

FORSYTH COUNTY

BOARD OF COMMISSIONERS

MEETING DATE: JUNE 21, 2018

AGENDA ITEM NUMBER: 6

**SUBJECT: RESOLUTION AUTHORIZING THE COUNTY MANAGER TO MAKE AMENDMENTS TO THE FORSYTH COUNTY EMPLOYEE HANDBOOK CONSISTENT WITH LOCAL, STATE, AND FEDERAL REGULATIONS AND WITH ESTABLISHED POLICIES AND PROCEDURES
(HUMAN RESOURCES DEPARTMENT)**

COUNTY MANAGER'S RECOMMENDATION OR COMMENTS:

SUMMARY OF INFORMATION:

See attached

ATTACHMENTS: YES NO

SIGNATURE: _____

COUNTY MANAGER

DATE: June 19, 2018

**RESOLUTION AUTHORIZING THE COUNTY MANAGER TO MAKE
AMENDMENTS TO THE FORSYTH COUNTY EMPLOYEE HANDBOOK
CONSISTENT WITH LOCAL, STATE, AND FEDERAL REGULATIONS
AND WITH ESTABLISHED POLICIES AND PROCEDURES
(HUMAN RESOURCES DEPARTMENT)**

WHEREAS, the Forsyth County Board of Commissioners has developed personnel policies and procedures that promote consistent human resource management practices throughout all County departments; and

WHEREAS, the Forsyth County Employee Handbook needs to be amended from time to time; and

WHEREAS, the Forsyth County Board of Commissioners desires to continue implementation of employee personnel policies in accordance with the standards of the federal merit system of personnel administration under 5 C.F.R. Part 900 Subpart F and State regulations that are consistent with such merit principles which assure fair treatment of applicants and employees; and

WHEREAS, the personnel policies enhance Forsyth County's efforts to provide efficient, responsive and responsible service to Forsyth County citizens; and

WHEREAS, it is in the best interests of the citizens and employees of Forsyth County to further amend the Forsyth County Employee Handbook to preserve the County's ability and flexibility to manage its workforce;

WHEREAS, all previous employee policy Resolutions, except to the extent not covered in the Forsyth County Employee Handbook, are repealed effective upon the adoption of this Resolution;

NOW, THEREFORE, BE IT RESOLVED that the Forsyth County Board of Commissioners hereby authorizes the County Manager to make necessary amendments to the Forsyth County Employee Handbook consistent with local, State, and Federal regulations, and established County policies and procedures.

BE IT FURTHER RESOLVED that the County Manager, in accordance with N.C.G.S. 153A-82, the terms of Forsyth County Code, and future policy directives of the Board of Commissioners, is authorized to establish policies, regulations, and procedures for the effective administration of the personnel system either upon the recommendation of the Human Resources Director or unilaterally.

BE IT FURTHER RESOLVED that the County Manager will report Employee Handbook amendments annually and will consult with the Board of Commissioners prior to adopting any policy or procedure which could have a significant financial or budgetary impact.

Adopted this 21st of June 2018.

The Forsyth County Employee Handbook was revised January 2017. The following is a summary of the substantive changes. Please take a minute to review these changes and call Human Resources at 336-703-2400 if you have any questions.

EFFECTIVE 06/29/2017

1. Effective April 6, 2017 retiree spousal eligibility changed. Refer to page 79 of the 2017 Employee Handbook.
2. Effective July 1, 2017 employee spousal eligibility changed. Refer to page 74 of the 2017 Employee Handbook.
3. Effective July 1, 2017 the compensation plan was revised. All references to a market-based compensation system have been changed to a pay grade system. Pay for performance increases are now based on an employee's current salary versus a market rate.

EFFECTIVE 07/01/2018

1. Added Smallpox leave policy. Refer to page 33 of the 2017 Employee Handbook.
2. Added Inclement Weather policy. Refer to page 35 of the 2017 Employee Handbook.
3. Added Workers' Compensation seven day waiting period. Refer to page 70 of the 2017 Employee Handbook.
4. Removed all references to State Human Resources Act due to Human Services consolidation effective 7/1/2018.
5. Revised Drug-Free and Substance Abuse Policy to replace Drug Testing and Alcohol Policy. Refer to page 34-35 of the 2017 Employee Handbook.