termination or reassignment. If reassignment is recommended, the HR Manager will determine if there is an available vacancy. If a vacant position is not available, the employee will be notified of his or her projected termination”.
- Change Section II-G Part-Time and Seasonal/Temporary Employees. Remove the word “classified” from the first sentence in the first paragraph. Add new paragraph at end of section; “Part-Time and Seasonal/Temporary employees are not “classified” employees. They serve at the pleasure of the Appointing Authority or Elected Official and may be terminated or removed from their position at any time with no recourse.”
- Add Section II-T Longevity Pay to Section II Classification and Compensation.  
“Longevity pay is a benefit that recognizes a full-time employee’s years of continuous service. Full-time Cullman County employees who have completed five (5) years or more of continuous service will be eligible for longevity pay.

To determine whether an employee is eligible for longevity pay, the Personnel Department will determine as of September 30<sup>th</sup> of each year whether an employee has completed five (5) or more years of continuous service with Cullman County. Longevity will be based on a fiscal year running October 1<sup>st</sup> through September 30<sup>th</sup>.

The employee must be on the payroll on September 30<sup>th</sup> of each eligible year to qualify for the previous year. No partial years will be paid.

Employees who sever employment and then return to work may not use retroactive time to qualify. Time must be continuous service.

Longevity pay shall be paid to the employee once per fiscal year, normally on the earliest Friday in December.

Pay will be as follows:

5 to 9 years	\$ 200
10 to 14 years	\$ 400
15 to 19 years	\$ 600
20 to 24 years	\$ 800
25 years and over	\$ 1,000

The check will be issued from regular payroll and federal income tax, state income tax and social security contributions will be deducted at the customary withholding rate for an employee.

Part-Time and Temporary/Seasonal Employees are not eligible to receive longevity pay.

All funding for longevity pay must be approved in the fiscal year budget by the Cullman County Commission, in its discretion, and may be suspended and/or frozen at any time and for any reason deemed appropriate by the Cullman County Commission.”

- Add the following to Section V-O Benefits Due at Retirement. Insert the following paragraph: “Retired employees who continue on the County’s Health Insurance Plan must keep insurance premiums current through the mandatory bank draft program. Any draft returned for non-payment must be brought current or insurance will be cancelled in thirty (30) days.”
- Change Section VI-E Hiring of Relatives-Nepotism Policy language. Second bullet point to read, “No relatives are permitted to work in the same Department. Additionally, no relatives are permitted to be employed in any other positions in which the Commission believes an inherit conflict of interest may exist.” Also, add to this section, “This policy does not apply to Temporary/ Seasonal/Part-Time employees who are hired for a specific non-permanent position”.
- Add the following to Section VII-E Workers Compensation Payments. Insert the following paragraph: “Employee will receive 66 2/3% of his or her base pay while on workers compensation leave. This amount is subject to the State of Alabama Department of Labor minimum and maximum weekly workers compensation payable limits. The current limits (effective 7/1/2016) are a minimum of \$229/week and a maximum of \$832/week”.
- Change Section VII-N.3.a. Pre-Employment Testing. Remove “and alcohol” from sentences one and two.