DOUGLAS COUNTY BOARD OF COMMISSIONERS

8700 Hospital Drive • Douglasville, GA • Telephone (770) 920-7264 • Fax (770) 920-7371

SUGGESTED CHANGE TO THE MERIT SYSTEM HANDBOOK

CHANGE FROM: YEAR: 2020

SECTION: 13-124 Vacation Leave

CURRENTLY READS: Permanent full-time employees begin to accrue vacation leave immediately Upon employment, although vacation leave may not be used until the employee has successfully completed One (1) year of service.

CHANGE TO: Suggest 6 months or earlier for employees to be able to use vacation leave. This would allow employees to meet personal Obligations without having a deduction in their paychecks.

Received
DEC 11 2019
By CR

REASON FOR CHANGE: Suggest that ONE YEAR is burdensome to employees. It's impossible to work for one year without having appointments such as household, school or other obligations one might have when new to the town/state when having to get new licenses and tags. Even with today's Technology, a visit to the DMV still takes a couple of hours when new to the area. I personally had to make 4 trips in one day! This is the 8th Governmental entity that I've been employed with which includes city, county, two transit authorities, and a planning council and none had rules as onerous as this one when it comes to the ability to use earned PTO immediately after employment. Not being able to use vacation time has been a hardship for me when needing time off to meet obligations and appointments and I know it will be a hindrance to other new employees.

SUBMITTED BY: Janet Willis

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SUGGESTED CHANGE TO THE MERIT SYSTEM HANDBOOK

CHANGE FROM: YEAR: 2020

SECTION: (13-37) Composition (Pay Plan)

CURRENTLY READS: The Pay Plan includes pay grades for each position in the classification plan and the pay steps within each such grade.

Received
JAN 13 2020
By CR

CHANGE TO: The Pay Plan includes an "Open Range" classification for all non-public safety employees. For all public safety employees the Pay Plan includes pay grades, which define each position in the classification plan. Within each (grade) classification there are pay steps. Pay steps are determined by an employee's Merit increases, Tenure and Specialized Certifications. All "Public Safety" shall include all employees within the Sheriff's Office, Fire Department, E-911 and EMA.

REASON FOR CHANGE: This clarifies the difference between the two pay plans the County currently has. A public safety employee that has a classification (pay grade) change, due to promotion or demotion, shall be listed at the pay grade reflecting the change. However, the public safety employee's current pay steps, which were previously earned, will not be affected and shall be reflected as such within their assigned classification.

SUBMITTED BY: Bobby Holmes (Major, Sheriff's Office)

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SUGGESTED CHANGE TO THE MERIT SYSTEM HANDBOOK

CHANGE FROM: YEAR: 2020

JAN13 20 3:06PM

SECTION: 13-69 Promotional Appointments

CURRENTLY READS: The probationary period for a permanent employee being promoted or transferred to a different classified position will be for a period of (3) months from the promotion/transfer date.

Received
JAN 13 2020
By

CHANGE TO: The probationary period for a permanent employee (non-public safety) being promoted or transferred to a different classified position will be for a period of (3) months from the promotion/transfer date. All promotions/transfers into a public safety position (Sheriff's Office, Fire Department, E-911 and EMA) will be for a period of (6) months from the promotion/transfer date.

REASON FOR CHANGE: Three (3) months is not enough time to properly train, evaluate and prepare an employee for a public safety position. For example, some of the schedules for the Sheriff's Office and E-911, work 7 - (12 hour) shifts in a 14 day pay period. The fire Department works an average of 5 - (24 hour) shifts in a 14 day pay period. These schedules allow for a lot of time to be wasted without training and/or evaluation of an employee over a (90 day) (3) month time period.

SUBMITTED BY: Bobby Holmes (Major, Sheriff's Office)

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SUGGESTED CHANGE TO THE MERIT SYSTEM HANDBOOK

CHANGE FROM: YEAR: 2020

SECTION: (13-69) Promotional Appointments

JAN13 20 3:46PM

CURRENTLY READS: (Example: An equipment operator applying for and being selected for a deputy sheriff position.) This employee will not be eligible for a merit increase during this probationary period. If the employee's annual merit increase consideration date is within this probationary period, the merit increase will be delayed until the probationary period is completed and the department head makes the decision that the employee is qualified and eligible for a merit increase in the new position. The next merit increase consideration will be one year from this merit increase.

CHANGE TO: This employee will be eligible for a merit increase during this probationary period.

(All the other current wording will be deleted)

Received
Jan 13 2020
By

REASON FOR CHANGE: With the proposed change being requested that all public safety employees promotional appointment probationary periods be changed from (3) months to (6) months, why would we penalize them from receiving an earned merit increase for up to a (6) month period. This would also apply to all non-public safety employees who would be delayed under the current (3) month probationary period.

