



LAMAR COUNTY BOARD OF COMMISSIONERS

Workshop Meeting

Administration Building

March 16, 2023, 12:30 PM

Agenda

1. Call to Order
2. Discussion of Adverse Possession-Ginger Tant
3. Rural Designation
4. Personnel Policy
 - i. Personnel Policy
 - ii. Personal Policy and Employee Handbook
5. Priority 1A Retention of Employees
 - i. PRIORITY 1A Retention of Employees
6. Roofing Bid
7. Legislative Update
8. Other Discussion
9. Regular Meeting Discussion
 - i. Regular Business Meeting Draft Agenda Packet
10. Administrator's Report
11. Public Comment
12. Round Table
13. Executive Session
 - i. Real Estate
 - ii. Litigation
 - iii. Personnel



Lamar County Personnel Policy

Lamar County Board of Commissioners
Lamar County, Georgia

Charles Glass, Chairman
Robert Zellner, County Administrator

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Section 1 Introduction

A. Purpose

This handbook is designed to acquaint you with the County and provide you with information about working conditions, employee benefits, and some of the policies affecting your employment. You should read, understand, and comply with all provisions of this handbook. It describes many of your responsibilities as an employee and outlines the programs developed by the county to benefit employees. One of our objectives is to provide a work environment that is conducive to both personal and professional growth.

No employee handbook can anticipate every circumstance or question about policy. As the County continues to grow, the need may arise and the County reserves the right to revise, supplement, or rescind any policies or portion of the handbook from time to time as it deems appropriate, in its sole and absolute discretion. **The only policy which will not change is our employment-at-will policy permitting you or the County to end our relationship for any reason at any time. Employees will, of course, be notified of any changes to the handbook as they occur.**

The purpose of these personnel policies and procedures, together with the position classifications and pay plan, is to provide the basis for an effective system of personnel administration and benefits management for covered employees of the Lamar County Board of Commissioners, Constitutional Officers, Legislative Approved Board of Elections, and the Legislative Approved Board of Assessors. Nothing in these personnel policies and procedures is intended to create a contract of employment. It is the intent of the Board of Commissioners, Constitutional Officers, and Legislative Approved Boards that all employees of Lamar County adhere to the Code of Ethics for Government Service as provided for in O.C.G.A. Section 45-10-1. If you have any questions about the County's personnel policies, you are encouraged to consult with your Department Head, County Administrator, Constitutional Officer, or the Chairperson of the Board for which you work.

B. Administration

The County Administrator has formal executive authority and responsibility for all personnel matters for all employees under his/her supervision and is the designated agent to administer the procedures provided for under this policy. The County Administrator shall provide a monthly report to the Board of Commissioners should he/she be required to give a suspension, demotion with reduction in pay, or the termination of a County employee. The Constitutional Officers, and members of the Legislative Approved Boards has the formal executive authority and responsibility for all personnel matters for all employees under their supervision.

C. At-Will Employment

Lamar County is an "At-Will Employer" pursuant to the Georgia Employer-At-Will law. These personnel policies and procedures create non-contractual obligations on the part of employees, supervisors and the County and do not alter the at-will relationship. Employment with the County is at the will of the County, and either the employer or the employee may at any time terminate the employment with or without cause. No statement (written or oral) by any employee, Commissioner, or agent of the County contrary to this

paragraph shall have any force or effect. Disciplinary procedures and terms or conditions of employment may be changed by the County at any time and without notice whether these are stated in the policies and procedures or are established employment practices. Notwithstanding the at-will relationship, both the County and employees are obligated to follow the policies and procedures set forth herein.

D. Employees Covered

These personnel policies and procedures apply fully to all employees of Lamar County, Georgia.

E. Equal Opportunity Employer

Lamar County, Georgia, is an equal opportunity employer. Lamar County's policy, from recruitment, hiring, upgrading, training, promotion, transfer, discipline, layoff, recall, and termination, is to provide equal opportunity at all times without regard to race, color, religion, sex, pregnancy, national origin, ancestry, age, marital status, physical handicap, veteran status, or medical condition.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor or the Human Resources Manager. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

Section 2 Definitions

For the purpose of these policies and procedures, the following terms shall have the meanings respectively ascribed to them below, unless another meaning is specifically indicated.

Administrator – The person who has formal executive authority and responsibility for their department or jurisdiction.

Anniversary Date - The employee's original date of employment with the county service in a permanent position.

Appeal - The right of an employee to appeal a decision in the manner prescribed in these policies and procedures.

Classified Service - The classified service consists of all positions included in the classification and pay plan with the exception of those positions specifically excluded by the County Commission.

Classification and Pay Plan - The system of assigning jobs to classes and to appropriate pay grades.

County Administrator – The person responsible for the day to day operations of the County.

Constitutional Officer – Those persons whose positions draw their authority from the Georgia Constitution.

Continuous Service - Continuous service is employment that is uninterrupted except for authorized leaves of absence, suspension or separation due to a reduction in work force.

County – This refers to Lamar County, Georgia.

County Commission - This refers to the Lamar County Board of Commissioners.

Demotion - Demotion means a change in the rank of an employee from a position in one class to a position in another class having a lower minimum starting salary and less discretion and/or responsibility.

Department Head - The position with overall administrative responsibility for a department.

Dismissal - The termination of an employee.

Elected Officials - The persons filling the offices of Sheriff, Tax Commissioner, Clerk of Superior Court, Magistrate Court Chief Judge, and Probate Judge and Lamar County Commissioners are considered to be elected officials.

Eligible - A person who has made a passing score on any examination required under these regulations or who has otherwise qualified to be employed by the County.

Employee - A person, including Department Heads, hired to work for the Lamar County Board of Commissioners for which he or she is compensated on a full-time or part-time basis.

Full Time Employee – An employee who works forty (40) hours per week.

Immediate Family An employee's wife, husband, mother, father, guardian, son, daughter, brother, sister, grandchild, and grandparent, as well as the various combinations of half, step, in-law, and adopted relationships that can be derived from those family members named herein.

Lay-Off - The separation of an employee from the classified service due to lack of work, lack of funds, abolishment of the position or for other material changes in duties or organization.

Merit Increase - An increase in pay based on an employee's job performance.

Overtime - Time worked in excess of the regular work schedule for the position in accordance with the Fair Labor Standards Act.

Part-time Employee - An employee who works on a continuing basis, but who works thirty (30) hours or less per week.

Performance Evaluation - A method of evaluating each employee on a periodic basis as to his or her performance on the job.

Personnel Officer – The person designated by the County to oversee the personnel department of the County.

Probationary Employee - An employee serving the first six (6) months of his or her employment, re-employment, or reinstatement to any position in the classified service. A probationary employee is not a regular employee until completion of the six (6) months probationary period.

Probationary Period - The completion of six (6) months of consecutive employment shall be a period of adjustment for new employees of Lamar County.

Promotion - A change in rank of an employee from a position in one class to a position in another class having a higher minimum salary and carrying a greater scope of discretion and/or responsibility.

Regular Employee - An employee who has completed the probationary period.

Reprimand - A formal means of communicating to an employee that a problem exists and that it must be corrected.

Resignation - The termination of an employee at the employee's request.

Salary Increase - An increase in salary within the salary range prescribed for the class by the classification and pay plan.

Suspension - An enforced leave of absence, either with or without pay, for either a disciplinary purpose or pending investigation of charges against an employee.

Temporary Employee - An employee who works on an intermittent, seasonal or occasional basis and who may work more or less than 30 hours per week while completing the temporary assignment or task.

Section 3 Position Classification and Pay Plan

A. Establishment

The County Administrator and County Commission shall be responsible for developing, maintaining and administering a position classification and pay plan covering all employees in the classified service of Lamar County, Georgia. This plan shall be approved and amended by the County Commission and shall constitute the official approved system of grouping positions into appropriate classifications and pay scales. Each employee is designated as either **NONEXEMPT** or **EXEMPT** from federal and state wage and hour laws. **NONEXEMPT** employees are entitled to overtime pay under the specific provisions of federal and state laws. **EXEMPT** employees are excluded from specific provisions of federal and state wage and hour laws. An employee's **EXEMPT** or **NONEXEMPT** classification may be changed only upon written notification by the County management.

B. Definitions

For the purpose of this section, the following words shall have the meanings respectively ascribed to them below.

1. To "allocate" a position shall mean assigning the position to an appropriate class on the basis of the similarity of work performed and level of responsibility inherent in the position.
2. A "classification" shall mean a group of positions (or one position) that:
 - a. has similar duties and responsibilities;
 - b. requires like qualifications; and
 - c. can be equitably compensated by the same salary range.
3. The "classification title" shall be the official designation or name of the classification as stated in the job description. It shall be used on all personnel records and actions. Different working or office titles may be used for purposes of internal administration.
4. A "position" shall mean a group of currently assigned duties and responsibilities requiring the full or part-time employment of one person. A position may be occupied or vacant.
5. "Reclassification" shall mean the assignment of an existing position from one classification to a different classification due to a significant change in duties or responsibilities.

C. Allocation of Positions

Initial Allocation: The County Commission and County Administrator shall be responsible for the initial allocation of the position of every employee of the County to one of the classifications in the Master Classification Plan.

1. New Positions: When a new position is established and approved by the County Commission, the Department Head involved shall complete a position description covering the duties and responsibilities of such new position. The County Administrator shall allocate the position to one of the classes in the classification plan, unless a suitable classification does not exist, in which case the County Administrator shall recommend that the County Commission establish a new classification. Upon the recommendation and approval of such new classification by the County Commission, the County Administrator shall allocate the new position to it.
2. Allocation Appeals: If an employee has reason to believe that his or her position has been improperly allocated, such employee may, with the knowledge of the Department Head, request the County Commission to review the allocation of such position. Any such request must be submitted in writing and contain a statement of justification.

D. Maintenance of Plan

1. Vacancies Each time a vacancy occurs; the Department Head shall submit a description of the vacant position to the County Administrator for a review of the allocation of the position. The County Administrator may waive this requirement for cases in which he/she has determined that no significant changes have occurred.
2. Departmental Reorganization Each time a department or division under the jurisdiction of a Department Head is significantly reorganized, such Department Head shall submit to the County Administrator new position descriptions for all affected positions.
3. Changes in Duties of Position The County Administrator may require departments or employees to submit position descriptions on a periodic basis to him or her when there is reason to believe that there has been a change in the duties and responsibilities of one or more positions.

4. New and Abolished Positions Each time a new position is established a position description shall be written and incorporated into the existing plan. Likewise, an abolished position shall be deleted from the classification plan, after approval of the County Commission.

E. Interpretation of Job Descriptions

The job descriptions are descriptive and not restrictive. The use of a particular description as to duties, qualifications or other factors shall not be held to exclude others of similar kind or quality.

F. Official Copy of the Plan

The County Administrator shall be responsible for maintaining an official copy of the Position Classification and Pay Plan. The official copy shall include a list of class titles and job descriptions plus all amendments. A copy of the official plan shall be available for inspection by the public under reasonable conditions during business hours.

G. Amendments to the Plan

When there is a need to establish new positions or abolish current positions, the County Administrator shall submit findings and recommendations to the County Commission who shall take such action as deemed appropriate. All changes in the position classification and pay plan shall be in the form of amendments to the plan approved by the County Commission.

Section 4 Rate of Pay

A. New Employees

New employees shall typically be paid the minimum rate of pay for the classification to which they are assigned, subject to the following exceptions:

1. If an employee in a particular position does not meet the minimum qualifications stated in the job description or if certain classifications of work require a formalized training period that is of unusual duration, the needs of the County can best be met by placing an individual in a training capacity. Employment in a "trainee" position shall be at a salary range below the minimum rate established for the classification at a rate not more than two pay grades below the grade.
2. If an employee exceeds the minimum qualifications for the position, such employee may be started at a higher classification. Approval of the County Commission is required in such instances.

B. Rehire/Reinstatement

If a former full-time employee who left employment with Lamar County in good standing and/or left through no fault of their own is rehired within one (1) year, that person will be eligible for service restoration provided the following are met.

Service Restoration Rules for Eligible Employees

1. If a former employee with less than one year's prior service is rehired, the employee will be considered a new employee and will not be eligible for prior service recognition for seniority or benefit plan participation purposes.
2. If a former employee with more than one year's prior service is rehired, the employee's seniority and eligibility to participate in the county's benefit plans will be bridged if the employee is rehired where the period of prior county service exceeded the duration of the period of absence. Service recognition will include prior service recognition for accrued leave plans.
3. If a former employee with more than one year's prior service is rehired where the duration of the period of absence exceeded the period of prior county service, the employee will be considered a new employee and will not be eligible for prior service recognition for seniority or benefit plan participation purposes.

C. Promotion

1. An employee will be considered promoted when:
 - The employee is transferred to a position classified in a higher pay range.
 - The employee's position is reclassified to a classification having a higher pay range.
 - The "trainee" meets the minimum requirements for the job for which he or she was hired.
2. Promotions may occur within a department or between departments.
3. At the time an employee is promoted to an approved position in a classification with a higher pay range, a salary increase may be granted upon approval and is signed by the County Administrator and Chairman.

D. Demotion

An employee will be considered demoted when:

1. The employee is placed in a different classification having a lower pay range.
2. The employee's position is reclassified to a classification having a lower pay range.

When an employee receives a demotion of the type stated in 1 above, such employee's pay may remain unchanged or may be reduced at the discretion of the County Commission.

E. Part-Time and Temporary Employment

Pay for continuous part-time employment must be agreed upon by the employee, Department Head and County Administrator or Constitutional Officer.

F. Overtime

Compensation for overtime will be in accordance with the provisions of the federal and state law, as amended. The County will allow compensatory time off in lieu of overtime. Each hour of compensatory time earned shall be compensated at a rate of time and one half. It shall be the responsibility of the Department Head to manage compensatory time. All earned and used compensatory time must be accurately recorded and reported to the personnel officer along with payroll information. Compensatory time earned should be used within three (3) months and must be used prior to the end of the calendar year. Department Heads must provide a monthly status report of compensatory time accrued and used within that department to the County Administrator.

G. Increases in Salaries

Increases in pay for County employees shall be governed by the following principles:

1. The pay plan consists of various pay grades. The County Commission may add or delete pay grades as deemed necessary.
2. Each pay grade shall have a pay range with an entry rate and steps placed at 11/4 percent intervals. The range between the entry rate and the maximum rate is approximately 50 percent.
3. After an employee reaches the maximum rate within a pay grade, such employee shall only be entitled to across-the-board salary adjustments and merit payments in bonus form.
4. Each Department Head shall file an annual performance evaluation report on each employee within that department. This report shall become a permanent part of each employee's personnel file. The performance evaluation report must be completed and submitted to the County Administrator two weeks prior to employee's anniversary date. Department Heads shall receive an annual performance management review conducted by the County Administrator or their designee.
5. In order for an employee to receive a merit increase, the following are required:
 - a. performance evaluation for current fiscal year;
 - b. recommendation by the Department Head;
 - c. increase has been properly budgeted; and
 - d. approval by the County Administrator and three 3 or more County Commissioners.
6. In order to move to a higher pay grade, an employee must apply for a new position within a higher pay grade or be an incumbent in a position which has been reclassified to a higher pay grade.
7. Upon the adoption of the annual budget, the County Commission shall determine what percentage increase, if any, will be allotted for increases to employee salaries.
8. Employees below the top step of their grade, whose work is exceptional, may be granted a special merit increase. A special two-step merit increase requires the written justification and recommendation of both the Department Head and County Administrator and the approval of the County Commission.

H. PROHIBITION AGAINST IMPROPER DEDUCTIONS FROM THE SALARY OF EXEMPT EMPLOYEES

It is the County' policy not to make improper deductions from the pay of any employees. If any employee feels that his/her pay has been reduced improperly, he/she is entitled to contest that deduction by making a claim with the County Administrator. The County will not retaliate against any employee who makes such an inquiry or claim and, if it has merit, the employee will be reimbursed promptly. Further, the County will undertake actions designed to ensure that the same type of improper reduction does not reoccur in the future.

Section 5 Applications and Examinations**A. Announcement of Vacant Positions**

Except as otherwise provided below, all vacancies in the classified service shall be publicized by posting announcements in the office of the County Commission, on the official bulletin board in the County Administration Building, and in other places and by such other means as the County Administrator deems advisable. The announcements shall

specify the titles and salary ranges of vacant positions, qualification requirements, manner of making application and other pertinent information, and shall specify the date, time, and place of examinations (if required) for the positions. All vacancies shall be posted in-house for a period of three (3) working days. After the completion of the three (3) day in-house posting, the vacancy will be posted in the area newspaper. Applications will be accepted at the County Administration Building by the personnel officer.

B. Application Forms

All applicants for positions in the classified service of Lamar County may submit an application with the Personnel Officer. All applicants shall provide proof of citizenship as required by federal law and E-Verify. Such forms shall require information concerning training, experience, and other pertinent information, and shall be signed by the applicant. No person shall be employed by the County unless and until such person has made application with the County Administrator.

C. Employment Requirements

All positions in the classified service shall be open only to persons who meet such requirements as are listed on the public announcement of the examination. Such requirements may include but are not limited to experience, education and training.

D. Receipt and Duration of Applications

Applications from all persons desiring employment with the County may be accepted during regular business hours at the office of the Personnel Officer. Applicants must complete a new application for each announced position vacancy.

E. Rejection of Applications

The County Administrator may reject an application that indicates that the applicant is deficient in any or all of the requirements as specified in the public announcement of the vacancy. An applicant may also be rejected for fraud or deception in the completion of the application, or if his or her past record of employment is determined to be unsatisfactory by the County Administrator. The applicable Department Head will be notified of all rejections.

F. Open Competitive Employment

Positions to be filled by recruitment from outside the classified service shall be filled through a competitive process open to the public. This process may include, but not be limited to, ratings of training and experience, job-related tests or any combination of these as determined by the County Administrator. Factors such as education, job-related qualifications, and experience may be taken into account in making employment decisions. The County Administrator will require the applicant to submit proof of education and military service or other necessary documentation.

All information provided on the application must be true and correct. Providing false information may be grounds for elimination from consideration for a vacant position.

G. Testing

Upon offer of open position, the applicant must sign documents authorizing county to administer a criminal background check and completion of a physical including drug test.

Applicants must submit a seven year driving record if applicant will be driving county vehicle or equipment. After hire, employees who drive county vehicles or operate county equipment must provide an updated driver's history upon request.

H. Direct Deposit

All new hires will be required to utilize direct deposit with the financial institution of their choice.

Section 6 Probationary Period

A. Objective

The probationary period is designed to allow the employee and the Department Head time to determine if the employee is capable of performing satisfactorily prior to being included in the classified service. The probationary period shall be six (6) months in duration.

B. Probationary Period Report

Prior to the expiration of the employee's probationary period, the Department Head shall notify the County Administrator in writing of whether or not the employee has satisfactorily completed the probationary period.

Section 7 Promotions and Transfers

A. Policy

It shall be the policy of the County to fill vacancies in the classified service, as far as practicable, by promotion. To this end, closed examinations may be held at the call and under the direction of the County Administrator. No one shall be considered for any position in the County working directly with finance or in a department head position who has been convicted of a felony.

B. Political or Partisan Endorsement Prohibited

Promotions to positions in the classified service shall be based upon merit and fitness for promotion only. No consideration shall be given to political or partisan endorsement.

C. Promotional Examinations

The County Administrator shall conduct competitive promotional examinations where applicable and/or required in accordance with these regulations and shall admit the examination to all employees who meet the published qualification requirements.

D. Intra-Departmental Transfers

The appropriate Department Head may, at any time, transfer an employee in the classified service under his or her jurisdiction from one position to another in the same class within the same department. An intra-departmental transfer of an employee to a position in a different class shall be made only with the approval of the County Administrator and only between classes within the same pay range.

E. Inter-Departmental Transfers

A transfer of an employee from one department to another shall require the approval of both Department Heads concerned and the County Administrator. Requests for such transfer shall show how the employee concerned meets the qualification requirements of the class to which the transfer is proposed.

F. Pay Grade After Transfer

An employee who is transferred shall continue at the same rate of pay unless otherwise provided.

Section 8 Employee Performance Evaluation

A. Objective

The purpose of the employee performance evaluation shall be primarily to inform employees of how well they are performing their work and how they can improve their work performance. Such performance evaluation may also be used in determining merit raises; as a basis for training, promotion, demotion, transfer or dismissal; and for such other purposes as set forth in these policies.

B. Period of Evaluation

All employees except temporary workers shall be evaluated annually. An employee shall not be eligible for a merit pay raise until the performance evaluation form has been completely processed. Employees may also be evaluated at the time of separation.

C. Evaluations

Evaluations shall be prepared by the Department Head and reviewed by the County Administrator.

D. Review with Employees

The evaluator shall discuss each performance evaluation with the employee being evaluated. If an employee disagrees with statement(s) in an evaluation, such employee may submit, within five working days following the conference with his or her supervisor, a written statement that shall be attached to the evaluation form and sent to his or her supervisor. If an agreement is not reached with the supervisor, a written statement shall be attached to the evaluation form and forwarded to the Department Head and then to the County Administrator.

E. Performance Evaluations Confidential

Performance evaluations shall be confidential and shall be made available only to the employee evaluated, the employee's supervisor and Department Head, the County Administrator, and County Commission. However, nothing in this policy shall prevent the disclosure of all or part of performance evaluations if the law mandates such disclosure.

Section 9 Separations

A. Types of Separation from the Classified Service

Separations and/or terminations from positions in the classified service shall be designated as one of the following:

1. Resignation
2. Abandonment of job
3. Lay-off or reduction in force
4. Dismissal or discharge
5. Retirement
6. Death

B. Resignation

An employee shall submit to the Department Head written notice of resignation at least fourteen (14) days in advance of the date of resignation. Immediately upon receipt of such notice of resignation, the Department Head shall forward the same to the County Administrator. Failure to comply with this rule shall be entered on the service record of the employee.

C. Abandonment of Job

An employee who is absent from work for three (3) consecutive work days without having received leave approval or without having called in to report the absence will be considered as voluntarily abandoned their job. This separation will not be in good standing and may affect opportunities for re-employment.

D. Lay-off or Reduction in Force

Any involuntary separation not related to an employee's conduct should constitute a lay-off or reduction in force.

1. Reasons: Any employee may be laid off because of shortage of funds or work, abolishment of the position, material changes in duties or organization, or related reasons beyond the employer's or the employee's control that do not reflect dissatisfaction with the service of the employee. The duties previously performed by any laid-off employee may be reassigned to other employees holding positions in appropriate classes.
2. Notice to Department Head: Whenever the lay-off of any employee becomes necessary, the County Commission, through the County Administrator, shall notify the Department Head as far in advance of the intended action as practicable of the necessity and the reasons of such lay-off. The Department Head shall thereupon furnish to the County Administrator the names and job titles of the employees to be laid off and the order in which such lay-off shall be affected.
3. Order of Lay-off: Should it become necessary to reduce the number of employees within a given classification in any department, such employees shall be laid off by reverse seniority order.
4. Notice to Employees: Regular employees to be laid off shall be notified in writing by the County Administrator fourteen (14) calendar days prior to the effective date of the lay-off, if practicable.
5. Demotions: Any regular employee scheduled to be laid off shall have the right to be demoted to a lower classification, provided that a vacancy exists and such employee is qualified to fill the position in the lower classification and if the lay-off is not due to dissatisfaction with employee's performance.
6. Dismissals: When a regular employee is charged with misconduct that serves as just cause for dismissal, wherein the County deems the employment relationship between the employee and the County no longer workable, they will be terminated.

All layoffs and reductions in force shall be first approved by the County Commission.

F. Retirement

The retirement of an employee shall consist of the voluntary separation of an employee who has met the requirements of age and length of service under the laws governing any applicable pension fund of which such employee may be a member. All employees who retire with at least ten (10) years of service shall receive a plaque from the county

The county reserves the right to require eligible employees to retire at ages earlier than those stated above when it has been medically determined and approved by the Lamar County Commissioners. Such factors may include but are not limited to the fact that age-related degenerative conditions(s) have rendered an employee incapable of safely and efficiently performing all duties of his/her assigned position.

G. Death

Separation shall be effective as of the date of the death of the employee. All compensation, including annual leave pay, due to such employee, as of the effective date of separation, shall be paid to the beneficiary of the employee, the surviving spouse of such employee, or to the estate of such employee, as may be determined by law or by the applicable executed documents in the personnel folder of such employee.

Section 10 Disciplinary Actions

A. Intent

Effective supervision and good employee relations should reduce to a minimum those instances necessitating disciplinary action. The establishment of rules and regulations and the imposition of disciplinary action for a violation thereof are not intended to restrict the rights of any employee, but are for the purpose of insuring the rights of all and for securing cooperation and orderliness throughout the classified service. The County will not allow discrimination against any employee because of race, color, religion, sex, age, national origin, disability, or political affiliation.

B. Conduct Subject to Disciplinary Action

The following actions are grounds for disciplinary action; however, the imposition of disciplinary action shall not be limited to the offenses set forth below. The person recommending that an employee be suspended or terminated must appear before the County Administrator with the facts justifying the need to suspend or terminate. Department Heads must consult with the County Administrator to review facts before termination.

1. Indictment for or conviction of a felony, or of a misdemeanor involving moral turpitude.
2. Absenteeism.
3. Absence without leave, or failure to report after the expiration of a leave of absence.
4. Tardiness.
5. Abuse of leave.
6. Insubordination or breach of proper discipline.
7. Inefficiency or incompetence after proper documentation and counseling.

8. Abuse or theft of County property.
9. Borrowing/Misappropriating County equipment.
10. Loss of a job requirement, such as the loss of a necessary license, which prevents the adequate performance of the essential functions of the position.
11. Making of false statements to supervisors, officials, the public, boards, commissions, or agencies.
12. Violating County ordinances, regulations, or departmental rules.
13. Discovery of a false statement in an application.
14. Consumption, sale, or possession of alcoholic beverages and/or illegal substances while at work, or being under the influence or being otherwise affected on the job because of the prior use of such substance.
15. Accepting gratuities in conflict with state law or County ordinance.
16. Political activity in conflict with Section 19 of these Policies and Procedures.
17. Engaging in offensive conduct or using offensive language toward the public, supervisory personnel, or fellow employees.
18. Harassment on the basis of race, color, sex, religion, national origin, citizenship, age, or disability as provided in Section 17 of these Policies and Procedures.
19. Unsafe operation of equipment or destruction of material or property.
20. Ignoring safety rules or safety procedures.
21. Unexcused or excessive tardiness or absences after proper documentation and counseling.
22. Failure to follow the chain of command. (Exceptions are sexual harassment, discrimination and other sensitive issues where the supervisor has been alleged to be the aggressor.) Each employee shall follow the chain of command unless the complaint involves a member of that chain. If so, the employee shall report immediately to the next in command without fear of retribution.
23. If it is discovered at *anytime* an employee falsified any part of his or her application.

