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1.0 FOREWARD

The purpose of County Government is to provide the highest possible public service attainable to the citizens of Rowan County, tempered only by the availability of allocated resources.

The functional categories of these services are:

- (1) Policy formulation and administration;
- (2) Community enrichment;
- (3) Protection of persons and property;
- (4) Human resources;
- (5) Environmental protection and public works; and
- (6) Judicial and legal services.

For this reason, there are no unimportant jobs in the County. All employees play vital roles, whatever their jobs may be, in the provision of services to this community.

Because departments are interrelated and dependent upon each other, everyone must work together if we are to accomplish these stated goals. For any group to work together and to function efficiently, there must be:

- A climate of cooperation;
- A basic understanding of purposes and objectives; and
- A common interpretation of the policies, rules, and regulations that govern the organization.

This manual has been prepared to set forth: policies, benefits, and regulations. Although the policies and procedures have been designed in the best possible manner, this manual and its contents cannot be considered as all inclusive. Allowances must be made for judgment on the part of the Department Director and the staff of Human Resources. The Personnel Ordinance is policy as the Board of County Commissioners adopted it on August 3, 1987 and is updated and approved as necessary. Sections of this manual deal with procedural matters relating to each of the policies.

2.0 CENTRALIZED PERSONNEL SYSTEM

It is in the best interest of the County to establish a centralized personnel system under the County Manager by which matters relating to personnel shall be administered by the staff of the Human Resources Department. It is the intent of the Board of Commissioners to establish an equitable and uniform system of personnel administration, to place employment on a merit basis to the end that the best qualified persons shall constitute County service.

3.0 NORTH CAROLINA HUMAN RESOURCES COMMISSION

It should be recognized that the North Carolina Human Resources Commission has approved the County as a Substantially Equivalent Personnel System exemption under N.C. G.S. 126-11. An exemption is a condition of privilege allowing the County to operate its own personnel administration system for all employees of the jurisdiction, including those subject to the State Personnel Act. This privilege shall be continued by the State Human Resources Commission as long as the County remains substantially equivalent to the basic requirements for a substantially equivalent personnel system. The N.C. Office of Human Resources shall act on the State Human Resources Commission's behalf in evaluating the ongoing equivalency status of the County's exempted personnel system.

4.0 STATEMENT OF MISSION AND PURPOSE OF THE HUMAN RESOURCES DEPARTMENT

The Human Resources Department is a support department and reports directly to the County Manager. Its reason for being is to coordinate the needs and interests of the County with those of its employees in a manner which helps the County achieve its primary goal of complete, high-quality community services, and to staff the various departments of County government with qualified, productive employees.

The Human Resources Department is to utilize its resources in achieving annually approved objectives in each of the following result areas:

- 1) Advise the Office of the County Manager in the formulation and application of personnel policies.
- 2) Keeping the Office of the County Manager informed of necessary changes in relation to federal and state employment laws, and labor relations.
- 3) Assisting department directors in determining organization structure and manpower needs, in the preparation of personnel manpower budgets, and in the application of personnel policies.
- 4) Organizing and maintaining an effective system for job position control (including the supporting – descriptive organization charts).
- 5) Recruiting, screening, and selecting competent personnel to fill job vacancies as they occur throughout the County.
- 6) Developing and implementing an Equal Employment Opportunity (EEO) plan.
- 7) Providing consultation for department directors in improving employee performance standards and performance appraisal processes.
- 8) Maintaining a complete and up-to-date employee records system within legal boundaries.
- 9) Developing, maintaining and administering a fair and equitable Countywide compensation program (wage/salary and benefits plans) designed to help attract and retain high-quality personnel.
- 10) Developing and promoting programs and activities, as required, to ensure effective employee relations.
- 11) Providing an in-service education program that should enhance management or employee skills.
- 12) Providing employees with certain resources that should keep them well informed. These resources are:

- Employee orientations;
- The employee handbook;
- Posting of job vacancies; and
- An effective grievance procedure.

