

**Special Called Meeting
Northampton County
February 25, 2016**

Present: Robert Carter, Fannie Greene, Joseph Barrett and Virginia Spruill

Others Present: Kimberly Turner, Michelle Nelson, Scott McKellar, Leslie Edwards, Marcenda Rogers, and Kimberly Rawls

Chairwoman Greene called the meeting to order.

A motion was made by Joseph Barrett and seconded by Virginia Spruill to approve the agenda.

Question Called: All present voting yes. Motion carried.

Chairwoman Greene turned the meeting over to Marcenda Rogers, HR Director.

Mrs. Rogers stated that she is coming before the Board today to request an approval and adoption to changes made to the Northampton County Personnel Policy. She reviewed the procedure that she explained in a previous meeting. Mrs. Rogers also introduced Kimberly Rawls, the Assistant in the HR office who made all the changes to the policy each time it went before each department, the consultant, etc.

Article I:

- Article I, Section 10. Northampton County Organizational Chart and Chain of Command. There was a concern about the citizens being above the Board of Commissioners. Commissioner Carter feels the citizens should go directly to the County Manager versus going to a Commissioner first. Ms. Turner recommended that since this is the personnel policy for employees and not relative to citizens, we can take the citizens line out if the Board chooses to do so.

A motion was made by Robert Carter and seconded by Virginia Spruill to adopt Article I without the citizens on the organizational chart. **Question Called: All present voting yes. Motion carried.**

Article II:

A motion was made by Robert Carter and seconded by Virginia Spruill that Article II be adopted. **Question Called: yes (Commissioners Carter, Spruill, Deloatch, and Greene); no (Commissioner Barrett). Motion carried.**

Article III:

Commissioner Carter left the meeting and was not present for the following motion.

A motion was made by Virginia Spruill and seconded by Chester Deloatch to approve all segments of Article III. **Question Called:** *yes (Commissioners Spruill, Deloatch, and Greene); no (Commissioner Barrett).* **Motion carried.**

Commissioner Carter returned to the meeting.

Article IV:

A motion was made by Joseph Barrett and seconded by Robert Carter to approve Article IV. **Question Called:** *All present voting yes.* **Motion carried.**

Article V:

- Article V, Section 29. Outside Employment Policy.
Ms. Turner noted that they changed this section based on direction from the Board. Department Heads and employees are concerned about having to come before the Board during a public meeting to request for outside employment. Ms. Turner feels the Department Head is well aware of working schedules, and will be able to best determine if that employee is capable of having outside employment and still work for the County. The Commissioners asked that Ms. Turner monitor and keep records of these requests.

A motion was made by Joseph Barrett that no changes be made to Article V. **Question Called:** *All present voting yes.* **Motion carried.**

Article VI:

- Article VI, Section 11 C. Retention and Continuation of Benefits During Leave With Pay.
There was a discussion concerning leave with pay as it relates to military leave. Ms. Rogers wanted to point out that when an employee goes out on military leave, by law they are allowed to come back to their job and have the same benefits that they had when they left. During the time they are gone, they still accumulate sick and annual leave as if they were still here. There was nothing in policy to say if they don't return, they don't get the leave back. That is why the statement was added to the policy to clarify that they can only receive credit if they come back to the job. To further clarify, County Attorney McKellar recommended that the statement could possibly be changed to "upon return to County employment."

A motion was made by Joseph Barrett and seconded by Virginia Spruill to approve Article VI with the addition "upon return to County employment" from military leave to page 33, under Section C. **Question Called:** *All present voting yes.* **Motion carried.**

Article VII:

A motion was made by Chester Deloatch and seconded by Robert Carter to approve Article VII. **Question Called:** *yes (Commissioners Deloatch, Carter, Spruill, and Greene); no (Commissioner Barrett).* **Motion carried.**

Article VIII:

A motion was made by Robert Carter and seconded by Joseph Barrett that Article VIII be adopted. **Question Called: All present voting yes. Motion carried.**

Article IX:

A motion was made by Robert Carter and seconded by Chester Deloatch that Article IX be adopted. **Question Called: All present voting yes. Motion carried.**

Article X:

A motion was made by Joseph Barrett and seconded by Robert Carter to approve Article X. **Question Called: All present voting yes. Motion carried.**

Article XI:

A motion was made by Chester Deloatch and seconded by Joseph Barrett to approve Article XI. **Question Called: All present voting yes. Motion carried.**

Michelle Nelson, Clerk to the Board
"s.m. 02-25-16"