C. Types of Disciplinary Action

Department Heads shall have the following alternatives when disciplining an employee.

1. Reprimands

Oral Reprimand: An oral reprimand is a progressive disciplinary measure that may be issued for an incident, action, or behavior that does not warrant more severe disciplinary action. In the oral reprimand, the supervisor will verbally and privately explain to the employee that he or she is being reprimanded, describe the problem, and indicate what must be done to correct the problem. Oral reprimands should be documented in the employee file and may be referred to in annual performance reviews.

Written Reprimand: A written reprimand may be issued for first or second offenses where the incident, action, or behavior of the employee is such as not to initially warrant a more severe type of disciplinary action. The Department Head shall issue written reprimands to the affected employee, and a copy of it shall be forwarded to the County Administrator and filed in the personnel folder of such employee.

2. Suspension

- a. The County Administrator or a Department Head may suspend without pay any employee under his or her supervision who is not exempt from the Fair Labor Standards Act for a period of not less than one (1) or more than ten (10) working

days. The County Administrator or Department Head may suspend without pay any employee under his or her supervision who is exempt from the Fair Labor Standards Act for a period of not less than one (1) nor more than two (2) whole work weeks provided that the period of suspension coincides with the employee's official work week.

- b. A written statement specifically setting forth the reasons for such action and the length of time of such suspension shall be furnished by the County Administrator or Department Head to the affected employee, and a copy of it shall be filed by the County Administrator in the personnel folder of such employee.
- c. If an event, action or allegation is of such nature to require the temporary reassignment of an employee to permit a thorough review of the issue, the County Administrator may suspend an employee, with or without pay, or assign other duties without a reduction of pay until any necessary investigation is concluded or the issue is resolved.
- d. Anyone recommending suspension or termination must appear before County Administrator with all facts prior to suspension or termination. The County Administrator will inform the Commissioners of the action taken.

3. Demotion

The County Administrator or Department Head may reduce the salary of a regular employee within the range provided in the pay plan or demote the employee to a lower-graded position.

A written statement specifically setting forth the reasons for any such action shall be furnished by the County Administrator or Department Head to the affected employee, and a copy of same shall be filed by the County Administrator in the personnel folder of such employee within three (3) working days of the effective date of the action. The County Administrator will inform the Commissioners of the action taken.

4. Department Heads

All provisions of subsection (1), (2), and (3) above apply to Department Heads, with the County Administrator being the person charged with imposing such reprimand, suspension, or demotion.

5. Dismissal

The County Administrator may dismiss an employee for cause as outlined in this Section. The employee shall be furnished notice of dismissal in writing stating the reason(s) for such dismissal. A copy shall be placed in the employee's personnel file. The County Administrator will inform the Commissioners of the action taken.

Section 11 Complaints and Appeals

A. Intent

County employee complaints should receive prompt consideration and equitable resolution. At the same time, complaints must be handled in a manner that will require minimal intrusion into the functioning of County government.

These procedures governing the processing of complaints and providing a procedure for an appeal are established for the purpose of eliminating or correcting justifiable complaints of employees.

B. Complaint and Appeal Procedures

Any complaints or appeals are subject to the following process:

1. Prior to initiating a formal appeal, an employee shall discuss the complaint with their Department Head. Within three (3) working days of such discussion, if the employee is dissatisfied with the Department Head's action or inaction, the employee must submit their written complaint to the County Administrator.
2. Within three (3) working days of the receipt of the written complaint, the County Administrator shall arrange an appointment with the employee and the Department Head to discuss the problem and attempt to reach a solution.

If a settlement is not reached, the matter shall, within three (3) working days, be submitted to the County Commission for a hearing and review of the complaint at its next regularly scheduled meeting. The County Commission will have three (3) working days following the hearing to reach a **final** decision.

Section 12 Records and Reports

A. Personnel Transactions

All appointments, separations, and other personnel transactions shall be recorded on forms provided by the County Administrator. A separate file folder shall be prepared and maintained for each employee and shall contain the original or a copy of all pertinent documents.

B. Public Inspection

Information relative to employees and former employees shall be available for public inspection at reasonable times and in accordance with Official Code of Georgia Annotated as allowed by the Georgia Sunshine laws.

C. Maintenance of Records

Employee service records shall be kept in accordance with state and federal regulations after termination of employment. Such records may be kept in their original form or in any other duplicate form the County Administrator deems appropriate.

D. Attendance Records

Regular attendance reports shall be prepared and submitted by each Department Head to the personnel officer. The personnel officer shall make available to the County Administrator reports as required for the purpose of monitoring benefits usage.

Section 13 Payroll

A. Initial Employment

Upon initial employment of a new employee, the Department Head shall submit to the County Administrator and Personnel Officer such information as is necessary to certify the employment status, title or position, and salary or wage of such employee.

B. Paydays

All employees, except for elected officials are paid biweekly on every other Thursday. Each paycheck will include earnings for all work performed through the end of the previous payroll period. Time sheets will be submitted to the Payroll Officer by 12:00 pm Friday prior to payroll week. Abuse of absences on Friday after payday will result in paychecks being held until Friday afternoons on pay weeks. The county requires that all employees pay be deposited into a Direct Deposit Account of the employees choice.

In the event that a regularly scheduled payday falls on a County-wide day off such as a holiday, employees will receive pay on the last day of work before the regularly scheduled payday.

If a regular payday falls during an employee's vacation, the employee's paycheck will be available through direct deposit as scheduled. No individual vacation checks will be issued early.

C. Payroll Adjustments

Each Department Head shall be responsible for immediately notifying the Personnel Officer of any occurrences or actions taken which require an adjustment in the salary or wage of any employee or employees under the supervision of such Department Head.

Upon the approval of such notice by the County Administrator, or upon the taking of any budget action by the County Administrator which requires an adjustment in the salary or wage of any employee or employees, the County Administrator shall make such payroll adjustments for such employee or employees as may be required.

D. Recovery of Salaries Improperly Paid

Officers and employees may be held liable for the return of salaries improperly, accidentally or illegally paid to employees.

E.. Voluntary Deductions

Upon the request in writing of any employee, the County shall be authorized to provide for automatic payroll deductions for such employee, in such amount as the employee shall specify, for the purpose of contributing to personal savings plans, pensions or other personal financial investment plans.

F. Involuntary Deductions

The county Personnel Officer is authorized to make legal deductions from an employee's gross pay to cover federal and state income taxes, court order garnishments and child support.

Section 14 Business Travel Expenses

The County will reimburse employees for reasonable business travel expenses incurred while on assignments away from the normal work location. All business travel must be approved in advance by the County Administrator or Elected Official.

When possible, employees should use County owned vehicles for travel to and from an authorized event. Reimbursement for fuel and servicing will be according to the actual amount spent and the employee must provide receipts.

Reimbursement for transportation expenses incurred by use of a personally-owned vehicle will be as follows:

- a. Mileage will be calculated at the rate that is permitted by the Internal Revenue Service for actual miles traveled in the performance of official duties or to attend training. Departure and return odometer readings must accompany the request.
- b. Mileage is to be calculated from the location of the employee's department or the employee's home, whichever is nearer the Event.
- c. The authorized mileage rate is to include the normal expenses incurred in the operation of a personal vehicle, such as fuel, oil, repairs and towing fees.

Reimbursement for meals will be based on a rate of not more than \$40.00 per day, to include tax and tips. Charges for three meals including tax and tips in excess of \$40.00 per day will not be allowed. When expenses for less than three meals a day are incurred the following table shall be used:

Breakfast only	\$ 8.00
Lunch only	\$12.00
Dinner only	\$20.00

County employees and officials may be required to meet with persons or other organizations or other officials to exchange information to benefit Lamar County. When in the opinion of the county commissioners or county administrator there is such a need, it shall be appropriate. A receipt is required and the purpose of the business topic/project must be documented on the expense report.

Section 15 Attendance and Leave

A. Hours of Work

The established work week and the hours of work shall, insofar as practicable, be uniform within occupational groups and shall be determined in accordance with the needs of the County and the reasonable needs of the public who may be required to do business with various County departments. The Department Head, with the approval of the County Administrator, shall establish the work schedule of 40 hours a week or 80 hours a pay period for full time employees and establish hours for part-time and temporary employees based on the department's approved budget. Offices are to remain open during lunch hours unless permission is obtained from the County Administrator. Departments should organize staff accordingly.

B. Attendance

Each Department Head shall be responsible for maintaining a copy of the attendance records of all persons in his or her department.

Call-in procedure: When an unexpected illness or crisis arises and an employee is unable to report to work or is going to be late, the employee is required to call-in immediately or at least one hour after the employee's scheduled start time. The employee should report to their immediate supervisor. "Call-in" is required every day of absence unless otherwise approved by the Department Head.

C. Emergency Closings

At times, emergencies such as severe weather, fires, power failures, or tornadoes, can disrupt County operations. In extreme cases, these circumstances may require the closing of work facilities.

When the decision to close is made AFTER the workday has begun, employees will receive official notification from their immediate supervisor. In these situations, time off from scheduled work will be paid. When the decision to close is made BEFORE the workday has begun, time off from scheduled work will be unpaid unless administrative leave is assigned by the County Administrator. Employees in essential operations may be asked to work on a day when operations are officially closed. In these circumstances, employees who work will receive regular pay.

D. Holidays

All covered full-time employees shall be eligible for holiday leave for the following days and other days as designated by specific action of the County Commission: New Year's Day, Martin Luther King Jr.'s Birthday (Observed), Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the Friday after Thanksgiving Day, Christmas Eve, and Christmas Day.

Whenever a holiday falls on a Saturday, the preceding Friday shall be designated a substitute holiday and observed as the official holiday for that year. When the holiday falls on a Sunday, the following Monday shall be designated as the official holiday for that year. An employee who is not on approved vacation and fails to report on his or her scheduled work day before or after a holiday shall not be paid for the holiday.

Holidays that occur during personal leave shall not be charged against personal leave. Covered full-time employees shall be paid for holidays based on the number of hours they normally work each day, exclusive of overtime. Temporary and part-time employees will not be paid for holidays not worked.

Any employee whose regularly scheduled workday falls on an official County holiday shall be paid at the regular rate. Any essential employee called in to work on an official County holiday, for whatever reason, shall be paid at one and one-half times the regular rate for each hour worked or take a subsequent day off in lieu of the holiday worked.

E. Sick Leave/Vacation Leave

Each full-time or probationary county employee working a forty (40) hour work week shall earn annual leave as follows:

LENGTH OF SERVICE	MAXIMUM PTO PER YEAR
After completion of Probationary Period (6) months	Accrued 48 hours Sick leave (only use after the 6-month probationary) Every month accrual of 8 hours of sick leave
Monthly after probationary period accrual of 8 hours of sick leave	12 Sick days per year
Vacation leave After 1 year of service	Vacation Leave 10 days per year (80 hours)
Vacation leave After 5 years of service	Vacation Leave 15 days per year (120 hours)
Vacation Leave After 10 years of service	Vacation Leave 20 days per year (160 hours)

Each year on your anniversary date, the total vacation days which you will be eligible for throughout the year are accrued in your vacation account. A year is defined as the time period running from your anniversary date of the present year to the anniversary date of the following year. Vacation Leave must be taken prior to December 31st, of the year you receive it. Upon completing your 10 years of service, you may elect to receive pay for the 4th week of vacation leave. Due to our accounting system a separate check can not be issued. Vacation leave may be used for rest and relaxation or for medical and legal appointments when sick leave is exhausted.

1. The County Administrator is authorized to pay, as terminal pay, all unused annual leave time, but in no case shall this terminal pay be for more than thirty (30) days. Upon the death of a permanent employee, there shall be paid to his estate a sum equal to all unused annual leave, but not to exceed thirty (30) days.
2. After all annual leave is exhausted, upon written request of the employee, a period of leave without pay may be granted at the discretion of the department head, and with the approval of the County Administrator, not to exceed ten (10) days for recreational purposes within a two (2) year period.

F. Sick Leave – Policy

Sick leave is intended to only be used in times of illness and for other related purposes. Employees should think of sick leave as insurance and should use sick leave only when necessary. Our sick leave policy is designed to prevent abuse of sick leave, but is intended to allow employees time for use in cases of major illness or disability.

Use of Sick Leave. Sick leave is not to be considered a right which an employee may use at his/her discretion, but a privilege not to be abused. Department Heads that have a reason to believe that an employee is abusing sick leave may place the employee on a 6-month Sick Leave Assessment and require the employee to furnish a physician's certificate for each period of absence regardless of the provisions of Subsection (j) below.

Sick Leave Defined. Sick leave is paid leave that may be granted to each eligible employee who through illness or injury becomes incapacitated to a degree that makes it impossible for him to perform the duties of his position; an employee who has been quarantined by a physician because he has been exposed to a contagious disease; for medical, dental, or optical examination or treatment; or illness or injury of a member of an employee's immediate family as stated in subsection d. below. Sick Leave shall be granted for the following purposes only:

- a. In the case of actual sickness (including pregnancy) or injury of the employee.
- b. Medical, dental, optical or chiropractic examination or treatment for which arrangements cannot be made outside of working hours.
- c. Exposure to contagious disease which would endanger others as determined by a Physician.
- d. Illness or injury of a member of an employee's immediate family. Immediate family member is defined for sick leave purposes as "spouse, child, step-child, mother, father, mother-in-law, father in-law, grandparent or grandparent in-law who is domiciled in the employee's household and is financially dependent upon the employee."

Refer to Section 15 M Family Medical Leave Act for other leave available to care for the employee or family member.

G. Sick Leave Accumulation

Each full-time, permanent trainee and probationary employee shall earn sick leave at the rate of one (1) day per month.

H. Sick Leave - Use and Reporting

Employees are required to notify their supervisors as soon as possible, but no later than one (1) hour after the beginning of their regular workday, if they are unable to be at work because of illness. In departments where replacements or schedule changes are necessary, employees are required to notify their supervisors no later than one hour before work is scheduled to begin. Department heads are authorized to determine requirements for notification.

I. Sick Leave - Physician's Certification

For all absences due to illness extending beyond three (3) days, a physician's certificate providing proof the employee was unable to work due to illness, injury, or illness in the employee's family, shall be required upon request. A physician's certification regarding an employee's ability to return to work after an illness or injury may also be required. The department head, County Administrator or Board of Commissioners have the authority to request the certification.

Failure of an employee to provide requested proof shall constitute a reason for nonpayment of the days taken or the deduction of annual leave. Such action may also be construed as grounds for further disciplinary action.

J. Sick Leave - Payment Upon Separation

Employees will not be paid for any portion of unused sick leave when they leave the employment of the county, for any reason.

K. Donated Leave

This Policy shall apply to all employees of Lamar County who are eligible to accrue and use vacation and sick leave.

Donated Leave - Purpose:

The purpose of the Lamar County Leave Donation program is to provide employees with sick leave for use after their own leave has been exhausted. Donating leave days to an eligible employee is optional and voluntary.

Donated Leave - Policy:

To be eligible to receive donated leave days, the employee must have been continuously employed for at least one year and be entitled to leave. An employee must exhaust all accumulated sick leave, vacation and compensatory time before becoming eligible under the leave donation program.

No employee receiving worker's compensation or any other compensation (i.e. disability) for the absences shall be eligible to receive donated days.

An employee requesting donation of leave must have an absence due to a non-occupational, personal, or immediate family illness or disability for which they have medical documentation (medical documentation must be provided at the time donations are requested and at any time thereafter as required). Immediate family includes spouse, child, parent, brother, sister, or any other person who resides in the employee's household and is recognized by law as a dependent of the employee.

An employee shall NOT be permitted to use the leave donation program if the personal illness or personal temporary disability is related to an illegal activity (e.g. driving under the influence of alcohol or illegal drugs.)

An employee cannot solicit leave donations after returning to work in order to retroactively cover a period of absence.

Employees are ineligible to receive donated leave during the period of any disciplinary suspensions.

The Lamar County Leave Donation program shall NOT be used for maternity leave unless the mother experiences personal illness and/or personal temporary disability that are catastrophic in nature and requires absences beyond the accrued vacation and sick leave of the employee.

If an employee is physically or mentally unable to make a request to the Leave Donation program, a family member or agent may file the request on the member's behalf.

No employee shall threaten, coerce, or attempt to threaten or coerce another employee for the purpose of interfering with rights involving leave donation, receipt of leave donation, or the use of donated leave.

If an employee is found to have knowingly abused the use of the Leave donation program, the employee shall repay the days and be subject to such other disciplinary actions determined by Lamar County.

Approval by the Constitutional Officer or the County Administrator for non-constitutional officer employees must be granted before donated leave may be solicited and initially used by the Recipient.

When an employee has been approved as a Recipient, the recipient shall be assisted in developing a Solicitation for Leave Donations Notice. The Recipient or the Recipient's designee shall agree, in writing, that the announcement is satisfactory prior to the solicitation's circulation. The solicitations shall be circulated to all employees. Solicitation announcements shall be posted for twenty (20) business days; however, days may be used as they are accumulated.

Donated Leave Recipient:

Each employee requesting donated leave must submit a Request to Solicit Leave Donations along with a Certification of Health Care Provider for Donated Leave Form to the County Administrator or his/her supervisor no earlier than forty (40) calendar days prior to absence. A copy of the Policy for Donated Leave will be provided to each applicant.

The initial number of hours any employee may receive per occurrence is two hundred eighty-eight (288) hours. Additional use of donated leave shall be requested by the recipient by contacting the County Administrator or his/her supervisor. Additional medical certification may be required before approval is granted. An employee may receive up to 864 hours of donated leave within a rolling year (any period of 12 consecutive months).

If there is no reasonable expectation that the employee will be able to return to work and the employee qualifies for disability or service retirement or social security disability, the employee must apply for these benefits. Leave Days shall not be granted for periods of time for which the employee is eligible for and receives these benefits.

While using donated leave, the recipient may also accrue vacation and sick leave. This newly acquired leave will be used prior to the continuation of donated leave use by the recipient.

Donations shall be credited to the recipient in the order they are received by the County Administrator. Donations received after the maximum 288 hours has been reached will not be accepted and will be returned to the donors.

The recipient will be advised in writing by the appropriate designated individual of the amount of leave donated.

Prior to returning from use of donated leave for personal illness or injury, the Recipient will furnish a Release to Return to Work form from a licensed physician authorizing his/her ability to perform the essential functions of his/her job.

Upon return to full-time unrestricted duty, unused donated leave shall be returned to the Donor pro-rata as the same type of leave originally donated. All donated leave time given by one individual will be used until it has all been taken. When the first donated leave is used, the recipient will begin use of the second donated leave. The donor whose leave is being used at the time will be re-credited to the donor. Other donors whose time is unused will be returned to the donors.

Donated Leave - Donor:

The donor may contribute not more than 120 hours of vacation or sick leave per calendar year. The minimum donation is 8 hours. The donor of vacation leave must have a minimum of 40 hours of vacation leave remaining immediately after donation. The donor of sick leave must have a minimum of 40 hours of sick leave remaining immediately after donation.

The identity of donors is confidential and will not be provided to the recipient or any other individual unless necessary to administer the donation or required by law.

The donor must provide a completed Leave Donation Authorization form to the County Administrator or his/her supervisor within the time frame set forth by the Recipients Solicitation for Leave Donations Notice.

L. Childbirth Policy

In accordance with the policy on Equal Employment Opportunity, female employees shall not be penalized in their employment because they require time away from work caused by or contributed to/by pregnancy, miscarriage, abortion, childbirth and recovery. Disabilities resulting from pregnancy shall, for sick leave purposes, be treated the same as any other temporary disability suffered by an employee. Accumulated sick leave may be used for the period of actual disability as a result of child bearing or recovery there from. Since there is no certainty as to when disability actually begins and ends, a doctor's certificate shall be required verifying the employee's period of temporary disability. Maternity leave is a period of approved absence for incapacitation related to pregnancy and confinement. Maternity leave may be charged to personal leave and leave without pay in accordance with the Family and Medical Leave Act.

M. Family Leave

A full-time employee is permitted to take family leave in accordance with the Family and Medical Leave Act of 1993, effective August 5, 1993. The employee may elect to use accrued annual or sick leave before going on leave without pay status. Paid leave runs concurrent with Family and Medical Leave. Family leave may be used for the following:

1. Pregnancy, miscarriage, abortion, childbirth, or recovery there from, initial child care and adoption and foster care.
2. Personal illness or disability. A doctor's certificate will be required verifying the employee's period of illness or disability.
3. Illness or disability of an immediate family member. Immediate family is defined as spouse, parents, and children including half step, and in-law relationships, or a member of the employee's household.

An employee desiring to take family leave shall notify the county in writing thirty (30) days prior to the use of such leave, whenever possible, stating the nature of the condition, the anticipated dates and duration of the requested leave and the types of leave requested. A permanent employee may be granted an additional leave of absence without pay for up to six (6) calendar months at the discretion of the Commissioners. Failure to report to work at the expiration of family leave, unless an extension has been requested and granted, shall be considered a resignation. Reinstatement to the same position or one of like classification, seniority and pay shall be made upon the employee's return to work. However, with the mutual agreement of the Commissioners and the employee, an employee may return to work at less than the normal number of work hours.

Accumulated sick leave is available to employees for any period of temporary disability before childbirth in the same manner as for any other temporary disability. The attending physician shall indicate in writing the period during which the employee is physically unable to work.

N. Leave Without Pay Policy

A County employee may be granted a leave of absence without pay for up to six (6) months by the Board of Commissioners, upon recommendation of the County Administrator and Department Head. An employee granted a leave without pay may be carried on the County's books in a non-pay status without benefits. The leave will be used for extenuating personal or immediate family circumstances, completion of education, or special work that will permit the County to benefit by the experience gained or the work performed. The employee will apply in writing to the Department Head for leave. He/ She is obligated to return to duty within, or at the end of the time determined appropriate by the Board of Commissioners. If he finds that he will not return to work, he should notify the Department Head immediately. Failure to report at the expiration of a leave of absence, unless an extension has been requested, will be considered a resignation.

An employee who continually exhausts their available leave will be subject to the following: An employee not reporting to work for three days anytime within a fiscal year under leave without pay due to poor planning resulting in exhaustion of all available leave will be subject to disciplinary action up to and including dismissal. Leave without pay is a benefit not to be abused. Employees should strive to conserve their leave days in an effort to be best prepared for unforeseen circumstances.

O. Use of Accumulated Annual and Sick Leave and Continuation of Benefits in General

Accumulated annual leave will be exhausted when an employee goes on leave without pay, except when he is drawing Workmen's Compensation payments. If an employee desires to go on leave without pay for reasons of personal disability, he must first exhaust accumulated sick leave, except when he is drawing Workmen's Compensation payments. A physician will furnish on a prescribed form when the period of disability actually begins and ends. When on leave without pay, an employee will not continue to earn leave or be paid for holidays. However, the employee will continue to be eligible for merit increases, and be eligible to receive benefits under the county's group insurance policies through COBRA. An employee going on leave without pay for reasons of personal or family disability will be reinstated to the same position or one of like classification, seniority and pay upon his return to work.

P. Military Leave

Employees who are members of the National Guard or Armed Forces Reserve will be allowed fifteen days military training leave, at adjusted pay, in one year. Adjusted pay means that the County will make up the difference between military pay and regular County base pay. Under emergency conditions, the Board of Commissioners may grant additional days of emergency leave. While on military leave, benefits and leave will accrue as though on regular County duty.

Employees serving a probationary period, and all part-time employees, must take leave without pay to serve any required duty. Employees serving military duty will be allowed to keep pay received from such duty.

Permanent employees who are guardsmen and reservists have all job rights specified in the Veterans Readjustment Assistance Act.

Q. Civil Leave

Civil leave may be granted when an employee is called for jury duty or as a witness in any civil or criminal legal proceeding. The employee will receive leave with pay for such duty without charge to accumulated leave.

An employee may keep fees and travel allowances received for jury or witness duty in addition to regular compensation, except that employees must turn over to the Finance Officer any witness fees awarded for court appearances in connection with official duties. When an employee's obligation for jury or witness duty ends during the work day, the employee should return to work as soon as practical.

While on civil leave, benefits and leave shall accrue as though the employee has been at work.

Exception: An employee who is a principle in private litigation shall not be entitled to civil leave, but may take annual leave or leave without pay for necessary court appearances with the approval of the County Administrator.

R. Funeral Leave/Bereavement Pay

Full time employees may be granted up to three (3) working days (the day before, the day of and the day after the funeral) paid leave as bereavement pay for funeral leave for immediate family. Only scheduled work days will apply. For any additional days required, an employee may use sick or annual leave days if approved by the department head. Employees must submit written documentation of the funeral in order to receive pay for days granted. Bereavement pay will not be used to calculate overtime.

Immediate family is defined as the following:

Wife	Half-sister	Stepdaughter	Daughter-in-Law
Husband	Half-brother	Stepson	Son-in-Law
Son	Mother	Stepmother	Grandmother
Daughter	Father	Stepfather	Grandfather
Sister	Mother-in-Law	Brother-in-Law	Grandson

Brother

Father-in-Law

Sister-in-Law

Granddaughter

S. Workers' Compensation

An employee who is temporarily disabled because of an injury or illness sustained directly in the performance of his or her work may be covered by the provisions of the Georgia Workers' Compensation Act.

Procedures***Non-emergency Occupational; Accidents or Disease (Car Accidents not Included)***

- A. Accidents must be reported to your immediate Department Head within 24 hours.
- B. The Department Head must investigate the accident, complete a first report of injury or disease in full detail and forward immediately to Human Resources.
- C. If medical attention of physician is needed, the Human Resource Administrator or designee makes appointment for employee with physician of choice, selected from the six (6) physician's panel appointed by the Board of Commissioners for Worker's Compensation treatment.
- D. Department Head should direct any problem or question concerning claim to Human Resources.
- E. The Human Resources Department must be informed of date employee returns to work.

Emergency Accidents

- A. If a work-related accident occurs that requires immediate emergency treatment, the supervisor should be notified immediately and treatment received in the emergency room.
- B. After treatment is received, the First Report of Injury should be completed and submitted to the Commissioners' Office.
- C. Subsequent treatment must be directed to one of the County Workers' Compensation Insurance Physicians, unless the injury requires specialized treatment and the emergency room doctor refers the employee to a physician who specializes in the type of injury incurred.

If a Non-emergency occupational disease or injury should occur at night or on weekends that requires medical attention before regular office hours, procedure for emergency accidents should be followed.

Section 16 Return to Work**A. Purpose**

It is the policy of Lamar County to provide and establish a return to work policy and procedure for employees with work-related injuries and illnesses who are unable temporarily and permanently, to return to their permanent job duties.

B. Process

Lamar County will seek return to work opportunities through the use of transitional employment for all employees who are temporarily disable due to on-the-job injury as quickly as medically possible. Transitional employment opportunities will be considered in all departments, not just the department in which the injured employee

was working before the injury or illness occurred. Transitional employment assignments are intended to assist workers who are transitioning back to work after temporary disability that resulted from a work-related injury. All transitional employment duties must be productive. Duties must never be demeaning or appear worthless in any way. Lamar County, through their reasonable accommodation program, will make efforts to retain employees who are permanently disabled.

