

**Minutes of the Marshall County Personnel Board
Public Hearing for Modifications to the Emergency Closings Policy
Tuesday, April 18, 2023**

A meeting of the Marshall County Personnel Board was held on Tuesday, April 18, 2023, at 4:30 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 proposed amendments to the Emergency Closings Policy.

The following Board members were present:

David Watts, Chairman
Penni Windsor, Vice Chairman
Tim White, Secretary
Michael Clay, Board Member
Bill Stricklend, Board Member

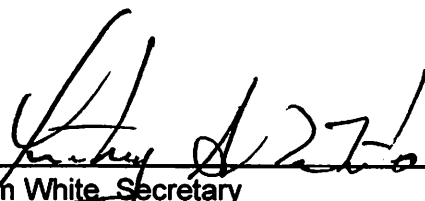
Also present were Board Attorney Jeffrey McLaughlin, Personnel Administrator Christy Kelley, Personnel Specialist Janice Payne, April Johnson, Amanda Taylor, Brandy Rains, and Andrea Dorsett.

Chairman Watts announced that the purpose of the public hearing being held by the Marshall County Personnel Board was to discuss proposed policy changes regarding Section 11.7.4 Emergency Closings in the Marshall County Personnel Handbook.

A copy of the proposed change is attached.

Chairman Watts called the public hearing to order at 4:30 p.m. He asked if there was anyone present who wished to speak concerning the proposed change to the Emergency Closings Section 11.7.4.

Chairman David Watts closed the public hearing.



Tim White, Secretary
Marshall County Personnel Board
Meeting Date: April 18, 2023

Date 5-8-2023

11.7.4. Emergency Closings When considered necessary for the safety of its employees due to emergencies, such as severe weather or power failures, the Marshall County Commission may authorize the closure and/or late arrival or early departure times for the County Courthouse and affiliated offices. When the County Commission authorizes an emergency closing, mandating the closing of the County Courthouse and offices, non-essential, classified employees may be granted paid administrative leave, provided the absence is on a regularly scheduled workday for the employee. The number of hours of leave granted for each approved day of leave will not exceed the number of hours the employee would have been scheduled to work for that day. *(For example: Jane works 8:00 a.m. – 4:30 p.m. (straight 8-hr schedule) and the office she works in was mandated to close by the County Commission at 2:30 p.m. due to severe weather. Jane is now short 2 hours of work. Jane will be paid six hours of regular time and two hours of paid administrative leave.)* Emergency closings and/or late arrival times will be announced through various public media sources, which may include: local news broadcasts, county email, website, and One Call Now. However, it is the responsibility of each employee to contact his/her department head or supervisor if the employee is uncertain as to the situation.

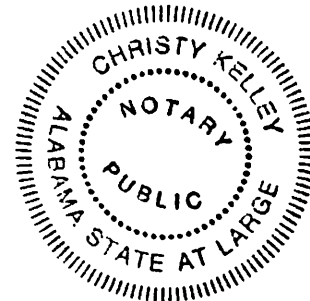
Classified employees who are required to work during emergency closings performing "essential operations", will receive "deferred leave" for the same number of hours the County Courthouse is closed during the emergency closing. *(For example: John works in an office that performs "essential operations" and is therefore required to work during a weather-related emergency closing. The County Courthouse is closed for four hours due to severe weather. John will receive his normal pay for the hours worked during his shift and will also receive four hours of "deferred leave" that he can take at a later date.)* Department heads are responsible for determining if an employee's attendance is necessary to perform "essential operations". Deferred leave does not count toward hours worked when calculating overtime. Deferred leave does not expire; however, it has no monetary benefit upon retirement or termination.

~~Employees who are out on scheduled annual, sick or any other type of leave during an emergency closing will be charged with the previous scheduled leave requested.~~

Absences due to inclement weather or emergencies that do not warrant the closing of the County Courthouse or offices, requires an employee to make a personal judgement pertaining to his or her safety in traveling to and from work. Employees are expected to make a good faith effort to get to work if County offices are open. An employee who is unable to get to work under such conditions is expected to notify his or her department head or supervisor. Loss of work time for this reason will be charged to the employee's accrued annual leave or comp time. If an employee has no annual leave or comp time available, then the time will be charged as leave without pay. *(Revised April 19th, 2018)*

I, hereby certify that this is a true and correct copy.

Sworn and subscribed before me this 16th day of March 2023



Christy Kelley

, Notary Public

Commission expires: 06-22-2026