

Minutes of the Marshall County Personnel Board
Public Hearing for Modifications to the Employee Handbook,
Section 11.2.3.1 – Compensatory Time
Thursday, June 14, 2018

A meeting of the Marshall County Personnel Board was held on Thursday, June 14, 2018 at 5:15 p.m. in the Commission Chambers of the Marshall County Courthouse in Guntersville, Alabama. The purpose of the meeting was to hold a public hearing to discuss changes to Section 11.2.3.1 – Compensatory Time concerning use of annual leave and compensatory time.

The following Board members were present:

Charles Whisenant, Chairman
Ben Gamel, Vice Chairman
Don Mitchell, Secretary
Penni Windsor, Board Member
David Watts, Board Member


Also present were Board Attorney Jeffrey McLaughlin, Personnel Administrator Christy Kelley, Revenue Commissioner Michael Johnson and Lieutenant Deputy Jason Windsor.

Chairman Whisenant announced that the purpose of the public hearing being held by the Marshall County Personnel Board was to discuss proposed policy changes regarding Section 11.2.3.1 – Compensatory Time concerning use of annual leave and compensatory time.

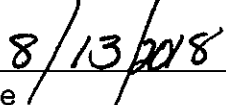
A copy of the proposed changes is attached.

Chairman Whisenant called the public hearing to order at 5:15 p.m. He asked if there was anyone present who wished to speak concerning the proposed change. There were none.

Chairman Whisenant closed the public hearing at 5:30 p.m.



Don Mitchell, Secretary
Marshall County Personnel Board
Meeting Date: June 14, 2018


Date _____

11.2 OVERTIME.

All jobs in the county service will be designated to be either non-exempt or exempt from the overtime provision for the FLSA. Such determinations will be made by an appointing authority, in coordination with the personnel administrator, based upon the criteria contained in the Fair Labor Standard Act (FLSA). Each individual will be notified in writing of the designation for the position he/she occupies. A copy of will be provided to the personnel administrator for inclusion in the individual's file.

11.2.1. Time Records. A non-exempt employee will have a workweek established in accordance with FLSA and paragraph above. All time that an employee works in a workweek will be accounted for on a time and attendance report in accordance with procedures established by the county commission. Those records required by the FLSA for hours worked, wages earned, and wages paid will be maintained by the county commission.

11.2.2. Approval for Extra Work. Any work that exceeds a non-exempt employee's normal scheduled workday will be approved prior to the work being accomplished. Such work will be approved by the appointing authority, in accordance with guidelines established by the personnel board.

11.2.3. Overtime Worked. When the time a non-exempt employee works in a workweek constitutes overtime as determined by the FLSA, he/she will normally be paid overtime pay for all overtime work. Such pay will be computed at one and one-half (1 ½) times the regular rate of pay for all overtime work. However, the employee may be provided compensatory time in accordance with a paragraph 11.2.3.1. below.

11.2.3.1. Compensatory Time. Non-exempt employees may earn compensatory time in lieu of overtime pay in accordance with the provisions of the FLSA. Compensatory time will be computed at one and one-half (1½) times the overtime hours worked. An employee shall use any accumulated compensatory time within ninety (90) days from the date it is earned. If an employee is not able to take leave within the specified time, the employee shall be paid for the compensatory time at the overtime rate of pay for the hours worked. Employees who have accumulated compensatory time must use the compensatory time prior to using accrued annual leave. ~~A non-exempt~~ An employee who earns compensatory time will be allowed to use such time off within a reasonable period of time after making the request, ~~at his/her convenience, if time off~~ such use does not ~~cause a hardship on~~ unduly disrupt work activity. ~~The board shall receive a report documenting all compensatory time taken. The report shall also contain the date and amount of overtime each employee is given and the reason for the overtime.~~