Section 17 Nepotism

No person shall be appointed or employed in any regular classified position in the County if such appointment or employment would cause the employee to come under the supervision of a relative, either directly or through a chain of authority.

An employee may not be promoted into a position in which they would have supervisory responsibility over a relative, unless either relative can be transferred to another position that would break the chain of supervision.

For this nepotism policy, a relative includes mother, father, stepmother, stepfather, son, daughter, mother-in-law, father-in-law, son-in-law, daughter-in-law, stepson, stepdaughter, brother, brother-in-law, sister, sister-in-law, half brother, half sister, grandchild, step-grandchildren, grandparent, grandparents of spouse, cousin, and any person domiciled in the employee's household.

Section 18 Outside Employment

Employees may hold outside jobs after obtaining written approval from the County Administrator and as long as they meet the performance standards of their job with the County. All employees will be judged by the same performance standards and will be subject to the County's scheduling demands, regardless of any existing outside work requirements.

If the County determines that an employee's outside work interferes with performance or the ability to meet the requirements of the County as they are modified from time to time, the employee may be required to terminate the outside employment if he or she wishes to remain with the County.

Outside employment that constitutes a conflict of interest is prohibited. Employees may not receive any income or material gain from individuals outside the County for materials produced or services rendered while performing their jobs with the County.

Section 19 Substance Abuse

- A. Purpose: The purpose of this policy is to provide all employees of Lamar County with notice of the provisions of the County's drug testing program and policy.
- B. Policy: It is the policy of Lamar County that the nature of the work performed by County employees justifies the maintenance of a drug free work environment through the use of a reasonable employee drug-testing program. In order to ensure integrity and preserve public

trust and confidence in a fit and drug-free government agency, Lamar County shall implement a drug-testing program to detect prohibited drug use by employees.

C. Definitions

Probationary Employee: For the purposes of this policy only, a probationary employee shall be considered to be any person who is conditionally employed with Lamar County.

Supervisor: Those employees assigned to a position having day-to-day responsibility for supervising subordinates, or who are responsible for commanding a work element.

Sworn Employee: Those employees who have been formally vested with full law enforcement powers and authority.

High Risk Employee: Employees in safety and health sensitive positions, including, but not limited to, sworn employees, firefighters, and employees operating County vehicles and/or County equipment during the course of their job duties.

Drug Testing: The compulsory production and submission of urine or other approved testing method by an employee, in accordance with County procedures, for chemical analysis to detect prohibited drug usage.

Reasonable Suspicion: That quantity of proof or evidence that is more than a hunch, but less than probable cause. Reasonable suspicion must be based on specific, objective facts and any rationally derived inferences from those facts about the conduct of an individual that would lead the reasonable person to suspect that the individual is or has been using drugs while on or off duty.

Employee: An employee shall be considered to be any person employed by Lamar County on either a full-time or part-time basis who does not fall under the category of probationary employee.

Drugs: For purposes of this policy, drugs shall be defined as those illegal substances outlined in Chapter 13, Title 16 of the Official Code of Georgia Annotated as well as alcoholic beverages.

D. Procedures and Rules

Prohibited Activity: The following rules shall apply to all applicants, probationary employees, and employees, while on or off duty.

1. No employee shall illegally possess any drugs or controlled substance while on duty or off duty.
2. No employee shall ingest any drugs or controlled or other dangerous substance unless as prescribed by a licensed medical practitioner.
3. High Risk Employees shall notify their immediate supervisor when required to use prescription medicine which they have been informed has the potential to impair job performance. The employee shall advise the Department Head of the known side effects of such medication and the prescribed period of use.

4. Department Heads shall document this information through the use of an internal memorandum and forward copies of said memorandum to the County Administrator.
5. High Risk Employees may temporarily be assigned to other duties when appropriate.
6. No employee shall ingest any prescribed or over-the-counter medication in amounts beyond the recommended dosage.
7. Any employee who unintentionally ingests, or is made to ingest, a drug or controlled substance shall immediately report the incident to their supervisor so that appropriate medical steps may be taken to ensure the employee's health and safety
8. Any employee having a reasonable basis to believe that any High Risk Employee is illegally using, or in possession of any controlled substance shall immediately report the fact and circumstances to his/her supervisor.

Employees must, as a condition of employment, abide by the terms of this policy and report any conviction under a criminal drug statute. A report of a conviction must be made within five (5) days after the conviction to the Department Head and the County Administrator. Within (30) days of learning of an employee's criminal conviction for illegal drug activity, the County will take appropriate personnel action.

Disciplinary Action: Violation of this policy will result in disciplinary action, up to and including termination, and may have legal consequences.

E. Applicant Drug-Test

Any applicant seeking employment with Lamar County shall be required to take a drug test as a condition of employment during a pre-employment medical examination. The test will be required after the interview process has verified that the applicant has the necessary skills required to perform the job duties. All applicants will be informed in advance that said testing shall be required. A candidate for employment shall not be allowed to start working until his/her drug test results have been reviewed and approved by the medical review officials.

Disciplinary Action: Applicants shall be disqualified from further consideration for employment under the following circumstance:

1. Refusal to submit to a required drug-test, or
2. A confirmed positive drug-test indicating drug use prohibited by this policy.

F. Employee Drug Testing

To ensure the success of this drug and alcohol policy, the County will require employees to undergo urinalysis or other medical drug and alcohol detection procedures under the circumstances described below.

All required medical tests will be conducted in accordance with the procedures outlined in this policy, in accordance with the guidelines established by the Georgia Department of Health and Human Services, at the County's expense by qualified, County-designated medical personnel. All job applicants and employees who are required to undergo testing must sign a consent form authorizing the medical personnel to conduct testing.

G. Sensitive Position (High Risk Employee) Testing

Certain positions are critical to the public welfare and fellow employees in regards to health and safety. High Risk Employees shall be required to submit to a drug and alcohol-screening test on an unannounced or a periodic basis from time to time as determined by the Department Head and the County Administrator. The following positions are to be considered sensitive:

1. Emergency Management: All personnel
2. Fire Departments: All certified and volunteer personnel
3. Roads and Bridges: All personnel
4. Recreation Department: All personnel

High Risk Employees may expect to be tested on an unannounced basis. The County Administrator is authorized to develop an unannounced and anonymous method of selecting employees for testing on a periodic basis. In each unannounced selection, the names of all employees subject to drug testing shall be included for each draw of names to be tested. The County Administrator, in conjunction with the County Commission, shall determine a percentage of employees to be tested each time, which is deemed both cost effective and sufficient to insure that the goals of the Policy are implemented. The County Administrator, with the concurrence of the County Commission, may direct the testing of any or all of the employees subject to testing on an occasional or periodic basis.

The County Administrator, with the approval of the County Commission, may designate additional positions which are deemed to be safety sensitive and subject to testing on an unannounced or periodic basis.

It is understood that certain firefighters are volunteers and contribute their time unselfishly for the protection of the citizens of their cities and County. The County recognizes the fact that volunteer firefighters ordinarily hold full time employment elsewhere, and in order to avoid disrupting their employment, volunteers shall be tested on their regular meeting night. In the event a volunteer is absent, his name shall be automatically submitted for unannounced testing at the next meeting.

H. Drug and Alcohol Screening Based on Reasonable Suspicion

Testing will be required when a supervisor reasonably suspects that an employee is impaired and/or unfit for duty due to illegal drug(s), controlled substances, or alcohol. Testing based on a reasonable belief that an employee is using or has used drugs or alcohol in violation of the policy may be drawn from specific objective and documented facts and reasonable inferences drawn from those facts and may be based upon, among other things:

1. Observable phenomena, such as direct observation of possession, transfer, drug use/or the physical symptoms of being impaired and/or unfit for duty due to a drug.
2. Abnormal conduct or erratic behavior while at work that includes but is not limited to: slurred speech, staggered gait, flushed face, dilated/pin point pupils, deterioration of work performance to include absenteeism and tardiness.
3. A report of drug use during assigned working hours provided by reliable and credible sources and which has been independently corroborated.

Each employee is subject to, but not entitled to, drug or alcohol testing whenever the County is under a reasonable suspicion that the employee uses illegal drugs or controlled substances, abuses legally obtained drugs, or abuses alcohol.

An employee who is tested pursuant to a reasonable suspicion will be suspended pending the test outcome. If the test is negative, the employee will be allowed to return to work with full back pay, unless the suspension was imposed for additional reasons unrelated to this Policy.

I. Testing After Work-Related Accidents

All employees involved in a work related incident which requires medical attention, involves personal injury, or property damage **must** be tested **immediately** for drug and/or alcohol use in accordance with department policies. Any employee involved in a motor vehicle accident while driving a County vehicle on a public roadway will be subject to testing for drugs and alcohol. This section shall also apply to any employee involved in a motor vehicle accident while driving his or her private vehicle on County business. A drug test shall be administered when a sworn employee is involved in shooting incident.

J. Treatment as Part of Physical Examination

If the County requires a physical examination for employees, then employees will be required, as part of the examination process, to submit to a substance abuse test during the examination.

K. Return to Work

The County has the right to require any employee who returns to regular employment after being placed on layoff status for more than fourteen (14) calendar days or after medical leave of absence or personal leave, other than vacation, of more than fourteen (14) calendar days, to undergo a drug test as a condition of his or her return to work.

L. Treatment Program Testing

The County has the right to require any employee who has been referred by the County for chemical dependency treatment or evaluation to undergo drug testing before returning to work and randomly for up to one (1) year following the completion of the rehabilitation program. The County will provide a list of treatment facilities for the employee's benefit.

M. Disciplinary Action

Any High-Risk Employee who tests positive on a confirmatory drug test and who does not timely and successfully refute the test result by explanation or retesting will be discharged. A confirmed positive test of employees, other than High Risk Employees, will be suspended without pay and referred for counseling, which may include suitable medical treatment and/or rehabilitation. If an employee refuses to seek assistance or tests positive upon return to work, the employee will be discharged.

N. Drug Testing Policies and Procedures

Pre-test Interview:

A pre-test interview shall be conducted by testing personnel with each applicant or employee in order to ascertain a list of those prescriptions and over the counter medications that he or she has recently used. The list of medications shall be kept confidential. The list of medications shall be disclosed only to the medical review officials who will determine whether a false positive result might be due to the lawful use of any of the listed medications.

O. Drugs to be Tested For

1. The drugs to be tested for include, but are not limited to the following: Marijuana, Sedatives, Methaqualone, Methamphetamine, Opiates/Narcotics, Stimulates, Amphetamines, Benzadiazepines, Hallucinogens, Alcohol, and Cocaine.
2. Any employee who undergoes any test for alcohol and the results indicate a blood alcohol concentration of 0.04 or more shall be considered to be in violation of this policy and shall subject the employee to all the terms and conditions of the policy.

P. Consent

Before a test is administered, the job applicants will be asked to sign a consent form authorizing the test and permitting release of test results to the employer and the medical review officials. The consent form shall provide a space for employees and job applicants to acknowledge that they have been notified of the requirements of this policy.

Q. Refusal to Consent

Job Applicants: any applicant for a job with Lamar County who refuses to consent to a drug test shall be denied employment.

Employees: Any employee who refuses to sign the consent form or submit to a drug and alcohol test as required herein shall be subject to termination. Employees who fail to appear at the designated collection site to take the test when so directed shall also be subject to termination.

R. Failure to Cooperate

Any employee who (1) fails to cooperate with a County investigation into possible violations of this policy or (2) refuses to sign the consent to, or to take, a drug test or alcohol test, will be discharged.

S. Collecting and Testing Procedures

All drug testing shall be conducted by licensed medical practitioners at a facility authorized by the County Administrator. All specimen collection and tests for drugs will be performed in accordance with the Department of Health and Human Services guidelines to insure accuracy of drug test results, quality control over laboratory analysis procedures and the protection of privacy.

Security: The laboratory and/or medical facility selected shall meet the requirements of the United States Department of Health and Human Services to ensure proper security, proper chain of custody, and proper integrity and identity of the specimens. The procedures and guidelines for testing shall be available for inspection by contacting the office of the County Commission.

Access to Records: Any applicant or employee who is the subject of a drug test will, upon written request, have access to records relating to his/her drug test.

T. Drug-Test Results and Confidentiality

All records pertaining to County required drug tests shall remain confidential, and shall not be provided to other employers or agencies without written permission of the person whose records are sought.

Section 20 Harassment

A. Policy Against Harassment and Retaliation

No discrimination should exist against any employee, or applicant for employment because of the individual's race, color, religion, sex, national origin, age, or disability, with respect to hiring, promotion, firing, compensation or other terms, and conditions or privileges of employment.

The work environment shall remain free from illegal discrimination and harassment. Any harassment that is imposed upon an employee because of that employee's race, creed, color, national origin, age, sex, marital status, or the employee's status as being physically or mentally disabled violates this policy and may violate federal and state law.

The harassment prohibited by this policy includes unprofessional comments, slurs, jokes, innuendos, cartoons, pranks, physically intimidating harassment, requests or demands for sexual favors from subordinates or co-employees when such actions are taken, in whole or in part, on the basis of the affected employee being a member of the class of individuals referred to in the preceding paragraph.

Prohibited harassment also includes actions of a retaliatory nature which are taken against a subordinate or co-employee because of that employee's participation in activities protected by federal and state discrimination laws, such as reporting an incident of discrimination or harassment.

Employees have the right to be free from illegal harassment and retaliation on the job by co-workers, supervisors, management, and business visitors. The harassment and retaliation prohibited by this policy includes, but is not limited to, the types of activities specifically referred to herein. However, the activities identified do not represent an exhaustive list of prohibited harassment or retaliation, but are representative of the types of activities that have been found to violate federal and state law under certain circumstances. It is equally important to note that mere disagreements or differences of opinion as to personal or employment matters (which exist without regard to either employee's race, creed, color, national origin, age, sex, marital status, or existence of physical or mental disability) do not violate this policy.

The harassment prohibited by this policy also constitutes a violation of state and federal law when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of employment;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting the individual; or
3. Such conduct has the purpose or effect of interfering with an individual's work performance or otherwise creating an intimidating, hostile, or offensive working environment. Such conduct would include carrying out acts of retaliation.

B. Sexual Harassment and Retaliation

Lamar County takes all complaints regarding illegal harassment seriously.

As a particular form of harassment, sexual harassment interferes with the integrity of the employment relationship. Sexual harassment does not refer to occasional compliments of a socially acceptable nature, but refers to behavior that is unwelcome, that is personally offensive, that lowers employee morale, and which, as a result, adversely effects the work environment. Sexual harassment is not limited to supervisory/employee relationships, but can involve co-employees, and under certain circumstances non-employees. Sexual harassment has been defined under federal and state law to include, but not be limited to:

1. Unwelcome sexual advances;
2. Requests for sexual favors;
3. Verbal or physical conduct of a sexual nature; or
4. Creating (or maintaining) a sexually hostile or offensive work environment.

C. Procedure for Complaints Regarding Prohibited Harassment and Retaliation

Any employee who believes that he or she is being harassed or retaliated against in violation of this policy should provide a written complaint immediately (within 10 days) to the first level of supervision in their chain of command who is not directly involved with the incident. If an employee chooses, the complaint can be brought directly to the County Administrator or the County Commission.

D. Investigation and Discipline

Once notified pursuant to this policy of any form of harassment or retaliation, the County Administrator shall initiate an investigation as soon as possible, though such investigation should begin within three working days of such notice. The investigation will include separate interviews with the alleged victim and the alleged perpetrator, as well as other persons who may have observed the alleged harassment or retaliation or who may be in a position similar to that of the alleged victim.

In determining whether the investigation has revealed a violation of this policy, the investigation may rely upon federal and state anti-discrimination laws, as well as guidelines promulgated by the Equal Employment Opportunity Commission (EEOC) and the applicable provisions of this policy. The entire record will be evaluated in determining whether any action constitutes harassment or retaliation and the context in which the alleged incident occurred will be considered. Each determination under this policy will be made from the facts of the particular incident, or series of incidents, on a case-by-case basis. To the extent practicable under the circumstances of each situation, each investigation will be handled as promptly and with as little dissemination of the information gathered as possible. All such investigations will be, to the extent practicable, conducted in a manner that will protect all employees' privacy and minimize unfounded accusations with respect to all parties concerned. Nevertheless, because of the importance of thorough investigations, as well as obligations placed upon the employer by federal and state law, absolute confidentiality cannot be guaranteed, though every effort will be made to keep access to information regarding complaints and investigations as limited as possible under the law.

If the investigation reveals that an employee did engage in harassment or retaliation prohibited by this policy, the County Administrator will take appropriate action which

will, at a minimum, include a warning that any further harassment could result in negative employment action, including and up to termination. However, the County Administrator will attempt to take appropriate action based upon the particular acts of each incident, or series of incidents. Additional action taken by the County Administrator may include verbal and/or written reprimands, a letter documenting the incident to the employee's personnel file, employee transfers, or other actions deemed appropriate to sufficiently resolve the problem identified.

In situations where the complaint can neither be substantiated nor proven false, a general reminder will be made to all employees regarding the potential ramifications of substantiated harassment complaints. Allegations, which are proven to be false, may result in similar disciplinary action to that described above.

Any employee dissatisfied with the decision of the County Administrator may appeal that decision as provided in Section 11 (B) (3).

Section 21 Smoking

This smoking policy establishes the County Commission's intent to comply with all applicable state and local regulations regarding smoking in the work place and to provide a work environment that promotes productivity and the well-being of its employees.

The County Commission recognizes that smoking in the work place can adversely affect employees; therefore, as the legal custodian of all County properties, it is the County's policy to prohibit smoking inside all County facilities and vehicles.

This smoking policy applies to ALL employees during working time and to customers and visitors while on County premises. The County will not discriminate against individuals on the basis of their use of legal products, such as tobacco, if the use occurs during non-working time and not on County employment premises.

The County does not have an obligation to accommodate smokers with "smoking areas" or "smoke breaks"; however, the designated open air areas where smoking would not be intrusive to others and would not depict an established "smoking area," may be feasible in certain instances. The County Commission has designated all "smoking areas" to be ten (10) feet away from all County owned buildings.

Smoking employees have a special obligation to keep County property free of smoke related litter.

Employees who violate the policy will be subject to disciplinary action in accordance with this policy.

Section 22 Breaks

Breaks are not required by law and consequently should be considered as a privilege and limited to the time indicated by the department head. Breaks should not interfere with the employee's work and should not be taken unless work circumstances warrant. Office personnel and other employees responsible for answering the telephone and serving walk-

in visitors shall arrange to have their duties handled by another employee while they are on break.

Breaks shall be confined to county property unless otherwise allowed by the Department Head. Under no circumstances may break time be carried over into another time period, saved for another day, combined with other types of leave or added together to make one long break. Break time will not exceed fifteen (15) minutes each for the morning and afternoon.

Section 23 Internet Use Policy

Computer and Internet are to be used for County business only. Because of the possibility of viruses Employees are not to connect to any Social Network site or download files or programs from unreliable sites.

Section 24 No Solicitation

Vendors are not allowed to market products, services, etc. on county property during office hours excepting those vendors representing a company dealing in products or services related to the business of Lamar County. Approval for those excepted will be at the discretion and direction of the Department Head or County Administrator to ensure minimal office disruption.

Section 25 Use of County Property and Vehicles.

Use of property owned or leased by the county is intended for official county business only. Property including supplies, tools, materials, and equipment are not for personal use and should not be removed from county premises except in the conduct of official county business.

Vehicle Fleet Safety

The purpose of the Vehicle Fleet Safety policies and procedures is to insure that each employee who operates a vehicle on county business maintains acceptable standards of proficiency and safety.

1.01 *RESPONSIBILITY*

Human Resource Administrator – will perform a Motor Vehicle Record check on all post offer applicants. The human resource department will further ensure that all potential employees meet the minimum driver qualifications as listed below when the open position requires driving a County vehicle, and review semi-annual MVR record (Annual checks will be performed on employees driving County vehicles on a sporadic basis.)

Supervisor – will ensure all drivers have a valid Georgia drivers' license before placing the employee in a position requiring operation of a County vehicle.

Supervisors will also make sure employee is familiar with County vehicle before allowing them to leave County property.

Authorized Driver – employee given permission by the department to drive either a County or a personal vehicle on County business. Employee must obey all motor vehicle laws, maintain the vehicle properly at all times, and otherwise follow the procedures listed in these guidelines.

2.01 POLICIES

The County is dedicated to eliminating conditions that adversely affect the well being of employees and otherwise threaten financial stability through accidental losses.

Employees shall operate all vehicle used for county business in a safe and economical manner. In order to accomplish this, the following practices will be followed:

- A. **Drivers License:** All drivers must have a valid Georgia driver's license for the class of the vehicle operated, and must be able to drive the vehicle. License acquisition and renewal is a personal expense. Commercial Drivers' Licenses (CDL or CDL/HAZMAT) is handled according to the departmental procedure.
- B. **Driver Qualifications:** All drivers of County vehicles must meet the following criteria with the exception of Public Safety employees who have completed a course in emergency vehicle operations:
 - 1. Must be at least 18 years of age;
 - 2. They are an authorized driver for the County;
 - 3. Must meet licensing requirements;
 - 4. Will not qualify to drive a County vehicle, or be hired or transferred into a position requiring driving a County vehicle if the driver/applicant has had any of the following within the prior 36 months:
 - a. been convicted of a felony;
 - b. been convicted of sale, handling or use of drugs;
 - c. been convicted of an alcohol or drug-related offense while driving;
 - d. had drivers' license suspended or revoked for a moving violation;
 - e. been convicted of three or more speeding violations or one or
 - f. more other serious violations;
 - g. been involved in two or more chargeable accidents.

Exceptions to the above qualifications, excluding Public Safety employee/applicants, require advance approval, in writing by the Lamar County Board of Commissioners or his/her designee.

A. Maintenance of Vehicle

Authorized drivers are required to properly maintain their County vehicle at all times. Vehicles should not be operated with any defect that would inhibit safe operation during current and foreseeable weather and light conditions. Preventive maintenance, such as regular oil changes, lubrication, tire pressure and fluid checks determine to a large extent whether employees will have a reliable safe vehicle to drive and support

County work activities. Employees should have preventive maintenance completed on their assigned county vehicle as required.

B. Prescription and non-prescription drug use

Employees are responsible for informing their treating physician(s) regarding required job duties to ensure that the physician approves the use of prescription medicine while at work. The employee reporting to work must inform their supervisor of any therapeutic drug use with related driving restrictions. Over the counter drugs must not be used when the label states “do not operate machinery,” or similar language. Employees must report non-prescription drug use to their supervisor when side effects may interfere with driving duties.

C. Seat Belts – All drivers and passengers in all County vehicles shall wear seat belts while the vehicle is in operation for non-emergency situations (All emergency personnel exempt).

D. Theft – The County is not responsible for loss or theft of personal items left in County vehicles.

E. Personal Use of Vehicles – authorized employees for official County business shall use county vehicles, unless a county vehicle is not available. The Board of Commissioners may authorize Departments Heads, or other personnel, because of their position, duties or the emergency nature of work, to take County owned vehicles to their residences following normal duty hours. No unauthorized passengers or drivers will be allowed to either operate or ride in the vehicle. Transporting family members in County vehicles shall be allowed only when the family member is accompanying an employee to a business meeting or official functions. Vehicles assigned, are not to be used in such a manner as to bring discredit upon the County.

Roadside work

Any employee working on the roadside must be conscious of dangers of oncoming traffic hazards and observe safety rules.

The normal cautions used in Certified Safety Flagging class are to be followed. (Flaggers are to be certified.)

1. All heavy trucks must be equipped with adequate and working warning lights.
2. When less than five minutes is expected for roadside work, at a minimum, an escort truck with flashing amber lights must be provided behind the work area at a sufficient distance to protect the workers with appropriate signage.
3. All workers are to wear florescent safety vest, especially when working near traffic.
4. Adequate signage and cones are to be used.
5. Every effort should be made to locate a working truck out of the lane of traffic.

Section 26 Personal Telephone Calls

County phones, including cell phones, are to be used for county business and may be used for personal business on a very limited basis. Telephone calls received during business hours must be held to both a minimum number and time limit and must not interfere with the employee's work. Under no circumstances are employees allowed to conduct any business pertaining to other employment on County phones. Personal long-distance calls should never be made without Department Head approval unless they are charged to your home phone or a calling card. It is the employee's responsibility to ensure that no cost to the County results from personal telephone calls. Violation of this policy will result in reimbursement to the County and possible disciplinary action.

Section 27 Dress Code and Grooming Code

The image of the county is directly related to the employees of the county and the way in which they conduct and present themselves.

All employees are expected to dress at all times in an acceptable and professional manner, which is consistent with good business practice and weather conditions. The department head is responsible for determining what acceptable attire for the department is. (The following clothing items are not appropriate at any time:; halters, tank tops, mini dresses, spaghetti strap tops, leggings, jeans/khaki's with holes, , overalls, low front or back, sheer clothing, clothing that is too tight or too short, flip flops and slippers, crocs of any kind, or clothing/hats that have inappropriate words, pictures, scenes, etc., that would be disruptive to the work environment.

Section 28 Employee Ethics

All employees are expected to abide by the County's Code of Ethics found in the Employee's Handbook.

Section 29 Employee Benefits

Only full-time employees shall be eligible to receive any employee benefits provided by the County. Members of the Lamar County Board of Commissioners are eligible for county insurance and the pension.

Section 30 Contributions, Gifts and Gratuities

The following rules apply to contributions and solicitations, as well as the distribution of literature on Lamar County property:

1. People not employed by the Lamar County Board of Commissioners may not solicit or distribute unauthorized literature on County property at any time for any purpose or cause.
2. A copy of proposed literature for internal distribution must be approved in writing by the County Administrator prior to dissemination.

3. No employee shall accept anything of value from anyone when the basis for such gratuity is related to the employee's condition and status as an employee of Lamar County. Value is defined as anything that exceeds \$50. Attendance at sponsored receptions and general functions open to a broad range of persons is excluded from this prohibition. The County shall pay its own way at events and activities when a representative should be authorized. General gifts such as food baskets that are received at holiday time should be discouraged, but if received may be distributed at a common area for employees. Any gift that exceeds \$50 should be returned to the contributor, if practical, or turned over to the County Administrator as a public property for public disposal or accounting as County property.

Section 31 Political Activities

A covered employee shall not engage in political activities at the work place or during business hours.

Section 32 Policy Changes and Miscellaneous Matters

No part of this policy nor any of the procedures hereunder is intended to affect the County's right to manage its workplace, to discipline its employees, or guarantee employment, continued employment, or terms or conditions of employment. This policy in no way creates an obligation or contract of employment. The County reserves the right to alter or amend the policy at any time at its sole discretion.

