

IREDELL COUNTY PERSONNEL ORDINANCE TABLE OF CONTENTS

ARTICLE I. ORGANIZATION OF THE PERSONNEL SYSTEM **1**

SECTION 1. PURPOSE 1

SECTION 2. COVERAGE 1

SECTION 3. DEFINITIONS 2-4

SECTION 4. MERIT PRINCIPLE 4

SECTION 5. RESPONSIBILITY OF THE BOARD OF COUNTY COMMISSIONERS 4

SECTION 6. RESPONSIBILITY OF THE COUNTY MANAGER 4

SECTION 7. RESPONSIBILITY OF THE DIRECTOR OF HUMAN RESOURCES 4

ARTICLE II. THE PAY AND POSITION CLASSIFICATION PLAN **5**

SECTION 1. ADOPTION 5

SECTION 2. ALLOCATION OF POSITIONS 5

SECTION 3. MAINTENANCE OF THE PLAN 5

SECTION 4. ADMINISTRATION OF THE POSITION CLASSIFICATION PLAN 5-6

SECTION 5. HIRING RATE/STARTING SALARY 6-7

SECTION 6. PROBATIONARY STEP INCREASE 7

SECTION 7. DELAY OF PERFORMANCE EVALUATION 7

SECTION 8. MERIT INCREASES 7-8

SECTION 9. PAYMENT AT A LISTED RATE 8

SECTION 10. TRAINEE SALARIES 8

SECTION 11. PAY RATES FOR PROMOTIONS, DEMOTIONS, TRANSFERS, AND RECLASSIFICATIONS 8-9

SECTION 12. PAY RATES IN SALARY RANGE REVISIONS 9

SECTION 13. OVERTIME 10-11

SECTION 14. DEDUCTIONS 11-13

SECTION 15. PAYROLL PROCEDURE 13

SECTION 16. EFFECTIVE DATE OF SALARY ADJUSTMENTS 13

ARTICLE III. RECRUITMENT AND SELECTION **14**

SECTION 1. STATEMENT OF EQUAL EMPLOYMENT OPPORTUNITY 14

SECTION 2. RECRUITMENT 14

SECTION 3. POSITION VACANCY ANNOUNCEMENTS 14-15

SECTION 4. APPLICATION FOR EMPLOYMENT 15

SECTION 5. APPLICANT TRACKING 15

SECTION 6. QUALIFICATION STANDARDS 15

SECTION 7. SELECTION 15

SECTION 8. APPOINTMENTS 16

SECTION 9. EMPLOYEE AND PRE-EMPLOYMENT TESTING 16

SECTION 10. PROBATIONARY PERIOD OF EMPLOYMENT 16-17

SECTION 11. PROMOTION 17

SECTION 12. DEMOTION 18

SECTION 13. TRANSFER 18

ARTICLE IV. CONDITIONS OF EMPLOYMENT **19**

SECTION 1.	WORK PERIOD AND WORKWEEK	19
SECTION 2.	GIFTS AND FAVORS	20
SECTION 3.	POLITICAL ACTIVITY RESTRICTED	20
SECTION 4.	UNLAWFUL WORKPLACE HARASSMENT	21-22
SECTION 5.	OUTSIDE EMPLOYMENT	22-23
SECTION 6.	NEPOTISM AND FRATERNIZATION	23-24
SECTION 7.	TRAVEL EXPENSE AND REIMBURSEMENT	24
SECTION 8.	WORKPLACE VIOLENCE	24-25
SECTION 9.	EQUAL EMPLOYMENT OPPORTUNITY (EEO) STATEMENT	25