SUBMITTED BY: Bobby Holmes (Major, Sheriff's Office)

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SUGGESTED CHANGE TO THE MERIT SYSTEM HANDBOOK

CHANGE FROM: YEAR: 2020

SECTION: **Sec 13-130 Family and Medical Leave Act (FMLA)**

CURRENTLY READS: (c) Eligibility.

To be eligible for leave under this policy an employee must have been employed for at least twelve months in total and must have worked at least one thousand two hundred fifty (1,250) hours during the twelve-month period preceding the commencement of leave. To be eligible the employee must also work at a facility with fifty (50) of more employees within a seventy-five mile radius.

CHANGE TO: The first sentence should be clarified to indicate employee must have been employed with the County for at least 12 months…. The second sentence should be clarified as it implies there is a requirement for dual employment for FMLA eligibility.

REASON FOR CHANGE: Text is confusing and subject to interpretation.

RECEIVED
JAN 13 REC'D
By CA

SUBMITTED BY: Miguel Valentin

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SUGGESTED CHANGE TO THE MERIT SYSTEM HANDBOOK

CHANGE FROM: YEAR: 2020

SECTION: **Sec 13-124 Vacation Leave**

CURRENTLY READS:

(a) Rate of leave accrual. Permanent, full time employees begin to accrue vacation leave immediately upon employment, although vacation leave may not be used until the employee has successfully completed one (1) year of service.

CHANGE TO:

This portion of section (a) should be amended to read "until the employee has successfully completed six months of service or until the end of their probationary period, including any extensions, whichever is longer.

REASON FOR CHANGE: The waiting period for use of vacation leave is unreasonably long, which can be hinder recruitment efforts, particularly when jobs are plentiful.

RECEIVED
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BY CP

SUBMITTED BY: Miguel Valentin

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SUGGESTED CHANGE TO THE MERIT SYSTEM HANDBOOK

CHANGE FROM: YEAR: 2020

SECTION: **Sec. 13-40 Entrance Salary**

JAN13'20 4:12PM

CURRENTLY READS: The minimum rate established for the class is the normal hiring rate. Appointments, under special conditions and subject to the prior approval of the Board of Commissioners, may be made above the minimum rate when such action is determined to be necessary in the best interest of the County.

CHANGE TO: The minimum rate established for the class is the normal hiring rate. Appointments, under special conditions and subject to the "approval of the Department Head and the County Administrator, provided sufficient funds are available in the department's approved budget to cover the proposed starting salary", may be made above the minimum rate when such action is determined to be necessary in the best interest of the County.

REASON FOR CHANGE: Hiring above the base minimum rate is now often necessary to attract well qualified candidates. For the County to be competitive and not lose the best candidates to the competition, hiring above the minimum should be at the discretion of the Department Head and the County Administrator.

RECEIVED
JAN 13 REC'D
By CR

SUBMITTED BY: Miguel Valentin

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SUGGESTED CHANGE TO THE MERIT SYSTEM HANDBOOK

CHANGE FROM: YEAR: 2020

SECTION: **Sec 13-56 Employment of Relatives**

JAN13 20 4:42PM

CURRENTLY READS:

The term "department" includes the Permit and Inspection Department, Road Department, …

CHANGE TO:

This section should be amended to incorporate the "Transportation Department" and any other departments not currently listed.

REASON FOR CHANGE: Some departments currently active are not listed, while some listed are no longer active in the county's organization. The list should be amended to reflect the current County organization

RECEIVED
JAN 13 REC'D
By CR

SUBMITTED BY: Miguel Valentin

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SUGGESTED CHANGE TO THE MERIT SYSTEM HANDBOOK

CHANGE FROM: YEAR: 2020

SECTION: **Sec. 13-101. - Reasons for disciplinary action.**

CURRENTLY READS:

(7) Willfully giving false statements to supervisors, officials or the public;

CHANGE TO:

(7) Willfully giving false statements and/or providing falsified documents to supervisors, officials or the Public;

REASON FOR CHANGE: Reason for disciplinary action should include submission of falsified documents as well as statements.

SUBMITTED BY: Frederick Perry

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By

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SUGGESTED CHANGE TO THE MERIT SYSTEM HANDBOOK

CHANGE FROM: YEAR: 2020

SECTION: **Sec. 13-42. - Salary reviews.**

CURRENTLY READS: On the anniversary date of employment with the county each permanent employee may receive a salary increase not to exceed one (1) step.

CHANGE TO: Each permanent employee may receive a salary increase not to exceed one (1) step. The timing of this salary increase will be established by the Board of Commissioners.

REASON FOR CHANGE: The BOC will authorize the timing of salary review increases.

SUBMITTED BY: Frederick Perry

Received
JAN 13 2020
By

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