If any part of this policy is determined to be void or unenforceable under state or federal law, the remainder of the policy, to the extent possible, will remain in full force and effect.

These policies supersede all previous personnel policies, benefits and considerations. All policies not expressly referred to herein are hereby rescinded and null. These policies shall reflect, and be superseded by, any changes mandated by state or federal legislation.

Any changes, supplements, additions, or deletions to this policy will be distributed as soon as possible. A delay in distribution will not delay the effective date of the changes, supplements, additions, or deletions.



LAMAR COUNTY BOARD OF COMMISSIONERS PERSONNEL POLICY AND EMPLOYEE HANDBOOK



Welcome

Welcome to Lamar County Board of Commissioners! We are delighted that you have chosen to join our organization and hope that you will enjoy a long and successful career with us. As you become familiar with our culture and mission, we hope you will take advantage of opportunities to enhance your career and further Lamar County Board of Commissioners goals.

You are joining an organization that has a reputation for outstanding leadership, innovation, and expertise. Our employees use their creativity and talent to invent new solutions, meet new demands, and offer the most effective services. With your active involvement, creativity, and support, the Lamar County Board of Commissioners will continue to achieve its goals. We sincerely hope you will take pride in being an important part of Lamar County Board of Commissioners success.

Please take time to review the policies contained in this handbook. If you have questions, feel free to ask your Department Head/Constitutional Officer or to contact the HR Office.

County Administrator: Sean Townsend

Commissioner, Chairman: Ryran Traylor

Commissioner, Vice-Chairman: Nancy Thrash

Commissioner, District 1: Jarrod Fletcher

Commissioner, District 2: Jason Lovett

Commissioner, District 3: Ashley Gilles

Commissioner, District 4: Nancy Thrash

Initial Effective Date:

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I. Employment at Will

Employment at Lamar County Board of Commissioners is on an at-will basis unless otherwise stated in a written individual employment agreement signed by the County Administrator and the Lamar County Board of Commissioners Chairman.

This means that either the employee or the County may terminate the employment relationship at any time, for any reason, with or without notice.

Nothing in this Personnel Policy or Employee Handbook is intended to or creates an employment agreement, express or implied. Nothing contained in this, or any other document provided to the employee is intended to be, nor should it be, construed as a contract that employment or any benefit will be continued for any period of time. In addition, no County representative is authorized to modify this policy for any employee or to enter into any agreement, oral or written, that changes the at-will relationship.

Any salary figures provided to an employee in annual or monthly terms are stated for the sake of convenience or to facilitate comparisons and are not intended and do not create an employment contract for any specific period of time.

Nothing in this statement is intended to interfere with, restrain, or prevent concerted activity as protected by the National Labor Relations Act. Such activity includes employee communications regarding wages, hours, or other terms or conditions of employment. Lamar County Board of Commissioners employees have the right to engage in or refrain from such activities.

II. Equal Opportunity and Commitment to Diversity

Equal Opportunity

The Lamar County Board of Commissioners provides equal employment opportunities to all employees and applicants for employment without regard to race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing, or service in the military. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

The Lamar County Board of Commissioners expressly prohibits any form of unlawful employee harassment or discrimination based on any of the characteristics mentioned above. Improper interference with the ability of other employees to perform their expected job duties is absolutely not tolerated.

Any employees with questions or concerns about equal employment opportunities in the workplace are encouraged to bring these issues to the attention of the HR/Payroll Director. The Lamar County Board of Commissioners will not allow any form of retaliation against individuals who raise issues of equal employment opportunity. If an employee feels he or she has been subjected to any such retaliation, he or she should bring it to the attention of the HR/Payroll Director.

Retaliation means adverse conduct taken because an individual reported an actual or perceived violation of this policy, opposed practices prohibited by this policy, or participated in the reporting and investigation process described below. "Adverse conduct" includes but is not limited to:

- (1) shunning and avoiding an individual who reports harassment, discrimination, or retaliation; or
- (2) express or implied threats or intimidation intended to prevent an individual from reporting harassment, discrimination, or retaliation; or
- (3) denying employment benefits because an applicant or employee reported harassment, discrimination or retaliation or participated in the reporting and investigation process.

Complaints of discrimination should be filed according to the procedures described in the Harassment and Complaint Procedure.

Americans with Disabilities Act (ADA) and Reasonable Accommodation

To ensure equal employment opportunities to qualified individuals with a disability, Lamar County Board of Commissioners will make reasonable accommodations for the known disability of an otherwise qualified individual, unless undue hardship on the operation of the business would result. Employees who may require a reasonable accommodation should contact the HR/Payroll Director.

Commitment to Diversity

The Lamar County Board of Commissioners is committed to creating and maintaining a workplace in which all employees have an opportunity to participate and contribute to the success of the business and are valued for their skills, experience, and unique perspectives. This commitment is embodied in County policy and the way we do business at Lamar County Board of Commissioners and is an important principle of sound business management.

Harassment/Sexual Harassment Policy and Complaint Procedure

Sexual and other unlawful harassment is a violation of Title VII of the Civil Rights Act of 1964 (Title VII), as amended, as well as many state laws. Harassment based on a characteristic protected by law, such as race, color, ancestry, national origin, gender, sex, sexual orientation, gender identity, marital status, religion, age, disability, veteran status, or other characteristic protected by state or federal law, is prohibited.

It is the Lamar County Board of Commissioners policy to provide a work environment free of sexual and other harassment. To that end, harassment of Lamar County Board of Commissioners employees by management, supervisors, coworkers, or nonemployees who are in the workplace is absolutely prohibited. Further, any retaliation against an individual who has complained about sexual or other harassment or retaliation against individuals for cooperating with an investigation of a harassment complaint is similarly unlawful and will not be tolerated. The Lamar County Board of Commissioners will take all steps necessary to prevent and eliminate unlawful harassment.

Definition of Unlawful Harassment. “Unlawful harassment” is conduct that has the purpose or effect of creating an intimidating, hostile, or offensive work environment; has the purpose or effect of substantially and unreasonably interfering with an individual’s work performance; or otherwise adversely affects an individual’s employment opportunities because of the individual’s membership in a protected class.

Unlawful harassment includes, but is not limited to, epithets; slurs; jokes; pranks; innuendo; comments; cruel comments, belittling, and insults; written or graphic material; stereotyping; or other threatening, intentional isolation, ignoring, and excluding co-workers; hostile, or intimidating acts based on race, color, ancestry, national origin, gender, sex, sexual orientation, marital status, religion, age, disability, veteran status, or other characteristic protected by state or federal law.

Definition of Sexual Harassment. While all forms of harassment are prohibited, special attention should be paid to sexual harassment. “Sexual harassment” is generally defined under both state and federal law as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature where:

- Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of any individual’s employment or as a basis for employment decisions; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile, or offensive work environment.

Other sexually oriented conduct, whether intended or not, that is unwelcome and has the effect of creating a work environment that is hostile, offensive, intimidating, or humiliating to workers may also constitute sexual harassment.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct that, if unwelcome, may constitute sexual harassment depending on the totality of the circumstances, including the severity of the conduct and its pervasiveness:

- Unwanted sexual advances, whether they involve physical touching or not;
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life, comments about an individual's body, comments about an individual's sexual activity, deficiencies, or prowess;
- Displaying sexually suggestive objects, pictures, or cartoons;
- Unwelcome leering, whistling, brushing up against the body, sexual gestures, or suggestive or insulting comments;
- Inquiries into one's sexual experiences; *and*
- Discussion of one's sexual activities.

All employees should take special note that, as stated above, retaliation against an individual who has complained about sexual harassment or unlawful harassment and retaliation against individuals for cooperating with an investigation of sexual harassment or unlawful harassment complaint is unlawful and will not be tolerated at the Lamar County Board of Commissioners

Complaint Procedure. Any employee who believes they have been subject to or witnessed illegal discrimination, including sexual or other forms of unlawful harassment, is requested, and encouraged to make a complaint. You may complain directly to your Department Head/Constitutional Officer, the HR/Payroll Director, or any other member of management with whom you feel comfortable bringing such a complaint. Similarly, if you observe acts of discrimination toward or harassment of another employee, you are requested and encouraged to report this to one of the individuals listed above.

No reprisal, retaliation, or other adverse action will be taken against an employee for making a complaint or report of discrimination or harassment or for assisting in the investigation of any such complaint or report. Any suspected retaliation or intimidation should be reported immediately to one of the persons identified above.

All complaints will be investigated promptly and, to the extent possible, with regard for confidentiality.

If the investigation confirms conduct contrary to this policy has occurred, Lamar County Board of Commissioners will take immediate, appropriate, corrective action, including discipline, up to and including immediate termination.

III. Conflicts of Interest and Confidentiality

Conflicts of Interest

The Lamar County Board of Commissioners expects all employees to conduct themselves and County business in a manner that reflects the highest standards of ethical conduct, and in accordance with all federal, state, and local laws and regulations. This includes avoiding real and potential conflicts of interests.

Exactly what constitutes a conflict of interest, or an unethical business practice is both a moral and a legal question. The Lamar County Board of Commissioners recognizes and respects the individual employee's right to engage in activities outside of employment which are private in nature and do not in any way conflict with or reflect poorly on the County.

It is not possible to define all the circumstances and relationships that might create a conflict of interest. If a situation arises where there is a potential conflict of interest, the employee should discuss this with a manager for advice and guidance on how to proceed. The list below suggests some of the types of activity that indicate improper behavior, unacceptable personal integrity, or unacceptable ethics:

1. Simultaneous employment by another firm that is a competitor of or supplier to the Lamar County Board of Commissioners.
2. Carrying on company business with a firm in which the employee, or a close relative of the employee, has a substantial ownership or interest.
3. Holding a substantial interest in, or participating in the management of, a firm to which the company makes sales or from which it makes purchases.
4. Borrowing money from vendors or firms, other than recognized loan institutions, from which our County buys services, materials, equipment, or supplies.
5. Accepting substantial gifts or excessive entertainment from an outside organization or agency.
6. Speculating or dealing in materials, equipment, supplies, services, or property purchased by the company.
7. Participating in civic or professional organization activities in a manner that divulges confidential County information.
8. Misusing privileged information or revealing confidential data to outsiders.
9. Using one's position in the County or knowledge of its affairs for personal gains.
10. Engaging in practices or procedures that violate antitrust laws, commercial bribery laws, copyright laws, discrimination laws, campaign contribution laws, or other laws regulating the conduct of County business.

Confidential Information

The protection of confidential business information and trade secrets is vital to the interests and success of the Lamar County Board of Commissioners. Confidential information is any, and all information disclosed to or known by you because of employment with the County that is not generally known to people outside the County about its business.

An employee who improperly uses or discloses trade secrets or confidential business information will be subject to disciplinary action up to and including termination of employment and legal action, even if he or she does not actually benefit from the disclosed information.

All inquiries from the media must be referred to the **County Administrator**.

This provision is not intended to, and should not be interpreted to, prohibit employees from discussing wages and other terms and conditions of employment if they so choose.

GCIC/CJIS Records

The purpose of this section is to establish guidelines in regards to misuse or violations concerning the GCIC CJIS Network, materials, records, and information obtained thereof.

This applies to all County employees, non-paid employees, and vendors/contractors with access to include physical and logical access, to GCIC materials, records, and information. All employees, non-paid employees, and vendors/contractors are required to follow the policies, rules, and procedures set forth by GCIC, GCIC Council Rules, CJIS Security Policy, and the laws of the State of Georgia.

Title 28, United States Code 534, authorized dissemination of Criminal History Record Information (CHRI) and provides that access to CHRI is subject to cancellation if dissemination is made outside of the authorized recipient. In addition, O.C.G.A. establishes criminal penalties for specific offenses involving requesting, obtaining, using and/or disseminating CHRI except as permitted by law.

Disciplinary action will be taken for general working error that involve violations which are determined to be accidental errors or errors made due to the need of Security Awareness Training. The severity of the error will be evaluated by the County Administrator or designee. Disciplinary Procedures are found in Section IIX.

IV. Employment Relationship

Employment Classification

In order to determine eligibility for benefits and overtime status and to ensure compliance with federal and state laws and regulations, the Lamar County Board of Commissioners classifies its employees as shown below. The Lamar County Board of Commissioners may review or change employee classifications at any time.

Exempt. Exempt employees are paid on a salaried basis and are not eligible to receive overtime pay.

Nonexempt. Nonexempt employees are paid on an hourly basis and are eligible to receive overtime pay for overtime hours worked. Compensation for overtime will be in accordance with the provisions of the federal and state law, as amended. Lamar County Board of Commissioners will allow compensatory time off in lieu of overtime.

Regular, Full-Time. Employees who are not in a temporary status and work a minimum of 40 hours weekly and maintain continuous employment status. Generally, these employees are eligible for the full-time benefits package and are subject to the terms, conditions, and limitations of each benefits program.

Regular, Part-Time. Employees who are not in a temporary status and who are regularly scheduled to work fewer than 30 hours weekly, but at least 20 hours weekly, and who maintain continuous employment status. Part-time employees are eligible for some of the benefits offered by the County and are subject to the terms, conditions, and limitations of each benefits program.

Temporary, Full-Time. Employees who are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project and who are temporarily scheduled to work the County's full-time schedule for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status.

Temporary, Part-Time. Employees who are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project and who are temporarily scheduled to work fewer than 30 hours weekly for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status.

Position Allocations

The Lamar County Board of Commissioners and County Administrator have implemented a Master Classification Plan.

New Positions. When a new position is to be established, HR will complete a Personnel Request Form and approved by the Lamar County Board of Commissioners and the County Administrator, the Department Head/Constitutional Officer involved shall complete a position

description covering the duties and responsibilities of such new position. The County Administrator shall allocate the position to one of the classes in the classification plan, unless a suitable classification does not exist, in which the County Administrator shall recommend that the County Commission establish a new classification. Upon the recommendation and approval of such new classification by the Lamar County Board of Commissioners, the County Administrator shall allocate the new position to it.

Allocation Appeals. If an employee has reason to believe that his or her position has been improperly allocated, such employee may, with the knowledge of the Department Head/Constitutional Officer, request the Lamar County Board of Commissioners to review the allocation of such position. Any such request must be submitted in writing and contain a statement of justification.

Departmental Reorganization. Each time a Department/Office under the jurisdiction of a Department Head/Constitutional Officer is significantly reorganized, such Department Head/Constitutional Officer shall submit a Personnel Request Form for all affected positions to HR/Payroll Director who in turn will provide them to the County Administrator/Lamar County Board of Commissioners for approval.

Changes in Duties of Position. The County Administrator may require Departments/Offices or employees to submit position descriptions on a periodic basis to him or her when there is reason to believe that there has been a change in the duties and responsibilities of one or more positions.

New and Abolished Positions. Each time a new position is established or abolished; a Personnel Request Form will be completed by the HR/Payroll Office. A new position description shall be written and incorporated into the Master Classification Plan and an abolished position will be deleted from the Master Classification Plan.

Rate of Pay

New employees shall typically be paid the minimum rate of pay for the classification to which they are assigned, subject to the following exceptions:

1. If an employee in a particular position does not meet the minimum qualifications stated in the job description or if certain classifications of work require a formalized training period that is of unusual duration, the needs of the County can best be met by placing an individual in a training capacity. Employment in a "trainee" position shall be at a salary range below the minimum rate established for the classification at a rate not more than two pay grades below the grade.
2. If an employee exceeds the minimum qualifications for the position, such employee may be started at a higher classification. Approval of the County Administrator/Commissioners is required in such instances.

Rehire/Reinstatement. If a former full-time employee who left employment with Lamar County in good standing and/or left through no fault of their own is rehired within one (1) year, that person will be eligible for service restoration provided the following are met:

Service Restoration Rules for Eligible Employees. If a former employee with less than one year's prior service is rehired, the employee will be considered a new employee and will not be eligible for prior service recognition for seniority or benefit plan participation purposes. If a former employee with more than one year's prior service is rehired, the employee's seniority will be bridged if the employee is rehired where the period of prior county service exceeded the duration of the period of absence. Service recognition will include prior service recognition for accrued leave plans. If an employee is hired within the same year and was paid out for their leave the employee will not be eligible for leave until the beginning of the next year. If longer than one year, then the employee gets their leave back as soon as they are rehired. If a former employee with more than one year's prior service is rehired where the duration of the period of absence exceeded the period of prior county service, the employee will be considered a new employee and will not be eligible for prior service recognition for seniority purposes.

Promotion. An employee will be considered promoted when: The employee is transferred to a position classified in a higher pay range; The employee's position is reclassified to a classification having a higher pay range, or the "trainee" meets the minimum requirements for the job for which he or she was hired. Promotions may occur within a department or between departments. At the time an employee is promoted to an approved position in a classification with a higher pay range, a salary increase may be granted upon approval and is signed by the County Administrator and Chairman.

Demotion. An employee will be considered demoted when: The employee is placed in a different classification having a lower pay range or the employee's position is reclassified to a classification having a lower pay range. When an employee receives a demotion of the type stated above, such employee's pay may remain unchanged or may be reduced at the discretion of the County Administrator/Commissioners.

Increases in Salaries. Increases in pay for County employees shall be governed by the following principles:

1. The pay plan consists of various pay grades. The County Administrator/Commissioners may add or delete pay grades as deemed necessary.
2. Each pay grade shall have a pay range with an entry rate and steps placed at 2.5 percent intervals.
3. After an employee reaches the maximum rate within a pay grade, such employee shall only be entitled to across-the-board salary adjustments and merit payments in bonus form.
4. In order for an employee to receive a pay increase or higher pay grade, the following are required:
 - recommendation by the Department Head/Constitutional Officer;

- increase has been properly budgeted; and
- approval by the County Administrator and three (3) more Lamar County Board of Commissioners.

6. Upon the adoption of the annual budget, the County Administrator/Commissioners shall determine what percentage increase, if any, will be allotted for increases to employee salaries.

8. Employees below the top step of their grade, whose work is exceptional, may be granted a special merit increase. A special two-step merit increase requires the written justification and recommendation of both the Department Head/Constitutional Officer and County Administrator and the approval of the Lamar County Board of Commissioners.

Applications and Examinations

Announcement of Vacant Positions. Except as otherwise provided below, all vacancies shall be publicized by posting announcements on the official bulletin board in the County Administration Building and forwarded to all Department Heads/Constitutional Offices to place on their bulletin boards. The announcements shall specify the titles of vacant positions and qualification requirements. All vacancies shall be posted in-house for a period of three (3) working days. After the completion of the three (3) day in-house posting, the vacancy will be posted in the local newspaper and on the County's Official Website. Applications will be accepted in the Administrative Office by the HR/Payroll Director.

Application Forms. All applicants for positions with the Lamar County Board of Commissioners may apply with the HR/Payroll Director. All applicants shall provide proof of citizenship as required by federal law and E-Verify. Such forms shall require information concerning training, experience, and other pertinent information, and shall be signed by the applicant. No person shall be employed by the Lamar County Board of Commissioners unless and until such person has made application with HR/Payroll Director, interviewed, offered a job, completed physical, drug screen and background check.

Employment Requirements. All positions with the Lamar County Board of Commissioners shall be open only to persons who meet such requirements as are listed on the job announcement/job description. Such requirements may include but are not limited to experience, education, and training.

Receipt and Duration of Applications. Applications from all persons desiring employment with the Lamar County Board of Commissioners may be accepted during regular business hours (8:00 am to 5:00 pm) in the Administrative Office by the HR/Personnel Director. Applicants must complete a new application for each announced position vacancy.

Rejection of Applications. The HR/Payroll Director may reject an application that indicates that the applicant is deficient in any or all of the requirements as specified in the job announcement/job description of the vacancy. An applicant may also be rejected for fraud or deception in the completion of the application, or if the employee's past record of employment is determined to be unsatisfactory by the HR/Payroll Director. The applicable Department Head/Constitutional Officer will be notified of all rejections.

Open Competitive Employment. Positions to be filled by recruitment from outside the Lamar County Board of Commissioners shall be filled through a competitive process open to the public. This process may include, but not be limited to, ratings of training and experience, job-related tests, or any combination of these as determined by the Department Head/Constitutional Officer. Factors such as education, job-related qualifications, and experience may be considered in making employment decisions. The HR/Payroll Director will require the applicant to submit proof of education and military service or other necessary documentation.

Testing. Upon offer of open position, the applicant must sign documents authorizing the Lamar County Board of Commissioners to send the applicant for a criminal background check, drug test, physical and to obtain a seven (7) year MVR.

Probationary Period.

The probationary period is designed to allow the employee and the Department Head/Constitutional Officer time to determine if the employee is capable of performing satisfactorily prior to being included in the classified service. The probationary period shall be three (3) months in duration.

Work Week and Hours of Work

The standard workweek is from Monday 8:00 a.m. until Friday 5:00 p.m. and generally consists of 40 work hours. Office hours are 8:00 a.m. to 5:00 p.m., with a 1-hour lunch break. Individual work schedules may vary depending on the needs of each department.

Meal Breaks and Rest Periods

Employees are allowed a 1-hour unpaid meal break each day. If a nonexempt employee is required to work through a meal break, he or she will be paid for the 1-hour period. Meal breaks will be scheduled by the Department Heads/Constitutional Officers. Federal law doesn't give employees the right to time off to eat lunch (or another meal) or the right to take short breaks during the work day. Employees who are working outside in the heat/cold (i.e., Public Works/Recreation) will be allowed one 15-minute rest period midway from start of work and lunch and one 15-minute rest period midway between lunch and the end of the day for employee safety. This time will not be used to extend lunch periods, come in late or leave early.

Time Records

All Department Heads/Constitutional Officers are required to complete accurate biweekly time reports showing all time actually worked. These records are required by governmental regulations and are used to calculate regular, and overtime pay. At the end of each pay period, the Department Head /Constitutional Officer must sign the time sheet attesting to its correctness before forwarding it to the HR Office.

Overtime/Compensatory Time

The [FLSA](#) allows state and local government employers to give their employees compensatory time instead of overtime pay, at a rate of **one-and-a-half hours for each hour of overtime**. Compensation for overtime will be in accordance with the provisions of the federal and state law, as amended. The Lamar County Board of Commissioners will allow compensatory time off in lieu of overtime. The FLSA's minimum wage and overtime pay requirements do not apply to certain "exempt" employees, whether in the public or private sector. Overtime/compensatory time is actual hours worked in excess of 40 in a single workweek (The Fire Department/Sheriff's Office may vary). All Overtime/compensatory time worked must be approved in advance by each Department Head/ Constitutional Officer unless it is in an emergency situation. It shall be the responsibility of the Department Head/Constitutional Officer to manage compensatory time. All earned and used compensatory time must be accurately recorded and reported to the HR Office each pay period. Compensatory time earned should be used within three (3) months and **must** be used prior to the end of the calendar year.

Classification as Exempt or Non-Exempt All employees will be classified as either "exempt" or "non-exempt" according to the Fair Labor Standards Act ("FLSA") and its governing regulations. These classifications are established by the County based upon the prevailing law and the actual duties and compensation earned by each employee. The County is not required to compensate employees who are exempt under the FLSA for overtime work. In contrast, the County is obligated to compensate employees who are deemed non-exempt under the FLSA for overtime work and does so according to the FLSA and the policies set forth herein. It is the expressed intent of Lamar County to strictly comply with the FLSA regarding overtime payment. The County will allow compensatory time off in lieu of overtime.

Rate of Overtime/Compensatory Time. Employees who perform overtime/compensatory work shall be allowed compensatory time off at the rate of one and one-half times their regular rate of pay.

Deductions from Exempt Employees

The Lamar County Board of Commissioners does not make improper deductions from the salaries of exempt employees and complies with the salary basis requirements of the Fair Labor Standards Act (FLSA). Employees classified as exempt from the overtime pay requirements of the FLSA will be notified of this classification at the time of hire or change in position.

Permitted deductions. The FLSA limits the types of deductions that may be made from the pay of an exempt employee. Deductions that are permitted include:

- Deductions that are required by law, e.g., income taxes;
- Deductions for employee benefits when authorized by the employee;
- Absence from work for one or more full days for personal reasons other than sickness or disability;

- Absence from work for one or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy, or practice of providing compensation for salary lost due to illness;
- Offset for amounts received as witness or jury fees, or for military pay; or
- Unpaid disciplinary suspensions of one or more full days imposed in good faith for workplace conduct rule infractions.

During the week an exempt employee begins work for the Lamar County Board of Commissioners or during the last week of employment, the employee will only be paid for actual hours worked. In addition, an employee may be paid only for hours worked during a period when the employee is using unpaid leave under the Family and Medical Leave Act (FMLA) or approved Leave Without Pay Request.

Improper deductions. If an employee classified as exempt believes that an improper deduction has been taken from their pay, the employee should immediately report the deduction to the HR/Payroll Director. The report will be promptly investigated and if it is found that an improper deduction has been made, the Lamar County Board of Commissioners will reimburse the employee for the improper deduction.

Direct Deposit

The Lamar County Board of Commissioners pay periods for all employees is biweekly the following Wednesday after the end of a pay period. Department Heads/Constitutional Officers will be notified in advanced if a pay period will change due to a holiday. Paychecks will only be direct deposited into an employee's checking and/or savings account.

Access to Personnel Files

Employee files are maintained by the HR Office and are considered confidential. Department Heads and Constitutional Officers may only have access to an employee's file on a need-to-know basis and with approval from the County Administrator. Personnel file access by current employees and former employees will only be granted upon written request to the County and will generally be permitted within 3 days of the request unless otherwise required under state law. Personnel files are to be reviewed in the HR Office. Employee files may not be taken outside the HR Office. Representatives of government or law enforcement agencies, in the course of their duties, may be allowed access to file information with approval from the County Administrator.

Employment of Relatives and Domestic Partners

Relatives and domestic partners may be hired by the Lamar County Board of Commissioners if (1) the persons concerned will not work in a direct supervisory relationship, and (2) the employment will not pose difficulties for supervision, security, safety, or morale. For the purposes of this policy, "relatives" are defined as spouses, children, siblings, parents, grandparents, father-in-law, mother-in-law, son-in-law, or daughter-in-law. A "domestic

partnership” is generally defined as a committed relationship between two individuals who are sharing a home or living arrangements.

Current employees who marry each other or become involved in a domestic partnership will be permitted to continue employment with the County provided they do not work in a direct supervisory relationship with each other or otherwise pose difficulties as mentioned above. If employees who marry or live together do work in a direct supervisory relationship with each other, the Lamar County Board of Commissioners will attempt to reassign one of the employees to another position for which they are qualified if such a position is available. If no such position is available, the employees will be permitted to determine which one of them will resign from the County.

Separation from Employment

In all cases of voluntary resignation (one initiated by the employee); employees are asked to provide a written notice to their Department Heads/Constitutional Officers at least 10 working days in advance of the last day of work. The 10 days must be actual working days. Holidays, sick and vacation leave will not be counted toward the 10-day notice. Employees who provide the requested amount of notice will be considered to have resigned in good standing and generally will be eligible for rehire.