If individuals fail to understand or have any unresolved questions regarding job vacancies, promotions, pay practices, employee benefits, and related matters, they should feel free to contact their Department Director or the Human Resources Department at any time.

5.0 EMPLOYEES SUBJECT TO PERSONNEL POLICIES

Rowan County Personnel Policies shall apply to all full-time and part-time benefitted employees who have obtained regular employee status not herein exempt.

1. Elected officials are exempt from all of the provisions of the personnel policies.
2. The County Manager is appointed by the Board of County Commissioners pursuant to NCGS Sec. 153A-81. The County Manager's employment is subject to the terms of his or her contract for employment with the County.
3. The following positions are appointed by the Board of County Commissioners and serve at the pleasure of the Board. Therefore, they are exempt from the provisions of Article II Personnel of the Rowan County Code of Ordinances and related personnel policies except Division 5, Section 2-99 Appointments:
 - a) Tax Administrator appointed pursuant to NCGS Sec. 105-294
 - b) County Attorney appointed pursuant to NCGS Sec. 153A-114
 - c) Clerk to the Board appointed pursuant to NCGS Sec. 153A-111
4. To the extent that they directly relate to hiring, discharge and supervision, County personnel policies shall not apply to:
 - a) employees of the Sheriff's Office pursuant to NCGS Sec. 153A-103
 - b) employees of the Register of Deeds pursuant to NCGS Sec. 153A-103
 - c) employees of the Board of Elections pursuant to NCGS 163A-769 (10)
5. For positions that are appointed or selected by various Boards, County Personnel Policies shall apply to the extent that they do not conflict with the North Carolina General Statutes which govern their appointment or selection. These positions include:
 - a) Elections Director appointed by the State Board of Elections pursuant to NCGS Sec. 163A-774
 - b) Social Services Director appointed by the County Board of Social Services pursuant to NCGS Sec. 108A-9
 - c) Public Health Director appointed by the County Board of Health pursuant to NCGS Sec. 130A-41
 - d) Soil and Water Director selected by the County Soil and Water Conservation District Board of Supervisors pursuant to NCGS Sec. 139

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6.0 CHANGES IN PERSONNEL POLICIES AND PROCEDURES

It should be recognized by employees that a certain amount of change is normal in any organization. This is especially true of the complex society in which we live. Therefore, future changes in employment practices, as well as changes in legal, social, and economic factors may require the County, from time to time, to change or modify personnel policies.

Updates in the changes that occur in the personnel policies and procedures will be accommodated through the County's website, e-mails, and correspondence to the Department Director. The responsibility of changes within this policy manual and effectively communicating these changes with departments lie with the Human Resources Director.

7.0 PERSONNEL BOARD

The Board of County Commissioners established a Personnel Board to be composed of two (2) Commissioners as voting members and the County Manager as a non-voting member. The Board elects one (1) member to serve as chairperson each year.

Meetings of the Personnel Board are held monthly or on an as needed basis. Special meetings of the Board may be called by any of the members or the Human Resources Director. The Human Resources Director (or designee) shall be responsible for preparing and disseminating meeting notices and proposed agendas. In the event the two (2) voting members cannot agree, that issue will be presented to the full Board of County Commissioners for review.

7.01 INTERNAL ORGANIZATION

The Personnel Board shall adopt procedures for the conduct of its meetings. Meetings may be informal, subject to the approval of the Board.

7.02 MEETING MINUTES

The time and place of each meeting, names of those present, and official acts of the Personnel Board shall be recorded in the minutes. The County Manager (or designee) shall have the minutes transcribed and presented for approval or amendment at the next regular meeting.

7.03 DUTIES AND FUNCTIONS

It shall be the duty of the Personnel Board to approve or disapprove the following personnel-related activities:

- 1) Recommended reclassification of positions presented by the Human Resources Director.
- 2) Exceptional salary adjustments for employees.
- 3) The hiring of new employees whose salary is above the midpoint of the County pay plan.
- 4) Review and consider personnel policies, regulations, and procedures.
- 5) Other issues which are presented to the Personnel Board by the Human Resources Director.