ARTICLE V. HOLIDAYS AND LEAVE **26**

SECTION 1.	PAID HOLIDAYS OBSERVED	26
SECTION 2.	EFFECT OF HOLIDAYS ON OTHER TYPES OF PAID LEAVE	26
SECTION 3.	HOLIDAYS – WHEN WORK IS REQUIRED	27
SECTION 4.	ADVERSE WEATHER CONDITIONS	27-28
SECTION 5.	ANNUAL LEAVE	28-29
SECTION 6.	SICK LEAVE	29-31
SECTION 7.	MAXIMUM UNPAID LEAVE OF ABSENCE	31-32
SECTION 8.	LEAVE UNDER THE FAMILY AND MEDICAL LEAVE ACT	32-40
SECTION 9.	CHILD INVOLVEMENT LEAVE	40-41
SECTION 10.	BEREAVEMENT LEAVE	41-42
SECTION 11.	MILITARY LEAVE	42-43
SECTION 12.	CIVIL LEAVE	43-44
SECTION 13.	EDUCATIONAL LEAVE	44-45
SECTION 14.	WORKER’S COMPENSATION LEAVE	45-46
SECTION 15.	RETURN-TO-WORK PROGRAM	45-46
SECTION 16.	ADMINISTRATIVE LEAVE	47

ARTICLE VI. EMPLOYEE BENEFITS **48**

SECTION 1.	INSURANCE BENEFITS	48
SECTION 2.	UNEMPLOYMENT COMPENSATION	48
SECTION 3.	OLD AGE AND SURVIVOR’S INSURANCE (SOCIAL SECURITY)	48
SECTION 4.	RETIREMENT BENEFITS	48
SECTION 5.	DEATH BENEFIT	48
SECTION 6.	LAW ENFORCEMENT OFFICERS’ SEPARATION ALLOWANCE	49
SECTION 7.	SUPPLEMENTAL RETIREMENT INCOME PLAN FOR LEO’S	49
SECTION 8.	BENEFITS – OTHER (FIXED)	49-50
SECTION 9.	BENEFITS – OTHER (FLEXIBLE)	49-50
SECTION 10.	SERVICE RECOGNITION	50

ARTICLE VII. SEPARATION, DISCIPLINARY ACTION, AND REINSTATEMENT 51

SECTION 1.	TYPES OF SEPARATION	51-52
SECTION 2.	DISCIPLINE AND DISMISSAL	51-53
SECTION 3.	WARNINGS	53-54
SECTION 4.	MAINTAINING CREDENTIALS	54
SECTION 5.	DEMOTIONS	54-55
SECTION 6.	DISMISSAL	55
SECTION 7.	SUSPENSIONS	55-56
SECTION 8.	EMPLOYEE APPEAL	57
SECTION 9.	REINSTATEMENT	57

ARTICLE VIII. GRIEVANCE AND COMPLAINT PROCEDURES 58

SECTION 1.	PURPOSE	58
SECTION 2.	COVERAGE	58
SECTION 3.	POLICY	58
SECTION 4.	PROCEDURE	59-60
SECTION 5.	PERSONNEL ADVISORY COMMITTEE	60-61
SECTION 6.	FINAL DECISION ON THE GRIEVANCE	61
SECTION 7.	MAINTENANCE OF RECORDS	61
SECTION 8.	OTHER REMEDIES PRESERVED	61

ARTICLE IX. PERSONNEL RECORDS 62

SECTION 1.	PERSONNEL RECORDS MAINTENANCE	62
SECTION 2.	INFORMATION OPEN TO THE PUBLIC	62
SECTION 3.	ACCESS TO PERSONNEL RECORDS	62-63
SECTION 4.	CONFIDENTIAL INFORMATION	63
SECTION 5.	REMEDIES OF EMPLOYEES OBJECTING TO MATERIAL IN FILE	64
SECTION 6.	PENALTY FOR PERMITTING ACCESS TO CONFIDENTIAL FILE BY UNAUTHORIZED PERSON	64
SECTION 7.	DESTRUCTION OF RECORDS	64

ARTICLE X. IMPLEMENTATION OF POLICY 65

SECTION 1.	CONFLICTING POLICIES REPEALED	65
SECTION 2.	SEPARABILITY	65
SECTION 3.	VIOLATIONS OF POLICY PROVISION	65
SECTION 4.	EFFECTIVE DATE	65