Department Heads/Constitutional Officers are responsible for collecting all County property and informing the HR Office if all equipment has been turned in. If applicable, information regarding benefits continuation through the Consolidated Omnibus Budget Reconciliation Act (COBRA) will be sent to the employee’s home address by the insurance broker.

Should it become necessary because of business conditions to reduce the number of employees or work hours, this will be done at the discretion of the Lamar County Board of Commissioners.

Types of Separation from the Classified Service

Separations and/or terminations from positions in the classified service shall be designated as one of the following:

1. Resignation.
2. Abandonment of job.
3. Lay-off or reduction in force.
4. Dismissal or discharge.
5. Retirement.
6. Death.

Resignation. An employee shall submit to the Department Head written notice of resignation at least ten (10) business days in advance of the date of resignation. Immediately upon receipt of such notice of resignation, the Department Head shall forward the same to the HR/Payroll Director. Failure to comply with this rule shall be entered on the service record of the employee.

Abandonment of Job. An employee who is absent from work for three (3) consecutive workdays without having received leave approval or without having called in to report the absence will be considered as voluntarily abandoned their job. This separation will not be in good standing and may affect opportunities for re-employment.

Lay-off or Reduction in Force. Any involuntary separation not related to an employee's conduct should constitute a lay-off or reduction in force.

Reasons. Georgia is an at will state and does not require a reason to terminate any employee. Any employee may be laid off because of shortage of funds or work, abolishment of the position, material changes in duties or organization, or related reasons beyond the employer's or the employee's control that do not reflect dissatisfaction with the service of the employee. The duties previously performed by any laid-off employee may be reassigned to other employees holding positions in appropriate classes.

1. **Notice to Department Head:** Whenever the lay-off of any employee becomes necessary, the Lamar County Board of Commissioners, through the County Administrator, shall notify the Department Head/Constitutional Officer as far in advance of the intended action as practicable of the necessity and the reasons of such lay-off. The Department Head shall thereupon furnish to the County Administrator the names and job titles of the employees to be laid off and the order in which such lay-off shall be affected.

1. **Order of Lay-off:** Should it become necessary to reduce the number of employees within a given classification in any department, such employees shall be laid off by reverse seniority order.

2. **Notice to Employees:** Regular employees to be laid off shall be notified in writing by the HR/Payroll Director fourteen (14) calendar days prior to the effective date of the lay-off, if practicable.

3. **Demotions:** Any regular employee scheduled to be laid off shall have the right to be demoted to a lower classification, provided that a vacancy exists, and such employee is qualified to fill the position in the lower classification and if the lay-off is not due to dissatisfaction with employee's performance.

All layoffs and reductions in force shall be first approved by the Lamar County Board of Commissioners/County Administrator.

Retirement. The retirement of an employee shall consist of the voluntary separation of an employee who has met the requirements of age and length of service under the laws governing any applicable pension fund of which such employee may be a member. All employees who retire with at least ten (10) years of service shall receive a plaque from the county. The county reserves the right to require eligible employees to retire at ages earlier than those stated above when it has been medically determined and approved by the Lamar County Board of Commissioners/County Administrator. Such factors may include but are not limited to the fact that age-related degenerative conditions(s) have rendered an employee incapable of safely and efficiently performing all duties of his/her assigned position.

Death. Separation shall be effective as of the date of the death of the employee. All compensation, including annual leave pay, due to such employee, as of the effective date of separation, shall be paid to the beneficiary of the employee, the surviving spouse of such employee, or to the estate of such employee, as may be determined by law or by the applicable executed documents in the personnel folder of such employee.

Disciplinary Procedure

The Lamar County Board of Commissioners expects employees to comply with the standards of behavior and performance and to correct any noncompliance with these standards.

Conduct Subject to Disciplinary Action:

1. Indictment for or conviction of a felony, or of a misdemeanor involving moral turpitude.
2. Absenteeism.
3. Absence without leave, or failure to report after the expiration of a leave of absence.
4. Tardiness.
5. Abuse of leave.
6. Insubordination or breach of proper discipline.
7. Inefficiency or incompetence after proper documentation and counseling.
8. Abuse or theft of County property.
9. Borrowing/Misappropriating County equipment.
10. Loss of a job requirement, such as the loss of a necessary license, which prevents the adequate performance of the essential functions of the position.
11. Making of false statements to Department Heads/Constitutional Officers, officials, the public, boards, commissions, or agencies.
12. Violating County ordinances, regulations, or departmental rules.
13. Discovery of a false statement in an application.
14. Consumption, sale, or possession of alcoholic beverages and/or illegal substances while at work or being under the influence or being otherwise affected on the job because of the prior use of such substance.
15. Accepting gratuities in conflict with state law or County ordinance.
16. Political activity in conflict with Section 19 of these Policies and Procedures.
17. Engaging in offensive conduct or using offensive language toward the public, supervisory personnel, or fellow employees.
18. Harassment on the basis of race, color, sex, religion, national origin, citizenship, age, or disability as provided in Section 17 of these Policies and Procedures.
19. Unsafe operation of equipment or destruction of material or property.
20. Ignoring safety rules or safety procedures.
21. Unexcused or excessive tardiness or absences after proper documentation and counseling.
22. Failure to follow the chain of command. (Exceptions are sexual harassment, discrimination, and other sensitive issues where the Department Head/Constitutional Officer has been alleged to be the aggressor.) Each employee shall follow the chain of command unless the complaint involves a member of that chain. If so, the employee shall report immediately to the next in command without fear of retribution.

23. If it is discovered at *any time* an employee falsified any part of his or her application.

Under normal circumstances, the Lamar County Board of Commissioners endorses a policy of progressive discipline in which it attempts to provide employees with notice of deficiencies and an opportunity to improve. It does, however, retain the right to administer discipline in any manner it sees fit. This policy does not modify the status of employees as employees-at-will or in any way restrict the Lamar County Board of Commissioners right to bypass the disciplinary procedures suggested.

The following steps are suggested in the discipline procedure. All steps should be documented in the employee's personnel file.

Step 1: Informal Discussion/Counseling. When a performance problem is first identified, the nature of the problem and the action necessary to correct it should be thoroughly discussed with the employee. The Department Head/Constitutional Officer and Human Resource Director should meet with the employee and (a) review the problem, (b) permit the employee to present his or her views on the problem, (c) advise the employee that the problem must be corrected, (d) inform the employee that failure to correct the problem will result in further disciplinary action which may include termination, and (e) issue a counseling notice to the employee.

Step 2: Reprimand. If satisfactory performance and corrective action are not achieved under Step 1, the Department Head/Constitutional Officer, Human Resource Director, and the County Administrator should meet with the employee in private and proceed via (a) through (d) above and issue a reprimand notice to the employee.

Step 3: Suspension. Department Head/Constitutional Officers have the authority to temporarily remove employees from the workplace, without pay, if approved in advance by the County Administrator. An exempt employee generally may not be suspended without pay for less than a full day, and the suspension must be related to written workplace conduct rules applicable to all employees, e.g., such as a written policy prohibiting sexual harassment or workplace violence.

Step 4: Failure to improve. Failure to improve performance or behavior after the written warning or suspension can result in termination.

Serious Misconduct

In cases involving serious misconduct, or any time the Department Head/Constitutional Officer determines it is necessary, such as a major breach of policy or violation of law, the procedures contained above may be disregarded. Typically, the Department Head/Constitutional Officer should contact the County Administrator and suspend the employee immediately (without pay)

and an investigation of the incidents leading up to the suspension should be conducted to determine if any further action, such as termination, should be taken.

Complaints and Appeals

Intent. County employee complaints should receive prompt consideration and equitable resolution. At the same time, complaints must be handled in a manner that will require minimal intrusion into the functioning of Lamar County Board of Commissioners. These procedures governing the processing of complaints and providing a procedure for an appeal are established for the purpose of eliminating or correcting justifiable complaints of employees.

Complaint and Appeal Procedures. Any complaints or appeals are subject to the following process:

1. Prior to initiating a formal appeal, an employee shall discuss the complaint with their Department Head. Within three (3) working days of such discussion, if the employee is dissatisfied with the Department Head action or inaction, the employee must submit their written complaint to the County Administrator.
2. Within three (3) working days of the receipt of the written complaint, the County Administrator shall arrange an appointment with the employee and the Department Head to discuss the problem and attempt to reach a solution.

If a settlement is not reached, the matter shall, within three (3) working days, be submitted to the Lamar County Board of Commissioners for a hearing and review of the complaint at its next regularly scheduled meeting. The Lamar County Board of Commissioners will have three (3) working days following the hearing to reach a **final** decision.

V. Workplace Safety

Drug-Free and Alcohol-Free Workplace

It is the policy of Lamar County Board of Commissioners to maintain a drug- and alcohol-free work environment that is safe and productive for employees and others having business with the Lamar County Board of Commissioners.

The unlawful use, possession, purchase, sale, distribution, or being under the influence of any illegal drug and/or the misuse of legal drugs while on the Lamar County Board of Commissioners or client premises or while performing services for the Lamar County Board of Commissioners is strictly prohibited. The Lamar County Board of Commissioners also prohibits reporting to work or performing services under the influence of alcohol or consuming alcohol while on duty or during work hours. In addition, the Lamar County Board of Commissioners prohibits off-premises abuse of alcohol and controlled substances, as well as the possession, use, or sale of illegal drugs, when these activities adversely affect job performance, job safety, or the Lamar County Board of Commissioners reputation in the community.

To ensure compliance with this policy, substance abuse screening may be conducted in the following situations:

Pre-employment: As required by the County for all prospective employees who receive a conditional offer of employment.

For Cause: Upon reasonable suspicion that the employee is under the influence of alcohol or drugs that could affect or has adversely affected the employee's job performance.

Random: As authorized by the County Administrator or required by federal or state law.

Compliance with this policy is a condition of employment. Employees who test positive or who refuse to submit to substance abuse screening will be subject to termination. Notwithstanding any provision herein, this policy will be enforced at all times in accordance with applicable state and local law.

Any employee violating this policy is subject to discipline, up to and including termination, for the first offense.

Smoke-/Vape- Free Workplace

Smoking/Vaping is not allowed in the Lamar County Board of Commissioners buildings or work areas at any time. "Smoking/Vaping" includes the use of any tobacco products (including chewing tobacco), electronic smoking devices, and e-cigarettes.

Smoking/Vaping is only permitted during break times in designated **outdoor** areas. Employees using these areas are expected to dispose of any smoking debris safely and properly.

Compliance with this policy is a condition of employment. Employees who refuse to follow this policy will be subject to termination. Notwithstanding any provision herein, this policy will be enforced at all times in accordance with applicable state and local law.

Any employee violating this policy is subject to discipline, up to and including termination, for the first offense.

Workplace Violence Prevention

The Lamar County Board of Commissioners are committed to providing a safe, violence-free workplace for our employees. Due to this commitment, we discourage employees from engaging in any physical confrontation with a violent or potentially violent individual or from behaving in a threatening or violent manner. Threats, threatening language, or any other acts of aggression or violence made toward or by any employee will not be tolerated. A threat may include any verbal or physical harassment or abuse, attempts to intimidate others, menacing gestures, stalking, or any other hostile, aggressive, and/or destructive actions taken for the purposes of intimidation. This policy covers any violent or potentially violent behavior that occurs in the workplace or at company-sponsored functions.

All of the Lamar County Board of Commissioners employees bear the responsibility of keeping our work environment free from violence or potential violence. Any employee who witnesses or is the recipient of violent behavior should promptly inform their Department Head/Constitutional Officer or the HR/Payroll Office. All threats will be promptly investigated. No employee will be subject to retaliation, intimidation, or discipline as a result of reporting a threat in good faith under this guideline.

Any individual engaging in violence against the Lamar County Board of Commissioners, its employees, or its property will be prosecuted to the full extent of the law. All acts will be investigated, and the appropriate action will be taken. Any such act or threatening behavior may result in disciplinary action up to and including termination.

The Lamar County Board of Commissioners prohibits the possession of weapons on its property at all times, including our parking lots or company vehicles. Additionally, while on duty, employees may not carry a weapon of any type. Weapons include, but are not limited to, handguns, rifles, automatic weapons, and knives that can be used as weapons (excluding pocketknives, utility knives, and other instruments that are used to open packages, cut string, and for other miscellaneous tasks), martial arts paraphernalia, stun guns, and tear gas. Any employee violating this policy is subject to discipline up to and including dismissal for the first offense.

The Lamar County Board of Commissioners reserves the right to inspect all belongings of employees on its premises, including packages, briefcases, purses and handbags, gym bags, and personal vehicles on company property. In addition, the Lamar County Board of Commissioners may inspect the contents of lockers, storage areas, file cabinets, desks, and workstations at any time and may remove all property and other items that are in violation of the Lamar County Board of Commissioners rules and policies.

Commitment to Safety

Protecting the safety of our employees and visitors is the most important aspect of running the Lamar County Board of Commissioners work facilities.

All employees have the opportunity and responsibility to contribute to a safe work environment by using common sense rules and safe practices and by notifying Department Heads/Constitutional Officers when any health or safety issues are present. All employees are encouraged to partner with Department Heads/Constitutional Officers to ensure maximum safety for all.

In the event of an emergency, notify the appropriate emergency personnel by dialing 911 to activate the medical emergency services.

Emergency Closings

The Lamar County Board of Commissioners will always make every attempt to be open for business. In situations in which some employees are concerned about their safety, the County Administrator may advise Department Heads/Constitutional Officers to notify their employees that the office is not officially closed, but anyone may choose to leave the office if they feel uncomfortable but must take vacation time for the hours missed.

At times, emergencies such as severe weather, fires, power failures, or tornadoes can disrupt County operations. In extreme cases, the circumstances may require the closing of work facilities.

When the decision to close is made after the workday has begun, employees will receive official notification from their Department Head/Constitutional Officer. In these situations, time off from scheduled work will be paid. When the decision to close is made before the workday has begun, time off from scheduled work will be unpaid unless administrative leave is assigned by the County Administrator. Employees in essential operations may be asked to work on a day when operations are officially closed. In these circumstances, employees who work will receive regular pay.

VI. Use of County Property and Vehicle

Use of property owned or leased by the County is intended for official county business only. Property including supplies, tools, materials, and equipment are not for personal use and should not be removed from County premises except in the conduct of official county business.

Vehicle Fleet Safety. The purpose of the Vehicle Fleet Safety policies and procedures is to ensure that each employee who operates a vehicle on county business maintains acceptable standards of proficiency and safety.

Responsibility:

- HR Office will perform a Motor Vehicle Record check on all post offer applicants. The HR Office will further ensure that all potential employees meet the minimum driver qualifications as listed below when the open position requires driving a County vehicle and review semi-annual MVR record (Annual checks will be performed on employees driving County vehicles on a sporadic basis.)
- Department Head/Constitutional Officer will ensure all drivers have a valid Georgia drivers' license before placing the employee in a position requiring operation of a County vehicle. Department Heads/Constitutional Officers will also make sure the employee is familiar with the County vehicle before allowing them to leave County property.
- Authorized Drivers will be determined by the Department Head/Constitutional Officer. Employee must be given permission to drive either a County or a personal vehicle on County business. Employee must obey all motor vehicle laws, maintain the vehicle properly at all times, and otherwise follow the procedures listed in these guidelines.

The Lamar County Board of Commissioners is dedicated to eliminating conditions that adversely affect the well-being of employees and otherwise threaten financial stability through accidental losses.

Employees shall operate all vehicle used for County business in a safe and economical manner. In order to accomplish this, the following practices will be followed:

Driver's License. All drivers must have a valid Georgia driver's license for the class of the vehicle operated and must be able to drive the vehicle. License acquisition and renewal is a personal expense. Commercial Drivers' Licenses (CDL or CDL/HAZMAT) is handled according to the departmental procedure.

Driver Qualifications. All drivers of County vehicles must meet the following criteria with the exception of Public Safety employees who have completed a course in emergency vehicle operations: Must be at least 18 years of age; they are an authorized driver for the County; must meet licensing requirements; will not qualify to drive a County vehicle, or be hired or transferred into a position requiring driving a County vehicle if the driver/applicant has had any

of the following within the prior 36 months; been convicted of a felony; been convicted of sale, handling or use of drugs; been convicted of an alcohol or drug-related offense while driving; had drivers' license suspended or revoked for a moving violation; been convicted of three or more speeding violations or one or more other serious violations; or been involved in two or more chargeable accidents. Exceptions to the above qualifications, excluding Public Safety employee/applicants, require advance approval, in writing by the Lamar County Board of Commissioners or his/her designee.

Maintenance of Vehicle. Authorized drivers are required to properly maintain their County vehicle at all times. Vehicles should not be operated with any defect that would inhibit safe operation during current and foreseeable weather and light conditions. Preventive maintenance, such as regular oil changes, lubrication, tire pressure and fluid checks determine to a large extent whether employees will have a reliable safe vehicle to drive and support County work activities. Employees should have preventive maintenance completed on their assigned county vehicle as required.

Prescription and non-prescription drug use. Employees are responsible for informing their treating physician(s) regarding required job duties to ensure that the physician approves the use of prescription medicine while at work. The employee reporting to work must inform their supervisor of any therapeutic drug use with related driving restrictions. Over the counter drugs must not be used when the label states "do not operate machinery," or similar language. Employees must report prescription and non-prescription drug use to their supervisor when side effects may interfere with driving duties.

- All drivers and passengers in all County vehicles shall wear seat belts while the vehicle is in operation for non-emergency situations (All emergency personnel exempt).
- The County is not responsible for loss or theft of personal items left in County vehicles.
- Authorized employees for official County business shall use county vehicles, unless a county vehicle is not available. The Lamar County Board of Commissioners may authorize Department Heads/Constitutional Officers, or other personnel, because of their position, duties, or the emergency nature of work, to take County owned vehicles to their residences following normal duty hours. No unauthorized passengers or drivers will be allowed to either operate or ride in the vehicle. Transporting family members in County vehicles shall be allowed only when the family member is accompanying an employee to a business meeting or official functions. Vehicles assigned, are not to be used in such a manner as to bring discredit upon the County.

Roadside Work. Any employee working on the roadside must be conscious of dangers of oncoming traffic hazards and observe safety rules. The normal cautions used in Certified Safety Flagging class are to be followed. (Flaggers are to be certified.) All heavy trucks must be equipped with adequate and working warning lights. When less than five minutes is expected for roadside work, at a minimum, an escort truck with flashing amber lights must be provided behind the work area at a sufficient distance to protect the workers with appropriate signage. All workers are to wear florescent safety vest, especially when working near traffic. Adequate

signage and cones are to be used. Every effort should be made to locate a working truck out of the lane of traffic.

VII. Workplace Guidelines

Attendance

All employees are expected to arrive on time, ready to work, every day they are scheduled to work.

If unable to arrive at work on time, or if an employee will be absent for an entire day, the employee must contact the Department Head/Constitutional Officer as soon as possible. Voice mail and e-mail messages are not acceptable except in certain emergency circumstances. Excessive absenteeism or tardiness will result in discipline up to and including termination. Failure to show up or call in for a scheduled shift without prior approval may result in termination. If an employee fails to report to work or call in to inform the Department Head/Constitutional Officer of the absence for 3 consecutive days or more, the employee will be considered to have voluntarily resigned employment.

Job Performance

Communication between employees and Department Heads/Constitutional Officers is very important. Discussions regarding job performance are ongoing and often informal. Employees should initiate conversations with their Department Head/Constitutional Officer if they feel additional ongoing feedback is needed.

Generally, formal performance reviews are conducted annually. These reviews include a written performance appraisal and discussion between the employee and the Department Head/Constitutional Officer about job performance and expectations for the coming year.

Outside Employment

Employees are permitted to work a second job as long as it does not interfere with their job performance with Lamar County Board of Commissioners. Employees with a second job are expected to work their assigned schedules. A second job will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel, or refusal to work overtime or different hours. Refer to Conflict of Interest on page 9 for more information on outside employment.

If outside work activity causes or contributes to job-related problems, it must be discontinued, or the employee may be subject to disciplinary action, up to and including termination.

Dress and Grooming

The Lamar County Board of Commissioners provides a casual yet professional work environment for its employees. Even though the dress code is casual, it is important to project a professional image to our citizens, visitors, and coworkers. All employees are expected to dress in a manner consistent with good hygiene, safety, and good taste. Please use common sense. (The following clothing items are not appropriate at any time: halters, tank tops, mini dresses,

spaghetti strap tops, leggings, jean/khakis with holes, overalls, low front or back, sheer clothing, clothing that is too tight or too short, flip flops, and slippers of any kind, crocks of any kind, or clothing/hats that have inappropriate words, pictures, scenes, etc., that would be disruptive to the work environment.

Any questions or complaints regarding the appropriateness of attire should be directed to the HR/Payroll Director. Decisions regarding attire will be made by the HR/Payroll Director and not by individual Department Heads/Constitutional Officers.

Social Media Acceptable Use

The Lamar County Board of Commissioners encourages employees to share information with co-workers and with those outside the County for the purposes of gathering information, generating new ideas, and learning from the work of others. Social media provides inexpensive, informal, and timely ways to participate in an exchange of ideas and information. However, information posted on a website is available to the public and, therefore, the Lamar County Board of Commissioners has established the following guidelines for employee participation in social media.

Note: As used in this policy, “social media” refers to blogs, forums, and social networking sites, such as Twitter, Facebook, LinkedIn, YouTube, Instagram, and SnapChat, among others.

Off-duty use of social media. Employees may maintain personal websites or weblogs on their own time using their own facilities. Employees must ensure that social media activity does not interfere with their work. In general, the Lamar County Board of Commissioners considers social media activities to be personal endeavors, and employees may use them to express their thoughts or promote their ideas.

On-duty use of social media. Employees may engage in social media activity during work time provided it is directly related to their work, approved by their Department Head/Constitutional Officer, and does not identify or reference Lamar County Board of Commissioners clients, customers, or vendors without express permission. The Lamar County Board of Commissioners may monitor an employee’s use of company computers and the Internet, including employee blogging and social networking activity.

Respect. Demonstrate respect for the dignity of the Lamar County Board of Commissioners, its customers, its vendors, and its employees. A social media site is a public place, and employees should avoid inappropriate comments. For example, employees should not divulge Lamar County Board of Commissioners confidential information such as trade secrets, client lists, or information restricted from disclosure by law on social media sites. Similarly, employees should not engage in harassing or discriminatory behavior that targets other employees or individuals because of their protected class status or make defamatory comments. Even if a message is posted anonymously, it may be possible to trace it back to the sender.

Post disclaimers. If an employee identifies himself or herself as a Lamar County Board of Commissioners employee or discusses matters related to the Lamar County Board of

Commissioners on a social media site, the site must include a disclaimer on the front page stating that it does not express the views of the Lamar County Board of Commissioners and that the employee is expressing only his or her personal views. For example: “The views expressed on this website/Weblog are mine alone and do not necessarily reflect the views of my employer.” Place the disclaimer in a prominent position and repeat it for each posting expressing an opinion related to the Lamar County Board of Commissioners. Employees must keep in mind that if they post information on a social media site that is in violation of Lamar County Board of Commissioners policy and/or federal, state, or local law, the disclaimer will not shield them from disciplinary action.

Confidentiality. Do not identify or reference Lamar County Board of Commissioners clients, customers, or vendors without express permission. Employees may write about their jobs in general but may not disclose any confidential or proprietary information. For examples of confidential information, please refer to the confidentiality policy. When in doubt, ask before publishing.

Legal. Employees are expected to comply with all applicable laws, including but not limited to, Federal Trade Commission (FTC) guidelines, copyright, trademark, and harassment laws.

Company restrictions. Because the Lamar County Board of Commissioners is publicly held, it may require that employees temporarily confine social media commentary to topics unrelated to the County or that employees temporarily suspend such activity to ensure compliance with the SEC’s regulations or other laws. The County may also require employees to delete references to it on a website or Web log and to stop identifying themselves as an employee of the County.

Discipline. Violations of this policy may result in discipline up to and including immediate termination of employment.

Note: Nothing in this policy is meant to, nor should it be interpreted to, in any way limit your rights under any applicable federal, state, or local laws, including your rights under the National Labor Relations Act to engage in protected concerted activities with other employees to improve or discuss terms and conditions of employment, such as wages, working conditions, and benefits.

Bulletin Boards

All required governmental postings are posted on the boards located in each building. These boards may also contain general announcements.

Solicitation

Employees should be able to work in an environment that is free from unnecessary annoyances and interference with their work. In order to protect our employees and visitors, solicitation by employees is strictly prohibited while either the employee being solicited or the employee doing the soliciting is on “working time.” “Working time” is defined as time during which an

employee is not at a meal, on break, or on the premises immediately before or after his or her shift.

Employees are also prohibited from distributing written materials, handbills, or any other type of literature on working time and, at all times, in “working areas,” which includes all office areas. “Working areas” do not include break rooms, parking lots, or common areas shared by employees during nonworking time.

Nonemployees may not trespass or solicit or distribute materials anywhere on Lamar County Board of Commissioners property at any time.

Computers, Internet, Email, and Other Resources

The Lamar County Board of Commissioners provides a wide variety of communication tools and resources to employees for use in running day-to-day business activities. Whether it is the telephone, voice mail, fax, scanner, Internet, intranet, e-mail, text messaging, or any other company-provided technology, use should be reserved for business-related matters during working hours. All communication using these tools should be handled in a professional and respectful manner.

Employees should not have any expectation of privacy in their use of County computer, phone, or other communication tools. All communications made using County-provided equipment or services including email and internet activity, are subject to inspection by the Lamar County Board of Commissioners. Employees should keep in mind that even if they delete an email, voicemail or other communication, a copy may be archived on the County’s systems.

Employee use of County-provided communication systems, including personal e-mail and internet use, which are not job-related have the potential to drain, rather than enhance, productivity and system performance. You should also be aware that information transmitted through e-mail and the internet is not completely secure or may contain viruses or malware, and information you transmit and receive could damage the County’s systems. To protect against potential problems, delete any e-mail messages prior to opening that are received from unknown senders and advertisers. It also is against County policy to turn off antivirus protection software or make unauthorized changes to system configurations installed on Lamar County Board of Commissioners computers. Violations of this policy may result in termination for a first offense.

The Lamar County Board of Commissioners encourages employees to use e-mail only to communicate with fellow employees, suppliers, customers, or potential customers regarding County business. Internal and external e-mails are considered business records and may be subject to federal and state recordkeeping requirements as well as to discovery in the event of litigation. Be aware of this possibility when sending e-mails within and outside the County.

All use of County-provided communications systems, including e-mail and internet use, should conform to our Lamar County Board of Commissioners guidelines/policies, including but not limited to the Equal Opportunity, Harassment, Confidential Information, and Conflicts of Interest. For example, employees should not engage in harassing or discriminatory behavior

that targets other employees or individuals because of their protected class status or make defamatory comments. Similarly, employees should not divulge confidential information such as lists, or information restricted from disclosure by law on social media sites.

Because e-mail, telephone and voice mail, and internet communication equipment are provided for Lamar County Board of Commissioners business purposes and are critical to the County's success, your communications may be accessed without further notice by Information Technology per County Administrator, Department Head, or Constitutional Officers to ensure compliance with this guideline.

The electronic communication systems are not secure and may allow inadvertent disclosure, accidental transmission to third parties, etc. Sensitive information should not be sent via unsecured electronic means.

Office telephones are for business purposes. While the Lamar County Board of Commissioners recognizes that some personal calls are necessary, these should be kept as brief as possible and to a minimum. Personal use of the County's cell phones, long-distance account, or toll-free numbers is strictly prohibited. Abuse of these privileges is subject to corrective action up to and including termination.

The Lamar County Board of Commissioners reserves the right to monitor customer calls to ensure employees abide by guidelines and provide appropriate levels of customer service. Employees working in customer service will be subject to telephone monitoring and e-mail. Should the subject matter of any telephone conversation become personal while monitoring is taking place, monitoring of the call will immediately be discontinued.

Nothing in this policy is designed to interfere with, restrain, or prevent employee communications regarding wages, hours, or other terms and conditions of employment as protected under the National Labor Relations Act. Employees have the right to engage in or refrain from such activities.

Verification of Employment

Prospective employers, financial institutions and residential property managers routinely contact employers, for information on a former or current employee's work history and salary.

All such requests of this type should be referred to and handled by the HR/Payroll Director. Responses to written requests for verification of employment will be completed only when the request is accompanied by a former or current employee's signed authorization to release such information. The HR/Payroll Director may contact the employee to verify authorization.

A written verification of employment form that has been completed by the HR/Payroll Director will be returned directly to the requesting party.

VIII. Holidays, Paid Time Off, and Leaves of Absence

Holidays

It is the policy of Lamar County that all Full-time Employees shall be eligible for the following twelve holidays each year: New Year's Day, Martin Luther King's Birthday, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, and Christmas Day. Any other holidays shall be upon specific authorization of the Board of Commissioners. When a holiday falls on Saturday, it shall be observed by the County on the preceding Friday, and if it falls on Sunday, it shall be observed by the County on the following Monday.

All Full-time Employees shall be paid a total of eight hours for each holiday, regardless of the hours in the employee's shift, provided they are scheduled to work on the holiday. Part-time, temporary, and seasonal employees or employees on approved Leave Without Pay, Suspension Without Pay, Military Leave, and/or FMLA Leave are not entitled to holiday pay. Holiday pay cannot be added in the computation of overtime pay.

In order to qualify for holiday pay, employees are required to work their scheduled workdays before and after a holiday unless the employee is off on scheduled and pre-approved PTO. If unscheduled PTO is taken on the day before or the day after a holiday the employee will not qualify for holiday pay. Holidays which occur during pre-approved PTO shall not be charged against PTO.

Employees who need time off to observe religious practices or holidays not already scheduled by the Lamar County Board of Commissioners should speak with their Department Head/Constitutional Officer. Depending upon business needs, the employee may be able to work on a day that is normally observed as a holiday and then take time off for another religious day. The County will seek to accommodate individuals' religious observances.

Paid Time Off

Purpose. Paid Time Off (PTO) leave accrual is a benefit which allows eligible employees accrued time off from normally scheduled work without loss of income or benefit eligibility. PTO can be used for planned time off or related medical care of the employee or an immediate family member. For purposes of this policy.

Eligibility. All Full-time Employees and who are scheduled to work 40 or more hours per week shall be entitled to accrue PTO.

Hours of Work. The established work week and hours of work shall, insofar as practicable, be uniform within occupational groups and shall be determined in accordance with the needs of the County and the reasonable needs of the public who may be required to do business with various County departments. The Department Head, with the approval of the County

Administrator, shall establish the work schedule of 40 hours a week or 80 hours a pay period for fulltime time employees and establish hours for part-time and temporary employees based on the Department budget (The Fire Department/Sheriff's Office does not fall within this schedule). Offices are to remain open during lunch hours unless permission is obtained from the County Administrator. Departments/Offices should staff accordingly.

Attendance. The employee is responsible for his/her attendance and is required to work the schedule assigned by the applicable Department Head/ Constitutional Officer. Each Department Head/Constitutional Officer is responsible for maintaining a copy of the attendance records for their department/office.

Call In Procedure. When an unexpected illness or crisis arises and an employee is unable to report to work or is going to be late, the employee is required to call in immediately or at least 30 minutes after the employee's scheduled start time. The employee should report to their Department Head/Constitutional Officer. "Call-in is required every day of absence unless otherwise approved by the Department Head/Constitutional Officer.

Emergency Closings. At times, emergencies such as severe weather, fires, power failures, or tornadoes, can disrupt County operations. In extreme cases, these circumstances may require the closure of work facilities. When the decision to close is made AFTER the workday has begun, employees will receive official notification from their Department Head/Constitutional Officer. In these situations, time off from scheduled work will be paid. When the decision to close BEFORE the workday has begun, time off from scheduled work will be unpaid unless administrative leave is assigned by the County Administrator. Employees in essential operations may be asked or required to work on a day when operations are officially closed. In these circumstances, employees who work will receive regular pay during work regular hours or overtime/compensatory time for time over regular work hours.

Annual Period. The "Annual Period" for purposes of determining rights under the County shall commence on January 1st and conclude on December 31st.

Maximum Work Hours. The following table sets forth the maximum work hours for purposes of computing overtime/compensatory time. In accordance with the table, employees are not entitled to overtime/compensatory time until the maximum work hours in the applicable work period have been exceeded.

<u>Maximum Work Hours</u>	
Fire Department	53 hours per week
Sheriff's Office	
911 Employees	40 hours per week
SRO	40 hours per week
Jail	84 hours per 2 weeks

Drug/Investigations	80 hour per 2 weeks
Administrative	40 hours per week
Patrol	84 hours per 2 weeks

All County Departments: 40 hours per week

Time-Swapping Record Keeping. The County does not allow time-swapping. Shift-swapping is the practice of trading work shifts. Falsifying payroll records to show an individual is present when he is actually not present is grounds for termination.

Reasonable Work Schedules. The Department Head/Constitutional Officer shall utilize reasonable work schedules and shift assignments that allow personnel to work no more than forty (40) hours (The Fire Department/Sheriff's Office does not fall within this schedule).

Accrual of Paid Time Off. Full-time Employees shall accrue Paid Time Off upon completion of each bi-weekly pay period. The PTO accrual rate is shown below. Leave is accrued as follows:

80 Hour Pay Period	Accrual Rate Per Pay Period (Hours)	Hours Accrued Per Year	Days Accrued Per Year		
				Accrual Limit	Roll-Over Cap
One year, but less than five years	7.00	182	22.75	320	320
Five years, but less than ten years	9.00	234	29.25	320	340
Ten years, but less than 20	10.00	260	32.50	320	360
20 +	11.00	286	35.75	320	380

Fire Department/Sheriff's Office 53/86 Hour Pay Period	Accrual Rate Per Pay Period Hours	Hours Accrued Per Year	Days Accrued Per Year		
				Accrual Limit	Roll-Over Cap
One year, but less than five years	8.00	208	26.00	350	350
Five years, but less than ten years	10.00	260	32.50	350	370
Ten years, but less than 20	11.00	286	35.75	350	390
20 +	12.00	312	39.00	350	410

PTO accrual begins on the date of employment and is available for use after the probationary period (3 months) has been completed.

PTO accruals for fulltime employees may not exceed 320 hours, and 350 hours for fulltime employees of the Fire Department and Sheriff's Office. See the above chart for Roll-Over Caps. If the maximum amount of accrual limit has been reached, an employee may request payment for 40 hours of accrued PTO per year after the employee has reached 10 years. These requests may only be made **during the last month** of each calendar year.

Guidelines for PTO. Employees may use time from their PTO bank in thirty minutes increments. PTO is added to the employee's PTO bank after the last day of the pay-period. This accrual may not be used for the previous pay period. PTO taken will be subtracted from the employee's accrued time bank each pay period. Eligibility to accrue PTO is contingent on the employee either working or utilizing accrued PTO for the entire bi-weekly pay period. PTO is not earned in pay periods during which unpaid leave, short-term or long-term disability leave, or worker's compensation leave is taken.

Approval of Paid Time Off. All requests for PTO must be requested within 5 days of needed time off and pre-approved by the Department Heads/ Constitutional Officers unless PTO is used for a legitimate, unexpected illness/emergency and bereavement. In the case of Department Heads, PTO must be pre-approved by the County Administrator unless PTO is used for a legitimate, unexpected illness/emergency and bereavement. The employee shall report needed time off, for any reason, prior to their scheduled work time. If not possible, they must report the tardiness/absence, or the tardiness/absence will be unexcused and unpaid. Absences from duty without previous approval that occur frequently or are habitual will be addressed per the disciplinary process.

PTO Exceptions. Employees who miss more than three unscheduled consecutive days will be required to present a doctor's note/excuse to their Department Head/Constitutional Officer when returning to work. Unscheduled absences, due to illness of four hours or more, that result in consecutive days absent from work, are considered one absence incident in relation to potential disciplinary action.

PTO taken in excess of accrued PTO may result in progressive disciplinary action up to and including employment termination. This time will be unpaid. The only possible exception to this policy must be granted by the County Administrator.

PTO accrued prior to the start of a requested and approved unpaid leave of absence must be used to cover hours missed before the start of the unpaid leave period.

Under the County's Family Medical and Leave Act (FMLA) policy, all accrued PTO time must be taken before start of the unpaid FMLA.

Under no circumstances will an employee be allowed to request payment for unearned or advance Leave.

Compensation for Paid Time Off Upon Separation

At the time of termination, resignation, retirement, or death while employed with Lamar County the unused accrued PTO (up to the hours accrued per year) **will be** paid to the employee's direct deposit account or his/her estate, provided all uniforms and equipment issued by the County has been returned and no outstanding liabilities or debts remain.

Donation of PTO

An employee may receive PTO donated by fellow employees in cases where extended illness or injury exceeds the maximum allowable accumulation. The employee requesting donated leave must have exhausted all PTO accrued time and not be on short term or long-term disability. The employee donating time can only donate up to forty (40) hours of their accrued PTO once a year per employee. An employee can receive a maximum of four (4) weeks of donated PTO time per year. The donation form can be picked up and turned back in at the Human Resources Office.

Family and Medical Leave

The Lamar County Board of Commissioners complies with the federal Family and Medical Leave Act (FMLA), which requires employers to grant unpaid leaves of absence to qualified workers for certain medical and family-related reasons. The Lamar County Board of Commissioners also abides by any state and local leave laws. The more generous of the laws will apply to the employee if the employee is eligible under both federal and state laws.

Please note there are many requirements, qualifications, and exceptions under these laws, and each employee's situation is different. Contact the HR Office to discuss options for leave.

FMLA requires private employers with 50 or more employees and all public agencies, including state, local, and federal employers, and local education agencies (schools), to provide eligible employees up to 12 weeks of unpaid, job-protected leave in any 12-month period for certain family and medical reasons. The 12-month period is measured forward from the date an employee first takes leave, except for leaves to care for a covered servicemember with a serious illness or injury. For those leaves, the leave entitlement is 26 weeks in a single 12-month period, measured forward from the date an employee first takes that type of leave.

Basic Leave Entitlement. The FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons: (1) for incapacity due to pregnancy, prenatal medical care, or child birth; (2) to care for the employee's child after birth or placement for adoption or foster care; (3) to care for the employee's spouse, son or daughter, or parent who has a serious health condition; or (4) for a serious health condition that makes the employee unable to work.

Military Family Leave Entitlements. Eligible employees with a spouse, son, daughter, or parent on active duty or called to active-duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include addressing issues that arise from (1) short notice of deployment (limited to up to seven days of leave); (2) attending certain military events and related activity; (3) arranging childcare and school activities; (4) addressing certain financial and legal arrangements; (5) attending certain counseling sessions; (6) spending time with covered military family members on short-term temporary rest and recuperation leave (limited to up to five days of leave); (7) attending post-deployment reintegration briefings; (8) arranging care for or providing care to a parent who is incapable of self-care; and (9) any additional activities agreed upon by the employer and employee that arise out of the military member's active duty or call to active duty.

The FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform his or her duties and for which the servicemember is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Employee Eligibility. The FMLA defines eligible employees as employees who: (1) have worked for the Lamar County Board of Commissioners for at least 12 months; (2) have worked for the Company for at least 1,250 hours in the previous 12 months; and (3) work at or report to a worksite which has 50 or more employees or is within 75 miles of company worksites that taken together have a total of 50 or more employees.

Definition of Serious Health Condition. A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job or prevents the qualified family member from participating in school, work, or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave. An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced work schedule when medically necessary. Employees

must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies also may be taken on an intermittent or reduced work schedule basis.

Substitution of Paid Leave for Unpaid Leave. Employees may choose or employers may require the use of accrued sick leave while taking FMLA leave. Accordingly, the Lamar County Board of Commissioners requires employees to use any accrued PTO during an unpaid FMLA leave taken because of the employee's own serious health condition or the serious health condition of a family member or to care for a seriously ill or injured family member in the military. In addition, the employee must use any accrued PTO during FMLA leave taken to care for a newborn or newly placed child or for a qualifying exigency arising out of a family member's active duty or call to active-duty status in support of a contingency operation. In order to use paid leave for FMLA leave, employees must comply with the Lamar County Board of Commissioners normal paid leave procedures found in its PTO policies.

Employee Responsibilities. Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, the employee must provide notice as soon as practicable and must comply with the Lamar County Board of Commissioners normal call-in procedures. The Lamar County Board of Commissioners may delay leave to employees who do not provide proper advance notice of the foreseeable need for leave, absent unusual circumstances preventing the notice.

Employees must provide sufficient information for the Lamar County Board of Commissioners to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the Lamar County Board of Commissioners if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also are required to provide a certification and periodic recertification supporting the need for leave. The Lamar County Board of Commissioners also may require a second, and if necessary, a third opinion (at the Lamar County Board of Commissioners expense) and, when the leave is a result of the employee's own serious health condition, a fitness for duty report to return to work. The Lamar County Board of Commissioners also may delay or deny approval of leave for lack of proper medical certification.

Lamar County Board of Commissioners Responsibilities. The Lamar County Board of Commissioners will inform employees requesting leave whether they are eligible under the FMLA. If they are, the notice will specify any additional information required as well as the employees' rights and responsibilities. If employees are not eligible, the Lamar County Board of Commissioners will provide a reason for the ineligibility.

The Lamar County Board of Commissioners will inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's FMLA leave entitlement. If the Lamar County Board of Commissioners determines that the leave is not FMLA-protected, the Lamar County Board of Commissioners will notify the employee.

Employees may not perform work for self-employment or for any other employer during an approved leave of absence, except when the leave is for military or public service or when the Lamar County Board of Commissioners has approved the employment under its Outside Employment policy and the employee's reason for FMLA leave does not preclude the outside employment.

Unlawful Acts by Employers. The FMLA makes it unlawful for any employer (1) to interfere with, restrain, or deny the exercise of any right provided under the FMLA; or (2) to discharge or discriminate against any person for opposing any practice made unlawful by the FMLA or for involvement in any proceeding under or relating to the FMLA.

Enforcement. An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement which provides greater family or medical leave rights.

Military Leave

The Lamar County Board of Commissioners supports the military obligations of all employees and grants 15 days military training leave, at adjusted pay, per year for uniformed service in accordance with applicable federal and state laws. Employee must turn in Active Duty Orders for all active-duty assignments. Adjusted pay means that the County will make up the difference between military pay and regular County base pay.

Any employee who needs extended time off for uniformed service should immediately notify the HR Office and their Department Head/Constitutional Officer, who will provide details regarding the leave. Employee must turn in Active Duty Orders for all active-duty assignments. If an employee is unable to provide notice before leaving for uniformed service, a family member should notify the Department Head/Constitutional Officer as soon as possible and bring a copy of their Active Duty Orders.

Upon return from military leave, employees will be granted the same seniority, pay, and benefits as if they had worked continuously. Failure to report for work within the prescribed time after completion of military service will be considered a voluntary termination.

All employees who enter military service may accumulate a total absence of 5 years and still retain employment rights.

Bereavement Leave

Employees may take up to 4 days (32 hours) of paid bereavement leave upon the death of a member of their immediate family. “Immediate family members” are defined as an employee’s spouse, domestic partner, parents, stepparents, siblings, children, stepchildren, grandparent, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, or grandchild.

The Lamar County Board of Commissioners requires verification of the need for the leave. The employee’s Department Head/Constitutional Officer and HR Office will consider this time off on a case-by-case basis.

Payment for bereavement leave is computed at the regular hourly rate to a maximum of 8 hours for 1 day. Time off granted in accordance with this policy shall not be credited as time worked for the purpose of computing overtime.

Jury Duty/Court Appearance

The Lamar County Board of Commissioners supports employees in their civic duty to serve on a jury. Employees must present any summons to jury duty to their Department Head/Constitutional Officer as soon as possible after receiving the notice to allow advance planning for an employee’s absence.

The employee will receive Leave with Pay for such duty. If an employee is released from jury duty after 4 hours or less of service, the employee **must** report to work for the remainder of that workday.

Time for appearance in court for personal business will be the individual employee’s responsibility. Normally, PTO days will be used for this purpose.

Time Off for Voting

The Lamar County Board of Commissioners recognizes that voting is a right and privilege of being a citizen of the United States and encourages employees to exercise their right to vote. In almost all cases, employees will have sufficient time outside working hours to vote. If for any reason an employee thinks this will not be the case, the employee should contact their Department Head/Constitutional Officer to discuss scheduling accommodations.

IX. Employee Benefits

The Lamar County Board of Commissioners recognizes the value of benefits to employees and their families. The County supports employees/elected officials by offering a comprehensive and competitive benefits program. For more information regarding benefit programs, please refer to the Lamar County Board of Commissioners Benefit Enrollment Guide, contact the HR/Payroll Office to receive a copy.

Medical Insurance

Only full-time employees/elected officials shall be eligible to receive any employee benefits provided by the County. Full-time employees/elected officials are eligible for insurance on the first day after completion of one full month. The cost of this coverage (basic) for the employee/elected official is paid for in full by the Lamar County Board of Commissioners. The difference in cost for the buy-up plan is funded solely by the employee/elected official. The cost for family members is funded solely by the employee/elected official.

Dental and Vision Insurance

Only full-time employees/elected officials shall be eligible to receive any employee benefits provided by the County. Full-time employees/elected officials are eligible for insurance on the first day after completion of one full month. The cost of this coverage for the employee is paid for in full by the Lamar County Board of Commissioners. The cost for family members is funded solely by the employee/elected official.

Brella

Only full-time employees/elected officials shall be eligible to receive any employee benefits provided by the County. Full-time employees/elected officials are eligible for insurance on the first day after completion of one full month. The cost of this coverage for the employee is paid for in full by the Lamar County Board of Commissioners. The cost for family members is funded solely by the employee/elected official.

Basic Life and AD&D Insurance

The Lamar County Board of Commissioners provides Basic Life and AD&D for full-time employees/elected officials. Full-time employees/elected officials are eligible for Basic Life and AD&D after completion of one full month. The cost of this coverage for the employee/elected official is paid for in full by the Lamar County Board of Commissioners. The cost for family members is funded solely by the employee/elected official.

Employee, Spouse and Child Life Insurance (Voluntary)

Voluntary Employee, Spouse and Child Life Insurance is offered to full-time employees/elected officials. Full-time employees/elected officials are eligible for insurance on the first day after completion of one full month. This is a voluntary benefit and is funded solely by the employee/elected official.

Short-Term Disability (Voluntary)

Short-term disability is offered to full-time employees/elected officials. Full-time employees/elected officials are eligible for insurance on the first day after completion of one full month. Short-term disability is meant to bridge the 90-day period until long-term disability can cover an employee, if needed. If an employee becomes disabled and cannot work for a short period of time, this coverage pays a percentage of the employee's salary, up to the policy limits. This is a voluntary benefit and is funded solely by the employee/elected official. In addition, employees will not be paid PTO for approved absences covered by the short-term disability program, except to supplement the short-term disability benefits.

Short-term disability benefits will run concurrently with FMLA leave and/or any other leave where permitted by state and federal law.

Long-Term Disability (Voluntary)

Long-term disability benefits are offered to full-time employees/elected officials. Full-time employees/elected officials are eligible for insurance on the first day after completion of one full month. If an employee becomes totally disabled and cannot work for an extended period of time, this coverage pays a percentage of the employee's salary, up to the policy limits. In addition, employees will not be paid PTO for approved absences covered by the short-term disability program, except to supplement the long-term disability benefits. This is a voluntary benefit and is funded solely by the employee/elected official.

Long-term disability benefits will run concurrently with FMLA leave and/or any other leave where permitted by state and federal law.

Employee Assistance Program

The Employee Assistance Program (EAP) is a resource designed to provide highly confidential and experienced help for employees in dealing with issues that affect their lives and the quality of their job performance. Lamar County Board of Commissioners wants employees to be able to maintain a healthy balance of work and family that allows them to enjoy life. The EAP is a confidential counseling and referral service that can help employees successfully deal with life's challenges.

The Employee Assistance Program is offered through Lincoln. It is a comprehensive counseling service offers employees unlimited 24/7 assistance for Family, Parenting, Addictions, Emotional, Legal, Financial, Relationships and Stress. In order to find out more about the EAP

call 1-888-628-4824 or go online to GuidanceResources.com (User ID and Password: LFG Support).

The Lamar County Board of Commissioners encourages employees to use this valuable service whenever they have such a need. Employees who choose to use these counseling services are assured the information disclosed in their sessions is confidential and not available to the Lamar County Board of Commissioners, nor is the Lamar County Board of Commissioners given any information on who chooses to use the services. For questions or additional information about this program, employees may contact the HR/Payroll Office.

X. Retirement

Defined Benefit Pension Plan

The Lamar County Board of Commissioners recognizes the importance of saving for retirement and offers eligible employees a Defined Benefit Pension Plan. Full-time employees, Lamar County Board of Commissioners, and eligible elected officials to the extent provided in the Plan become participants on January 1st following three (3) years of service. Employees will have a vested benefit after five (5) years of Vesting Service.

Eligibility, vesting, and all other matters relating to these plans are explained in the ACCG Retirement Services Enrollment Booklet that can be obtained from HR/Payroll Office.

457(b) Deferred Compensation

Generally, all full-time and part-time employees are eligible to participate in the Plan. You can enroll on the first pay period of any month.

Eligibility, vesting, and all other matters relating to these plans are explained in the ACCG Retirement Services Enrollment Booklet that can be obtained from HR/Payroll Office. Should you have questions about retirement ask for the current Retirement Regional Managers contact information.

XI. Workers' Compensation

Workers' compensation is a "no-fault" system that provides compensation for medical expenses and wage losses to employees who are injured or who become ill because of employment.

The Lamar County Board of Commissioners pays the entire cost of workers' compensation insurance. The insurance provides coverage for related medical and rehabilitation expenses and a portion of lost wages to employees who sustain an injury on the job.

The Lamar County Board of Commissioners abides by all applicable state workers' compensation laws and regulations.

If an employee sustains a job-related injury or illness, it is important to notify the Department Head/Constitutional Officer and HR/Payroll Office immediately. The Department Head/Constitutional Officer will complete an injury report with input from the employee and return the form to the HR/Payroll Office. The HR/Payroll Office will file the claim with ACCG. In cases of true medical emergencies, report to the nearest emergency room.

Workers' compensation benefits (paid or unpaid) will run concurrently with FMLA leave, if applicable, where permitted by state and federal law. In addition, employees will not be paid PTO for approved absences covered by the Lamar County Board of Commissioners Workers' Compensation Program, except to supplement the workers' compensation benefits such as when the plan only covers a portion of the employee's salary as allowed by state law.

XII. Definitions

For the purpose of these policies and procedures, the following terms shall have the meanings respectively ascribed to them below, unless another meaning is specifically indicated.

Anniversary Date - The employee's original date of employment with the county service in a permanent position.

Appeal - The right of an employee to appeal a decision in the manner prescribed in these policies and procedures.

Classified Service - The classified service consists of all positions included in the classification and pay plan with the exception of those positions specifically excluded by the County Commission.

Classification and Pay Plan - The system of assigning jobs to classes and to appropriate pay grades.

County Administrator – The person responsible for the day-to-day operations of the County.

Compensatory Time - Time worked in excess of the regular work schedule for the position in accordance with the Fair Labor Standards Act for State and Local Governments.

Constitutional Officer – Those persons whose positions draw their authority from the Georgia Constitution.

Continuous Service - Continuous service is employment that is uninterrupted except for authorized leaves of absence, suspension, or separation due to a reduction in work force.

County – This refers to Lamar County, Georgia.

County Commission - This refers to the Lamar County Board of Commissioners.

Demotion - Demotion means a change in the rank of an employee from a position in one class to a position in another class having a lower minimum starting salary and less discretion and/or responsibility.

Department Head - The position with overall administrative responsibility for a department.

Dismissal - The termination of an employee.

Elected Officials - The persons filling the offices of Sheriff, Tax Commissioner, Clerk of Superior Court, Magistrate Court Chief Judge, Probate Judge and Lamar County Board of Commissioners are considered to be elected officials.

Eligible - A person who has made a passing score on any examination required under these regulations or who has otherwise qualified to be employed by the County.

Employee - A person, including Department Heads, hired to work for the Lamar County Board of Commissioners for which he or she is compensated on a full-time or part-time basis.

Full Time Employee – An employee who works forty (40) hours per week.

Immediate Family - An employee's wife, husband, mother, father, guardian, son, daughter, brother, sister, grandchild, and grandparent, as well as the various combinations of half, step, in-law, and adopted relationships that can be derived from those family members named herein.

Lay-Off - The separation of an employee from the classified service due to lack of work, lack of funds, abolishment of the position or for other material changes in duties or organization.

Merit Increase - An increase in pay based on an employee's job performance.

Overtime - Time worked in excess of the regular work schedule for the position in accordance with the Fair Labor Standards Act.

Part-time Employee - An employee who works on a continuing basis, but who works thirty (30) hours or less per week.

Performance Evaluation - A method of evaluating each employee on a periodic basis as to his or her performance on the job.

HR/Payroll Officer – The person designated by the County to oversee the Human Resource/Payroll Office of the County.

Probationary Employee - An employee serving the first three (3) months of his or her employment, re-employment, or reinstatement to any position in the classified service. A probationary employee is not a regular employee until completion of the three (3) months probationary period.

Probationary Period - The completion of three (3) months of consecutive employment shall be a period of adjustment for new employees of Lamar County.

Promotion - A change in rank of an employee from a position in one class to a position in another class having a higher minimum salary and carrying a greater scope of discretion and/or responsibility.

Regular Employee - An employee who has completed the probationary period.

Reprimand - A formal means of communicating to an employee that a problem exists and that it must be corrected.

Resignation - The termination of an employee at the employee's request.

Salary Increase - An increase in salary within the salary range prescribed for the class by the classification and pay plan.

Suspension - An enforced leave of absence, either with or without pay, for either a disciplinary purpose or pending investigation of charges against an employee.

Temporary Employee - An employee who works on an intermittent, seasonal, or occasional basis and who may work more or less than 30 hours per week while completing the temporary assignment or task.

PERSONNEL POLICY AND EMPLOYEE HANDBOOK ACKNOWLEDGMENT AND RECEIPT

I hereby acknowledge receipt of the employee handbook of the Lamar County Board of Commissioners. I understand and agree that it is my responsibility to read and comply with the policies in the handbook.

I understand that the handbook and all other written and oral materials provided to me are intended for informational purposes only. Neither it, Lamar County Board of Commissioners practices, nor other communications create an employment contract or term. I understand that the policies and benefits, both in the handbook and those communicated to me in any other fashion, are subject to interpretation, review, removal, and change by management at any time without notice.

I further understand that I am an at-will employee and that neither this document nor any other communication shall bind the Lamar County Board of Commissioners to employ me now or hereafter and that my employment may be terminated by me or the Lamar County Board of Commissioners without reason at any time. I understand that no representative of the Lamar County Board of Commissioners has any authority to enter into any agreement for employment for any specified period of time or to assure any other personnel action or to assure any benefits or terms or conditions of employment or make any agreement contrary to the foregoing.

I also understand and agree that this agreement may not be modified orally and that only the County Administration of the Lamar County Board of Commissioners may make a commitment for employment. I also understand that if such an agreement is made, it must be in writing and signed by the Department Head/Constitutional Officer/HR/Payroll Director.

Employee's Name in Print

Signature of Employee

Date Signed by Employee

TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE

Receipt of Harassment/Sexual Harassment Policy

I have read and I understand the Lamar County Board of Commissioners Harassment/Sexual Harassment Policy (Personnel Policy and Employee Handbook page 6).

Employee's Name in Print

Signature of Employee

Date Signed by Employee

TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE

Lamar County Board of Commissioners Complaint Form

Name: _____ Date: _____

Title: _____ Phone Number: _____

Status ☐ Employee ☐ Customer
☐ Department Head Other: (Specify) _____

Department: _____

Address: _____

Date of Incident: _____ Time of Incident: _____

Location of Incident: _____

Please describe the incident in detail:

If there are others who have witnessed the incident, please provide their names and department:

Is this the first time you have raised this concern about this person?

Yes _____ No _____

09/01/2022

Lamar County Board of Commissioners

Priority 1A. RETENTION OF EMPLOYEES

Item i.

Survey Rate: 87%

Priority 1	
1 Yearly Raise	51.4%
2 Retirement	29.7%
3 Family Ins	12.6%
4 Yearly Bonus	6.3%

Priority 2	
Yearly Bonus	31.5%
Retirement	28.8%
Yearly Raise	27.9%
Family Ins	11.7%

Priority 3	
Yearly Bonus	32.4%
Retirement	27.9%
Family Ins	21.6%
Yearly Raise	18.9%

Priority 4	
Family Ins	54.1%
Yearly Bonus	29.7%
Retirement	13.5%
Yearly Raise	1.8%

	#1 - Yearly Bonus				#2 - Fund Family Insurance				#3 - Yearly Raise				#4 - Retirement			
	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
Election	0	1	0	2	1	1	0	1	2	1	0	0	0	0	3	0
Admin	0	0	3	2	1	0	1	3	2	2	0	1	2	3	0	0
Tax Commissioner	0	2	2	0	0	0	0	4	2	1	1	0	2	1	1	0
Tax Assessor	0	0	2	1	0	1	0	2	0	2	1	0	3	0	0	0
Maintenance	0	4	1	0	0	0	2	3	5	0	0	0	0	1	2	2
Superior Court	0	0	6	1	0	1	0	6	7	0	0	0	0	6	1	0
Magistrate Court	0	2	0	1	0	0	1	2	3	0	0	0	0	3	0	0
Probate Court	0	0	2	1	0	0	1	2	3	0	0	0	0	3	0	0
Sheriff	0	6	8	12	3	2	10	10	12	8	4	2	11	10	4	1
Jail	3	8	2	4	2	2	4	10	10	7	1	0	3	0	11	4
Fire Department	1	1	2	4	1	3	0	4	3	4	1	0	3	0	5	0
Public Works	2	4	4	3	2	2	2	7	5	3	5	0	4	4	2	3
Senior Center	0	1	1	0	0	0	1	1	2	0	0	0	0	1	0	1
Recreation	1	3	2	1	3	0	0	4	1	2	0	4	2	2	1	2
Conversation	0	0	1	0	0	0	0	1	0	1	0	0	1	0	0	0
Zoning	0	2	0	1	1	0	0	2	1	0	2	0	1	1	1	0
	7	34	36	33	14	12	22	62	58	31	15	7	32	35	31	13

Yearly Raise*

Below the past five years with the salary increase approved by the board of Commissioners.

Lamar County		Salary Comparison to other counties with same Population & budget	
Year	Millage Rate	Salary increase %	
2019	13.157	No increase	
2020	13.157	2%	
2021	12.464	Wage Study	Range from 8% to 25% behind 2020 salaries from other counties
2022	11.005	2.5%	Range from 10% to 15% behind 2021 salaries for other Counties
2023		10%	Other counties approved salaries for 2023, Lamar's are still behind 7% to 12%.

Retirement*

I would like to form a committee of two commissioners, a couple of department heads, and one constitutional officer so the committee can meet with GECorp.

1% of Final Average Compensation up to \$6,600	
Plus 1.5% of Final Average Compensation above \$6,600	
Plus \$36	
The total is multiplied by years of Credited Service	
Example: \$40,000 Final Average Compensation	
and 20 years of Credited Service	
0.01 multiplied by the first \$6,600:	\$66
0.015 multiplied by the \$33,400 (amt. over \$6,600):	\$501
Plus a flat dollar amount of \$36:	\$36
Total	\$603
Multiplied by 20 years of Credited Service \$603 x 20 = \$12,060 annual benefit or \$1,005 per month	



LAMAR COUNTY BOARD OF COMMISSIONERS

Regular Business Meeting

Courthouse

March 21, 2023, 7:00 PM

Agenda

1. Call to Order
2. Pledge of Allegiance
3. Invocation
4. Approval of Agenda
5. Recess for Public Hearing
6. Public Hearing
7. Reconvene Regular Meeting
8. Minutes Approval
 - [i.](#) Workshop Meeting-February 16th, 2023
 - [ii.](#) Public Hearing-February 21st, 2023
 - [iii.](#) Regular Business Meeting-February 21st, 2023
9. Proclamations
 - [i.](#) Child Abuse Prevention Awareness Month
 - [ii.](#) Gordon College-2022 National Club Football Association (NCFA) National Champions
10. Ordinance 2022-03 Rezoning from Agriculture-Residential to Highway Commercial (Tax Map 037 Parcel 010A)
 - [i.](#) Ordinance 2022-03
11. Ordinance 2022-04 Rezoning from Residential-1 to Agriculture-Residential (Tax Map 052, Parcel 015)
 - [i.](#) Ordinance 2022-04
12. CSRA Probation Contract
 - [i.](#) CSRA PROBATION SERVICES, INC
13. Owner-Consultant Agreement-Lamar County Master Services on Call EXP US Services, Inc.

- [i.](#) On Call EXP Services
- 14. Surplus Vehicles for the Sheriff's Office
- 15. Administrator's Report
 - [i.](#) Administrator Report
 - [ii.](#) Administrator Report Part II
- 16. Public Comment
- 17. Round Table
- 18. Executive Session
 - i. Real Estate
 - ii. Litigation
 - iii. Personnel
- 19. Adjournment

Workshop Meeting
Lamar County Board of Commissioners
2-16-2023
12:30 p.m.

The meeting was called to order at approximately 12:33 p.m. on February 16th, 2023. Present for the meeting were Chairman Traylor, Vice-Chair Thrash, Commissioner Fletcher, Commissioner Lovett, Commissioner Gilles, County Administrator Townsend, and County Clerk Davidson.

Peddlers License

Planning and Community Development Director Buice addressed the board regarding the current approved peddler's license. She informed the board that the State had updated its regulations regarding food trucks. To comply with local laws, food trucks in Georgia must get many of the same permits as restaurants, including a business license, food handlers permit from the health department, and a seller's permit. The license is \$25.00, along with a background check and clearance from the Sheriff's Office, and shall be issued for 14 consecutive calendar days. The current Ordinance states that transient selling shall be issued on a yearly basis but must not exceed more than one day per quarter. Planning and Community Development Director Buice said they could get a license for \$600.00 annually or only operate four times a year. Food trucks are interested in being in the area, but the current regulations would be too restrictive.

Chairman Traylor gave background history to the new Board of Commissioners. He stated that the reason that it was brought to their attention last year was that there were two restaurants; one was a brick mortar, and the other was a food truck vendor. The former board received phone calls about its impact on the brick-and-mortar restaurant. Then they looked at local churches, boy scouts, and girl scouts selling such items as doughnuts. So, they devised the idea of the four times a year. Chairman Traylor said the food truck discussion is going before the City of Barnesville Council at their next meeting. Two food trucks want to be in the City/County multiple days during the week. Commissioner Lovett requested that Planning and Community Development Buice find out what other counties do regarding food trucks and the impact it has on property taxes and the effect it has on the community.

AmeriPro EMS Automatic Aid-Pike, Lamar, and Upson County

County Administrator Townsend explained that something still needed to be received for the automatic aid. He is working with both Pike County and hopes to have something ready by the March Regular Business meeting. There is an automatic aid with Upson County, but there were issues with the local hospital regarding the 911 ambulances used for transport. There are currently five ambulances, but with the automatic aid agreement with Pike County, there will be two additional ambulances. County Administrator Townsend explained that an area of concern was with House Bill 286 (HB286), "the "Surprise Billing Consumer Protection Act," to provide for certain consumer protections against surprise billing for ambulance service; to provide for definitions; to require a healthcare plan to reimburse for ambulance service provided to a covered person by a nonparticipating ambulance provider; to provide for arbitration; to provide for a covered person's financial responsibilities; to provide for an effective date and applicability; to repeal conflicting laws; and for other purposes. After speaking with State Representative Beth Camp, it was determined that HB286 was dropped. This bill could have increased the millage rate by three mills. Chairman Traylor stated that the contract with AmeriPro means that Lamar County pays a sum of money to them, and then they bill the patient the other portion of the bill. If HB286 had passed, then AmeriPro could have canceled their contract within 90 days due to the impact on the financial part of the contract. This could have put the County in the situation of having to look for

another provider. Commissioner Thrash stated that an area of concern with AmeriPro is that they are out of network for insurance providers except for Medicare and Medicaid.

Ordinance Amendment for County Insurance

Chairman Traylor explained that this Ordinance would allow for the deletion of Sec. 2-2-26 and 2-2-27, "the elimination of Commissioner Benefits from 1999," allowing the personnel policy to govern the insurance benefits. The Ordinance includes Code Sections Amended. Chapter 2-2 of the Lamar County, Georgia, Code of Ordinances entitled "Administration" is hereby amended by deleting Sections 2-2-26 through 2-2-50 in their entirety and substituting in lieu thereof new Sections 2-2-26 through 2-2-50 to read as follows: It is the intention of the Board of Commissioners that all matters addressed in these former code sections now be addressed in the Lamar County Personnel Policy as amended from time to time.

New Roof for Sheriff's Office and Courthouse

Ricky Stanley of SIPM Roofing addressed the board regarding the condition of the Lamar County Courthouse and the Lamar County Sheriff's Office jail for the replacement of the roof. Mr. Stanley presented an overview of pictures and explanations of the condition of the Lamar County Courthouse. He explained that lots of water damage and weak insulations were to blame for much of the roof damage, along with installing the new air conditioner units. SIPM recommended the following options for the Courthouse with a total estimated cost of \$258,120.60.

TPO Demolition/Repair- Thermoplastic Polyolefins (a white liner that is equivalent to about four swimming pool liners)

- Tear out membrane and insulation in areas identified as saturated and damaged.
- Replace all damaging decking.

Insulation

- Using roofing foam
 - Fill void areas where decking was replaced.
 - Install new foam to a depth of 1.5 to increase R-value.

Silicon Coating

Coat all roof surfaces and walls with 100% Silicon at a rate of 2 gallons per square.

Mr. Stanley presented an overview of pictures and explanations of the condition of the Lamar County Sheriff's Office jail. The roof on the jail is metal on the front and pebble rock on the backside of the roof. The saturation is on the far left side, and water is in the middle section. The roof leaks on the right-hand side, and ponding water is on the metal. He said there was a seam in the metal roof, which should have been staggered. The gutters need to be relocated, so they are not draining onto the roof. They have a hydrovac truck that will be used to remove the rock. Underneath the rock is a rolled tar roof, and the metal portion of the roof is leaking. SIPM recommended the following options for the jail with an estimated cost of \$386,624.25.

Demo

- Remove all gravel down to the asphalt roof surface.
 - Includes all equipment and labor.
 - Repair any damaged areas that may need attention.
 - Prep the surface for application.

Silicon Coating

- Coat all roof surfaces and walls with 100% Silicon at a rate of 2 gallons per square.

Mr. Stanley stated that the warranty covers ten years of labor and lifetime materials. Sherwin-Williams Company C/O Kool Seal Warranty Department provides the warranty.

Commissioner Lovett inquired about the timeline and the funding for the project. Mr. Stanley stated that it would take about six weeks to complete the job, and parking would have to be moved to another location. The board discussed the means of funding. The repairs for the roof project will come from either Fund Balance, SPLOST, or the ARP fund. Commissioner Lovett inquired about building a new jail versus repairing the jail roof. He noted a 5.5 million dollar fund balance in 2022, and now there are over 6 million dollars in the fund balance. If the money from the fund balance is used, they use money set aside while waiting on property tax revenue. County Administrator Townsend stated that 5.5 million would be enough to get the County through until the tax property revenues come in. He is looking at all revenue avenues to pay for the roof repairs. Commissioner Gilles said it would be hard to purchase a new roof for the jail when they plan on building a new one. Chairman Traylor and Commissioner Thrash agreed but noted that they are 3 to 10 years from building the jail. Commissioner Lovett pointed out that it would take 3 to 4 SPLOST to supplement building a new jail. County Administrator Townsend stated that it would be 21 to 25 million dollars to build a new jail, and if they do a bond, it would be at least 82 percent of SPLOST to pay the debt service, and it would take 24 years.

Commissioner Thrash inquired if patching the roofs was an option. Chairman Glass said the Courthouse is historical and would always be there, so repairing the roof would be a good investment. Commissioner Lovett suggested they declare Lamar County a rural county to get more State funding. She wants more State funding from the Department of Community Affairs (DCA). County Administrator Townsend stated they would need two more bids for the roof.

Animal Shelter

Fred Morris and Tom Wellner addressed the board regarding the animal shelter building. Mr. Wellner said that the funds for the animal shelter would come from SPLOST for a total of \$250,000.00 and the Community Foundation for a total of \$188,000.00. Three people they know thus far are willing to contribute to the animal shelter once it is built. They discovered a smaller facility with under 20 dog runs was necessary, and a 3500 to 4000 square foot facility would be adequate. They focused on bringing in adoptable dogs, and the County has a duty to bring surplus animals off the street. Most counties clean up the dog, get them chipped, spayed, or neutered and adopt them out for a fee. The same process is used for cats. Fred Morris presented a draft of an animal shelter and stated that the County had gross mismanagement of animal control and that this animal shelter plan would work. The animal shelter should have a controlled area where the dog can be treated on concrete to determine that it does not have parvo, then it goes to a secular area to determine if the dog is sociable and not a vicious animal, then if the dog is moved to the front of the building, separated from the back of the building, people can come in to adopt the dog. An animal shelter is not for the animal; it is for the community. Mr. Morris said he hopes they will have some exercise areas outside that will lend themselves to more adoptable dogs. He said that they need to consider how to feed and water the dogs and cats and how they will dispose of the litter for the cats. There needs to be suitable ventilation and drains.

Mr. Morris stated that with the location of the animal shelter next to the Sheriff's Office, they would be able to use the wetland trails and the gazebo, and they will be able to get help with maintenance and grass cutting because of the proximity to the jail. Mr. Wellner said that this size of animal shelter means there will be high turnover, with a 14 average day stays for the dogs and 21 days for the cats. There will be dogs and cats euthanized for space. Mr. Morris said that rescue organizations could come in and adopt a group of dogs.

Chairman Traylor noted that the community is constantly addressing the animal shelter. He stated that he found out that the Rock Quarry donated \$5,000.00 to the animal shelter project last year through the Community Foundation, and they are willing to contribute more once the animal shelter is built. Mr. Morris stated that the State has funds for spaying and neutering, for which Lamar County has not applied. He said the County could chip a dog for \$5.00, whereas a Veterinarian charges \$35.00. If a dog is chipped, the animal control officer can return the dog to the owner. He said that dogs are being found and returned to their owner via Facebook without the animal control officer knowing the dog was missing. Mr. Morris stated that the State Ordinance needs to be cleaned up, and the spay and neuter process and fees need to be included without it being too restrictive. He said that a strong administrator for the animal shelter needs to be in place to be in State compliance.

Chairman Traylor said they are at the point of getting the Board of Commissioners on board with the preliminary drawing of the architecture for more details. Commissioner Lovett stated that he is an advocate for rescue animals but he is also obligated to the community. The proposed animal expenditure will put the animal shelter at the 17th highest operation out of 45 departments, and it will be ahead of the Senior Center. Commissioner Lovett said they need someone there seven days a week and 365 days a year. He said that the biggest problem he has with the animal shelter is that on the day you put a shovel in the ground, the City of Barnesville will close their shelter, and if they do not have a joint agreement before they start, there is zero incentive for them to get on board. Chairman Traylor pointed out that the City of Barnesville is included in the Service Delivery Strategy (SDS), where they are obligated to continue to run their animal shelter. County Administrator Townsend stated that Sheriff White has agreed to run the animal shelter. Mr. Wellner said that the plan for the animal shelter is not to be a kill shelter; the animals are currently euthanized in Upson County.

Recess Workshop Meeting

Chairman Traylor recessed the Workshop meeting at 2:35 p.m. for 15 minutes.

Reconvene the Workshop Meeting

The board reconvened the Workshop Meeting at 2:50 p.m.

Regular Business Meeting Agenda Discussion

1. Call to Order
2. Pledge of Allegiance
3. Invocation-A member of the NAACP will give the invocation.
4. Approval of Agenda
5. Recess for Public Hearing
6. Reconvene Regular Meeting
7. Minutes Approval
 - i. Workshop Meeting 1-12-2023
 - ii. Regular Business Meeting 1-17-2023
 - iii. Special Called Meeting 1-19-2023
 - iv. Lamar County Commissioners Planning Workshop & Retreat 1-26-1-27-2023
8. Proclamation-Black History Month
9. Ordinance 2023-02 Amendment for County Insurance
10. Comprehensive Plan Committee Appointment of Commissioner-Ashley Gilles
11. Administrator's Report-County Administrator Townsend

- Prior Year Journal Entries for \$368,000.00 for a duplicate retirement payment and LMIG funds received in the prior year.

12. Public Comment
13. Round Table
14. Executive Session
 - i. Real Estate
 - ii. Litigation
 - iii. Personnel
15. Adjournment

Round Table Discussion

Chairman Traylor stated that the SPLOST election is in March 2023. County Administrator Townsend and County Clerk Davidson worked on a FAQ flyer for SPLOST. There is a breakdown of items listed on the SPLOST ballot to be purchased and a question and answer section.

Executive Session

Commissioner Gilles motioned to adjourn the Workshop meeting to go into Executive Session for Real Estate, Litigation, and Personnel at approximately 3:15 p.m. Commissioner Fletcher seconded the motion. The motion passed unanimously. The board came out of Executive Session and resumed the Workshop meeting.

Continued Round Table Discussion

Chairman Traylor announced that pictures by Donna Flournoy would be taken of the Board of Commissioners at 6:15 on Tuesday before the Regular Business meeting. Chairman Traylor requested that all of the Board of Commissioners be in the picture for all of the Proclamations.

Vice-Chair Thrash noted that the litter/trash in Lamar County has gotten worse. She suggested that if someone comes into Lamar County and commits a crime, they should pick up trash as part of their probation. Vice-Chair Thrash said that at the new Eady Creek subdivision, someone dumped 24 mattresses, and on Silver Dollar Road, furniture was dumped on the side of the road. Chairman Traylor stated that there used to be no staff to pick up trash, then they allowed the staff to mow and pickup the trash, then they hired a contractor to mow and pickup trash twice a year, and then they hired another contractor for mowing, and thrash pickup three times a year. The current contractor wants another \$40,000.00 for extra mowing and trash pickup. County Administrator said that other counties have a supervisory fee for community service if the courts agree. Vice-Chair Thrash said that Judge Fears and Judge Wilson are on board with community service trash pickup. Chairman Traylor requested that County Administrator Townsend order trail cameras to be put on the roads that were hard hit with trash.

Adjournment

Commissioner Fletcher made a motion to adjourn the Workshop meeting at approximately 4:27 p.m. Vice-Chairman Thrash seconded the motion. The motion passed unanimously.

THE LAMAR COUNTY BOARD OF COMMISSIONERS

Ryran Traylor, Chairman

Nancy Thrash, Vice-Chair

Jarrold Fletcher, Commissioner

Jason Lovett, Commissioner

Ashley Gilles, Commissioner

Attest: _____ Carlette Davidson, County Clerk

PUBLIC HEARING
Lamar County
Comprehensive Plan Update 2023-2043
February 21st, 2023
7:00 p.m.

Public Hearing #1
By Three Rivers Regional Commission

Paul Jarrell, Project Lead for Three Rivers, gave a presentation on a Comprehensive Plan.

Why a Comprehensive Plan?

- Establish a community-based, short and long-term vision for the future.
- Assess existing needs, conditions, and opportunities.
- Establish goals and strategies to guide future actions based upon a shared vision.
- Build upon previous planning efforts and initiatives.
- Formalize implementation plan.
- Qualify for permits, grants, and other funding programs.
- Comply with state planning requirements and maintain Qualified Local Government (QLG) status.
- State Law - Georgia Planning Act 1989.

Planning Horizon

- 20-year outlook
- 5-year community work program
- Intended to be updated as needed to account for economic, development, and/or environmental changes which impact the local community

Comprehensive Plan Team

- County and City Staff
- Consultant Team-TRRC Staff
- Steering Committee
- The Public
- Elected Officials

Plan Steering Committee

- To oversee, guide and participate in the development of the plan
- Must Include:
- At least one elected official
 - A member representing the economic development sector

The committee should include other local community stakeholders and citizens which represent and wide spectrum of interests.

Public Participation

- Steering Committee – Community Stakeholders
 - Elected official
 - Economic development representative(s)
 - Other community appointees
- Open House and Community Visioning Event(s)
 - Citizen and stakeholder input
 - Community vision for the future
- Draft Plan Review
 - Local and regional stakeholder review

Plan Framework

Topics within the plan include; Intergovernmental cooperation, economic development, housing, transportation, natural and cultural resources, community facilities and services, land use, and broadband expansion.

- Community Goals
 - Vision Statement
 - Goals
 - Policies
- Needs & Opportunities
 - SWOT Analysis
 - -List of Community
 - Needs and Opportunities
- Land Use
 - Character Areas
 - And Land Use
 - Narrative
- Community Work Program
 - Five-year action plan
 - Short-term activities

Planning Process Proposed Timeline of 2023.

- First Public Hearing-February
- Form Steering Committee-March
- Public Events-March and April
- Steering Committee Meeting-March-July
- Plan Preparation-May-September
- Committee Work Program-August-October
- Second Public Hearing-October-November
- Submittal to TRRC and DCA for Regional-November
- Notification of Interested Parties-November
- DCA Approval and Report of Findings and Recommendations-November
- Plan Adoption-December

Public Comments

Ricky Stephenson of 184 Jones Road, Milner, Georgia, addressed the board. Mr. Stephenson requested that the Board of Commissioners add the water back to the County from the City of Barnesville. He also asked that they paint the fire hydrants with a better color scheme because they do not show up at night.

Elaine Hallada of 131 Steeple Chase Barnesville, Georgia, addressed the board. Mrs. Hallada thanked Commissioner Gilles and Commissioner Lovett for meeting with her. She stated that she had hired a lawyer who knows all about land use in Georgia. Mrs. Hallada stated that President Biden had passed a bill where every community has to have equal opportunity housing in all counties, cities, and towns. She said that there is nothing in the Comprehensive plan for low-income housing, and they must provide space in these areas for low-income housing.

Adjournment

Commissioner Lovett made a motion to adjourn the Public Hearing at approximately 7:19 p.m. Commissioner Fletcher seconded the motion. The motion passed unanimously.

THE LAMAR COUNTY BOARD OF COMMISSIONERS

Ryran Traylor, Chairman

Nancy Thrash, Vice-Chair

Jarrod Fletcher, Commissioner

Jason Lovett, Commissioner

Ashley Gilles, Commissioner

Attest: _____ Carlette Davidson

**Lamar County Board of Commissioners
Regular Business Meeting
February 21st, 2023**

Present for the meeting were Chairman Traylor, Vice-Chair Thrash, Commissioner Fletcher, Commissioner Lovett, Commissioner Gilles, County Administrator Townsend, County Clerk Davidson, and County Attorney Mayfield. The meeting was available via Zoom.

I. Call to Order

Chairman Traylor called the meeting to order at approximately 7:00 p.m.

II. Pledge of Allegiance and Invocation

Everyone said the Pledge of Allegiance. Pastor Ricky Brooks of the East Mount Sinai Baptist Church gave the invocation.

III. Agenda Approval

Vice-Chair Thrash made a motion to approve the agenda. Commissioner Fletcher seconded the motion. The motion passed unanimously.

IV. Recess for Public Hearing

Commissioner Gilles made a motion to recess for a Public Hearing. Commissioner Lovett seconded the motion. The motion passed unanimously.

V. Reconvene the Public Hearing

Commissioner Lovett made a motion to reconvene the Regular Business meeting. Commissioner Fletcher seconded the motion. The motion passed unanimously.

VI. Minutes Approval

Vice-Chair Thrash made a motion to approve the following three sets of minutes. Commissioner Gilles seconded the motion. The motion passed unanimously.

- i. Workshop Meeting 1-12-2023
- ii. Regular Business Meeting 1-17-2023
- iii. Special Called Meeting 1-19-2023
- iv. Lamar County Commissioners Planning Workshop & Retreat 1-26-1-27-2023

VII. Ordinance 2023-02 Amendment for County Insurance

Commissioner Gilles made a motion to approve Ordinance 2023-02 Amendment for County Insurance. Commissioner Lovett seconded the motion. The motion passed unanimously.

VIII. Comprehensive Plan Committee Appointment of Commissioner

Vice-Chair Thrash made a motion to approve Commissioner Ashley Gilles to be the Comprehensive Plan Committee appointment for the Board of Commissioners. Commissioner Fletcher seconded the motion. Commissioner Gilles abstained from the vote. The motion passed 3-1.

IX. Administrator's Report

County Administrator Townsend reported the following:

- i. Reported that revenues over expenses for the month of January should be at 8.33 percent but are at 6.11 percent.
- ii. Reported that the December cash flow is above forecast by 3.62 percent.
- iii. Reported on the gym renovations; HVAC units have been installed, finishing the wood framing and painting, and the week of February 27th, the new floors will be installed. The groundbreaking with the Commissioners should happen in March.
- iv. Reported that the Local Options Sales Tax (LOST) distribution for January was \$144,262.73.
- v. Reported that the Special Purpose Local Options Sales Tax (SPLOST) distribution for January was \$248,174.06.
- vi. Reported that the Transportation Special Purpose Local Options Sales Tax (TSPLOST) distribution for January was \$236,234.96.

Commissioner Lovett requested an overview of how the 1 percent sales tax (penny) is collected, how the local internet shopping has changed, and its impact on Lamar County. County Administrator Townsend stated that LOST stands for Local Option Sales Tax. He explained that in July of 2021, shopping locally allowed for the 1 percent penny to be collected and distributed based on where the products purchased were being delivered. He stated that in 2012 the property tax was 64 percent of the budget, and as of 2023, it is 46 percent of the budget. The LOST, SPLOST, and TSPLOST collections have all increased based on purchases from the citizens and visitors in the community of Lamar County.

Chairman Traylor emphasized the importance of shopping locally and having items shipped to your home versus driving out of town to pick up an order. He stated that anyone who travels through or to Lamar County and buys gas, food, or any other item contributes to the sales tax collections, which help pave the roads in Lamar County and any other infrastructure needed.

X. Public Comments

Harold Jackson of 132 Laurel drive addressed the board about his concerns with the trash pickup in Lamar County and the City of Barnesville. He learned from the City of Barnesville Manager Turner and one of the City of Barnesville Council members that a homeowner has four days to dump for free, but they need to know what four days a year this is. Mr. Jackson said that he is not going to pay a \$26.00 fee to dump trash at the County dump so he will put it on the street. He said the limb truck had been broken, and a new limb truck had been ordered. He tried to help clean up the trash in front of his home because the City of Barnesville looks

like a third-world country. Mr. Jackson said that he feels that those who pay County and City taxes are being discriminated against and should have the same privileges as those in the County. Mr. Jackson stated that he would like the four-day dumping issue and the dual tax question to be answered.

Elaine Hallada of 131 Steeple Chase addressed the board. Mrs. Hallada said that she also has to pay when she dumps at the county landfill and said the fees for a county resident has tripled. She also had concerns with those from out of state being allowed to dump at the Lamar County landfill. Chairman Traylor said they allow those outside of Lamar County to dump at the landfill. He also said that residents in the County who pay for trash pickup are permitted a maximum of 4000 lbs. per year to be dumped at the county landfill. Mrs. Hallada said she would also like the Water Authority re-instated at the county level.

XI. Round Table

Commissioner Gilles announced that on Thursday, February 23rd, 2023, there would be a meeting regarding Bottoms Road and Turner Bridge Road at the Courthouse at 6:00 p.m.

Chairman Traylor thanked Vice-Chair Thrash for attending the Regular Business meeting even though she was sick with allergies. He also thanked Hatch Woodall, the son of Wright Woodall, for working on his Boy Scout Eagle Project and attending the meeting. Chairman Traylor thanked all of the members of the NAACP for attending the meeting. He thanked Mr. Jarrell with the Three Rivers for his work with the Comprehensive Plan. Chairman Traylor thanked everyone in attendance for being at the meeting and encouraged the citizens present to contact the Commissioners outside of the Regular Business meeting. He said that the Commissioners are working for you, and after the recent Board Retreat, he knows they have a great board. Chairman Traylor said that at the Workshop meetings, there is not a pebble unturned, and a lot of research is being done. He said that it is all for the community and the goal is to leave Lamar County better than they found it. Chairman Glass said that they have a great staff and some knowledgeable directors.

XII. Adjournment

Commissioner Gilles made a motion to adjourn the Regular Business meeting at approximately 7:49 p.m. Vice-Chair Thrash seconded the motion. The motion passed unanimously.

THE LAMAR COUNTY BOARD OF COMMISSIONERS

Ryran Traylor, Chairman

Nancy Thrash, Vice-Chair

Jarrod Fletcher, Commissioner

Jason Lovett, Commissioner

Ashley Gilles, Commissioner

Attest: _____ Carlette Davidson, County Clerk

PROCLAMATION

WHEREAS, every year thousands of Georgia children are abused or neglected by their caretakers; and

WHEREAS, the Division of Family and Children Services is the state agency whose job is to step in and protect children from further damage; and protect strong families.

WHEREAS, Child Protective Services staff in Lamar County are dedicated to meeting the needs of children and improving family life; and building a prevention network of individuals, dedicated to preventing child abuse and neglect in all its forms.

WHEREAS, April is national Child Abuse Prevention Awareness Month. This event raises awareness of the role that caring connections play in strengthening communities. Each year, we encourage local community groups to generate public attention to raise people's awareness of the campaign.

WHEREAS, the 50 Pinwheels that are on display outside the Lamar County Court House this month represent the number of substantiated cases of Child Abuse and Neglect in Lamar County in 2023. The purpose of the pinwheels is a reminder to everyone that child abuse and neglect is a serious issue that is around us every day.

NOW, THEREFORE, help us celebrate the importance of social connections and join our work to strengthen social well-being, key indicator of overall health, and an essential factor in preventing child abuse and neglect. We the Board of Commissioners of Lamar County do declare and proclaim the month of April 2023, as Child Abuse Prevention Month in Lamar County and urge all our citizens to work together to make this year a safer one for children in our community.

Ryran Traylor-Chairman

Nancy Thrash-Vice-Chairman

Jarrod Fletcher-Commissioner

Jason Lovett-Commissioner

Ashley Gilles-Commissioner

Attest: _____ **Carlette Davidson-County Clerk**

PROCLAMATION

Recognizing and Commending Gordon State College; and for Other Purposes.

WHEREAS, Gordon State College is a public institution founded in 1852 and located in Barnesville, Georgia, with a campus size of 235 acres; and

WHEREAS, Gordon State College cultivates an enriching and supportive environment that prepares students and continues their educational career through a variety of baccalaureate, Postbaccalaureate, and professional degrees; and

WHEREAS, this is achieved through a diverse faculty and staff, modern technology, and a thriving campus life to engage the students, such as music and theatre productions, student art shows, movies, dances, clubs, and intramural sports; and

WHEREAS, Gordon State College serves approximately 3,100 students with a student ratio of 20:1; students are offered an immediate academic setting where they can receive the individualized attention that only a community college of this size can provide; and

WHEREAS, Gordon State College distinguishes itself by offering strong programs in general education, business, fine arts, and health care education, with more than 26 programs of study; and

WHEREAS, the opportunities created at Gordon State College will lead students to develop job skills that will provide value to hiring companies beginning on the first day of employment; and

WHEREAS, Gordon State College’s outstanding milestones could only be achieved through the determination and loyalty of the students and the strong leadership of Dr. Kirk Nooks As president.

WHEREAS, Lamar County serves as one of the 14-County Primary Service Regions for Gordon State College. Barnesville is our hometown partner and supporter which makes this accomplishment a community win!

WHEREAS, Club Football started 3 years ago under the leadership of Coach Kevin Adkins. The Highlanders won back-to-back championships in 2021 and 2022. Coming off winning the 2021 South Atlantic Conference Championship, The Highlanders came in as the preseason favorite to win another conference championship and to contend for a national championship. The Gordon State College Club Football team are the 2022 National Club Football Association (NCFA) National Champions after a 35-15 defeat over Ohio State University Buckeyes at the Dec 3 championship game in Waynesburg, Pennsylvania. NCFA announced individual awards to four Highlanders including Bowl Game MVP, Defensive POY, Assistant of the Year, and Freshman of the Year.

NOW, THEREFORE, BE IT RESOLVED BY LAMAR COUNTY that the members of this body recognize and commend Gordon State College for its lasting impact on its students and the community.

NOW IT FURTHER RESOLVED that LAMAR COUNTY is authorized and directed to make an appropriate copy of this resolution available for distribution to Dr. Kirk Nooks, President of Gordon State College.

Ryran Traylor-Chairman

Nancy Thrash-Vice-Chairman

Jarrold Fletcher-Commissioner

Jason Lovett-Commissioner

Ashley Gilles-Commissioner

Attest: _____ **Carlette Davidson-County Clerk**

**LAMAR COUNTY BOARD OF COMMISSIONERS
ORDINANCE NO.2023-03**

AN ORDINANCE FOR THE PURPOSE OF REZONING PROPERTY IN LAMAR COUNTY, GEORGIA, AND TO AMEND THE OFFICIAL ZONING MAP OF LAMAR COUNTY, GEORGIA

WHEREAS, the Board of Commissioners of Lamar County, Georgia (hereinafter “County”) under the authority of its County Code and the Constitution and Laws of the State of Georgia, is empowered by virtue of its police power to regulate the health, safety and welfare of the citizens of the County, and to provide for and enact zoning and developmental regulations; and

WHEREAS, the County has enacted the current Zoning Ordinance of the County and thereby adopted the Official Zoning Map of the County; and

WHEREAS, under the Zoning Ordinance of the County and the Official Zoning Map of the County, the within described property is currently classified A-R (Agricultural-Residential); and

WHEREAS, on February 6, 2023, Adam Todd Laney, initiated an application to change the zoning classification of the within described property to C-2 (Highway Commercial); and

WHEREAS, notice of this application, public hearings, and action was properly advertised in the legal organ, a sign was placed on the subject property, and letters describing the application and hearing dates were sent to property owners within 300’ of the subject property; and

WHEREAS, a public hearing was held on March 9, 2023, and the application was reviewed by the Lamar County Planning Commission, and a second public hearing on the application was conducted by the County on March 21, 2023, pursuant to O.C.G.A. §33-66-1, *et seq.* and local ordinances at the Lamar County Courthouse; and

WHEREAS, the Board of Commissioners considered the proposed amendment, all alternate proposals or amendments, the report of the Planning Commission, and all data and evidence taken at both public hearings; and

WHEREAS, it is deemed by the County that rezoning the within described property and amending the Official Zoning Map of the County is in conformance with the sound comprehensive planning principles, of substantial benefit to the public, and in promotion of the best interest and general welfare of the people of the County; Now, therefore,

BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF LAMAR COUNTY,
GEORGIA:

Section 1: The Zoning Ordinance of Lamar County, Georgia, and the Official Zoning Map of Lamar County, Georgia, designating the boundaries of several types or classes of zoning districts within the County, shall be, and are hereby amended so as to change the zoning classification applicable to the following described property:

All that lot, tract, or parcel of land situate, lying, and being in Land Lot 53 of the 7th Land District of Lamar County, Georgia, and being more particularly described as Parcel B, containing 5.0 acres, more or less, on that plat of survey entitled “A Boundary Retracement and Partitioning Survey for Estate of J.W. Stocks”, prepared by Steven A. Coleman, Georgia RLS #2690, dated August 17, 2020, and recorded in Plat Book 16, Pate 770, Lamar County, Georgia Superior Court records. Said plat, together with the metes, bounds, courses and distances shown thereon, is hereby incorporated into and made a part of this description as if set out fully herein. Also identified as Lamar County Tax Map 037, Parcel 010A.

From A-R (Agricultural-Residential) to C-2 (Highway Commercial).

Section 2: The Official Zoning Map of the County is hereby amended to reflect such zoning classification for the within described property.

Section 3:

- A. It is hereby declared to the intention of the Board of Commissioners that all sections, paragraphs, sentences, clauses and phrases of this Ordinance are and were, upon their enactment, believed by the Board of Commissioners to be fully valid, enforceable and constitutional.
- B. It is hereby declared to the intention of the Board of Commissioners that, to the greatest extent allowed by law, each and every section, paragraph, sentence, clause or phrase of this Ordinance is severable from every other Section, paragraph, sentence, clause or phrase of this Ordinance. It is hereby further declared to be the intention of the Board of Commissioners that, to the greatest extent allowed by law, no section, paragraph, sentence, clause or phrase of this Ordinance is mutually dependent upon any other section, paragraph, sentence, clause or phrase of this Ordinance.
- C. In the event of any section, paragraph, sentence, clause or phrase of this Ordinance shall, for any reason whatsoever, be declared invalid, unconstitutional, or otherwise unenforceable by the valid judgement or decrees of any court of competent jurisdiction, it is the express intent of the Board of Commissioners that such invalidity, unconstitutionality, or unenforceability shall, to the greatest extent allowed by law, not render invalid, unconstitutional or otherwise unenforceable any of the remaining sections, paragraphs, sentences, clauses, or phrases of the Ordinance and that, to the greatest extent allowed by law, all remaining sections, paragraphs, sentences, clauses or phrases of the Ordinance shall remain valid, constitutional, enforceable, and full force and effect.

Section 4: Repeal of Conflicting Provisions. Except as otherwise provided herein, all ordinances or parts of ordinances in conflict with this ordinance are hereby repealed.

Section 5: Effective Date. This ordinance shall become effective immediately upon its adoption by the Board of Commissioners of Lamar County, Georgia.

SO ORDAINED, this _____ day of _____, 2023.

RYRAN TRAYLOR, Chairman

ATTEST:

CARLETTE DAVIDSON, County Clerk

**LAMAR COUNTY BOARD OF COMMISSIONERS
ORDINANCE NO.2023-04**

AN ORDINANCE FOR THE PURPOSE OF REZONING PROPERTY IN LAMAR COUNTY, GEORGIA, AND TO AMEND THE OFFICIAL ZONING MAP OF LAMAR COUNTY, GEORGIA

WHEREAS, the Board of Commissioners of Lamar County, Georgia (hereinafter “County”) under the authority of its County Code and the Constitution and Laws of the State of Georgia, is empowered by virtue of its police power to regulate the health, safety and welfare of the citizens of the County, and to provide for and enact zoning and developmental regulations; and

WHEREAS, the County has enacted the current Zoning Ordinance of the County and thereby adopted the Official Zoning Map of the County; and

WHEREAS, under the Zoning Ordinance of the County and the Official Zoning Map of the County, the within described property is currently classified R-1 (Residential 1); and

WHEREAS, on February 1, 2023, Francisco Mena, initiated an application to change the zoning classification of the within described property to A-R (Agricultural-Residential); and

WHEREAS, notice of this application, public hearings, and action was properly advertised in the legal organ, a sign was placed on the subject property, and letters describing the application and hearing dates were sent to property owners within 300’ of the subject property; and

WHEREAS, a public hearing was held on March 9, 2023, and the application was reviewed by the Lamar County Planning Commission, and a second public hearing on the application was conducted by the County on March 21, 2023, pursuant to O.C.G.A. §33-66-1, *et seq.* and local ordinances at the Lamar County Courthouse; and

WHEREAS, the Board of Commissioners considered the proposed amendment, all alternate proposals or amendments, the report of the Planning Commission, and all data and evidence taken at both public hearings; and

WHEREAS, it is deemed by the County that rezoning the within described property WITH CONDITIONS and amending the Official Zoning Map of the County is in conformance with the sound comprehensive planning principles, of substantial benefit to the public, and in promotion of the best interest and general welfare of the people of the County; Now, therefore,

**BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF LAMAR COUNTY,
GEORGIA:**

Section 1: The Zoning Ordinance of Lamar County, Georgia, and the Official Zoning Map of Lamar County, Georgia, designating the boundaries of several types or classes of zoning districts

within the County, shall be, and are hereby amended so as to change the zoning classification applicable to the following described property:

All that tract or parcel of land lying and being in Land Lot 153 of the 3rd District of Lamar County, Georgia, being Phase 2 of Magnolia Farms Subdivision, and being more particularly described as follows:

Commencing at the common corner of Land Lots 152, 153, 168, and 169 thence south 02 degrees 03 minutes 52 seconds east a distance of 670.81 feet to a rebar set, which point is the point of beginning, thence south 02 degrees 03 minutes 52 seconds east a distance of 791.43 feet to a rock found; thence south 89 degrees 22 minutes 03 seconds west a distance of 2279.30 feet to a rebar set; thence north 27 degrees 16 minutes 24 seconds west a distance of 62.54 feet to a rebar set; thence north 62 degrees 43 minutes 36 seconds east a distance of 451.00 feet to a rebar set; thence north 27 degrees 16 minutes 24 seconds west a distance of 23.27 feet to a rebar set; thence north 63 degrees 16 minutes 24 seconds west a distance of 269.56 feet to a rebar set; thence north 62 degrees 43 minutes 36 seconds east a distance 258.50 feet to a rebar set; thence with a curve turning to the right with an arc length of 39.27 feet with a radius of 25.00 feet, with a chord bearing of south 72 degrees 16 minutes 24 seconds east, with a chord length of 35.36 feet, to a rebar set; thence north 62 degrees 43 minutes 36 seconds east a distance of 60.00 feet to a rebar set; thence south 27 degrees 16 minutes 24 seconds east a distance of 290.68 feet to a rebar set; thence north 59 degrees 00 minutes 24 seconds east a distance of 124.37 feet to a ¾ inch open top pipe found; thence south 77 degrees 30 minutes 59 seconds east a distance of 536.82 feet to a rebar set, which point is the point of beginning, having an area of 32.36 acres.

Also identified as Lamar County Tax Map 52, Parcel 015.

From R-1 (Residential-1) to A-R (Agricultural-Residential).

Limited to the permitted uses in A-R as of this day (Exhibit A) subject to the following conditions:

- No Manufactured Homes
- No Local, State, or Federal Buildings
- No publicly owned and operated park or recreation area
- No commercial poultry house
- No utility substation
- No private cemetery
- No home business that is the base of operations for large equipment companies
- No hunting/deer camps
- No small scale Agritourism
- No signs
- A paved or concrete driveway that matches the length of the neighboring property owners
- A 35' vegetative buffer around the perimeter of the property.

Section 2: The Official Zoning Map of the County is hereby amended to reflect such zoning classification for the within described property.

Section 3:

- A. It is hereby declared to the intention of the Board of Commissioners that all sections, paragraphs, sentences, clauses and phrases of this Ordinance are and were, upon their enactment, believed by the Board of Commissioners to be fully valid, enforceable and constitutional.
- B. It is hereby declared to the intention of the Board of Commissioners that, to the greatest extent allowed by law, each and every section, paragraph, sentence, clause or phrase of this Ordinance is severable from every other Section, paragraph, sentence, clause or phrase of this Ordinance. It is hereby further declared to be the intention of the Board of Commissioners that, to the greatest extent allowed by law, no section, paragraph, sentence, clause or phrase of this Ordinance is mutually dependent upon any other section, paragraph, sentence, clause or phrase of this Ordinance.
- C. In the event of any section, paragraph, sentence, clause or phrase of this Ordinance shall, for any reason whatsoever, be declared invalid, unconstitutional, or otherwise unenforceable by the valid judgement or decrees of any court of competent jurisdiction, it is the express intent of the Board of Commissioners that such invalidity, unconstitutionality, or unenforceability shall, to the greatest extent allowed by law, not render invalid, unconstitutional or otherwise unenforceable any of the remaining sections, paragraphs, sentences, clauses, or phrases of the Ordinance and that, to the greatest extent allowed by law, all remaining sections, paragraphs, sentences, clauses or phrases of the Ordinance shall remain valid, constitutional, enforceable, and full force and effect.

Section 4: Repeal of Conflicting Provisions. Except as otherwise provided herein, all ordinances or parts of ordinances in conflict with this ordinance are hereby repealed.

Section 5: Effective Date. This ordinance shall become effective immediately upon its adoption by the Board of Commissioners of Lamar County, Georgia.

SO ORDAINED, this _____ day of _____, 2023.

RYRAN TRAYLOR, Chairman

ATTEST:

CARLETTE DAVIDSON, County Clerk

CONTRACT FOR PROBATION SUPERVISION SERVICES

Pursuant to O.C.G.A. 42-8-101(a)(1), Lamar County, Georgia (hereinafter referred to as the "County"), the Superior Court of Lamar County, Georgia (hereinafter referred to as "Court"), and CSRA Probation Services, Inc. (hereinafter referred to as the "Contractor") do hereby agree and contract that:

1. SCOPE OF SERVICES

The Contractor shall provide the following probation services and programs for the Superior Court of Lamar County, Georgia to-wit:

- A. Comply with the uniform contract standards (O.C.G.A. 42-8-107) and all standards and qualifications as set forth by the Misdemeanor Probation Oversight Unit.
- B. Staff Qualifications for probation officers will meet or exceed uniform professional standards set forth in O.C.G.A. 42-8-107. Staff qualifications for administrative, intern, or volunteer staff will meet or exceed the requirements set forth in Department of Community Supervision Board Rule 105-2-.09.
- C. Criminal records checks will be completed on all staff as set forth in O.C.G.A. 35-3-34.
- D. All newly hired probation officers will receive a 40-hour initial orientation and all probation officers will receive 20 hours of annual in-service continuing education. (Probation/Parole officers who have previously completed a basic course of training certified by the Georgia Peace Officers Standards and Training Council or private probation officers employed by a private probation company for at least six months as of July 1, 1996, are exempt from the 40-hour initial orientation). All newly hired administrative employees, agents, interns, or volunteers will complete a 16-hour initial orientation program within 6 months of appointment and 8 hours of annual in-service continuing education training program.
- E. Maintain individual files for each offender participating in the Contractor's programs. The files will be maintained in a secured area, in a locked file cabinet or safe.
- F. Provide timely and prompt reports as are, or may be, required by the Court during the period of the contract, which include but are not limited to statistical reports, caseload data, and other records documenting the types of program services provided and the identity of the offenders receiving such services.
- G. Make fiscal and program records available within ten (10) working days for review of procedures and the maintaining of financial records reflective of good business practices.
- H. Bill the offender for program services provided on such forms and in such a manner to conform to acceptable business practices. The accuracy of billing is to be confirmed by providing a copy of the services and attending costs to the offender.
Current program services/costs are outlined in Exhibit A, Cost/Fee Schedule.
- I. Submit monthly reports to the Court and County on the amount of Court fines, costs and restitution Court ordered and collected from the Offender. The report

include the services provided, the total dollar amount applied to Court ordered fines, restitution, and other conviction-related costs. The monthly reports shall be provided to the Court and County by the tenth (10th) day of the following month.

- J. Tender all Court fines, costs and restitution ordered and collected during the month from the offender to the County by the 10th day of the following month. Collect and tender all GCVEF payments to the state as mandated by law.
- K. Comply with all laws regarding the confidentiality of offender's records.
- L. Not attempt to profit from any fines, restitution, or court costs collected from the offenders.
- M. Collect all fines, costs, and restitution as sentenced and the amount is to be paid at a date later than the date of sentencing provided the Court orders the amount to be collected by CSRA Probation Services, Inc. A probation fee of forty-five (\$45.00) dollars per month may be assessed against the offender, to be collected by CSRA Probation Services, Inc. for each month of probation until that case expires or is terminated. Payment of said fees shall conform with O.C.G.A. 42-8-103 (pay-only probation) which states that fees shall be capped at three (3) months of ordinary fees unless other named statutory circumstances exist.
- N. Provide an ongoing monitoring program that accounts for activities of offenders serving their sentence and provide delinquency reports to the Court advising of violations and proceed with revocation procedures based on the direction of the Court.
- O. Indigent offenders may apply to be exempted from paying a supervision fee if the offender claims that such fee will cause unreasonable or undue hardship. The exempting authority shall be the sentencing Judge based on the ability to pay per O.C.G.A. 42-8-102.
- P. Shall maintain bonding levels and insurance as required by law, to include a surety/fidelity bond in the amount of not less than one hundred thousand dollars (\$100,000.00) as security for the satisfactory performance of the Contract and provide general liability insurance coverage in the amount of not less than one million dollars (\$1,000,000.00).
- Q. Caseload Levels: actively supervised caseloads will not exceed 300 per probation officer. All probationers are required to report in person a minimum of once per month with exceptions being per Court order, out of state, or out of area with the Court's approval. Out-of-area reporting shall report by telephone, Smartphone App, online or written report a minimum of once per month.
- R. Violations of Probation shall be reported to the Court by Delinquency Report, Warrant, or as designated by the Court and shall be handled in a manner as directed by the Court.
- S. Consecutive cases: Per O.C.G.A. 42-8-103.1(b), each case will be reviewed after twelve (12) consecutive months of probation as required by statute, and every four (4) months thereafter for the possibility of early termination recommendation.

2. CONTRACT TERMS

The Court shall designate CSRA Probation Services, Inc. as the exclusive private entity to coordinate and provide direct probation and program services to misdemeanor offenders sentenced under the jurisdiction of the Court during the term of this Agreement. The provisions enumerated in this Contract shall be deemed valid in so far as they do not violate any county, state, or federal laws.

This agreement shall be binding on the parties hereto for a period of one year commencing on January 1, 2023 and shall expire on January 1, 2024. Notwithstanding the date of the expiration of the Contract, this Contract shall automatically renew under the same terms and conditions as provided for herein unless written notice by certified mail (return receipt requested) to the contrary is directed to the other party thirty (30) days prior to the date of expiration. This agreement is limited to a maximum of four (4) annual extensions and will expire on December 31, 2027.

The Court may terminate this agreement if CSRA Probation Services, Inc. becomes insolvent or files for protection under any chapter of the U.S. Bankruptcy Code. Either party may terminate this contract for default by giving the other party written notice by certified mail (return receipt requested) thereof, specifying each particular default. If the party in fault fails to cure or take reasonable steps to cure the default within thirty (30) days after receipt of notice, the other party may declare the Contract terminated effective upon receipt of notice thereof.

Neither the Court nor the Governing Authority shall be liable to CSRA Probation Services nor to anyone who may claim a right resulting from any relationship with CSRA Probation Services, for any acts of CSRA Probation Services, its employees, agents or participants in the performance of services. CSRA Probation Services shall indemnify and hold harmless the Court and Governing Authority, from any claims, demands, actions, proceedings, expenses, damages, liabilities or losses (including but not limited to attorney's fees and court costs) and any causes of action arising from any acts or omissions arising out of or in connection with the services performed by CSRA Probation Services or its employees and agents under the terms of this Agreement.

No amendment or modification to this Contract or any waiver of any provision hereof shall be effective unless made in writing and signed by all parties hereto.

All notices under the Agreement will be in writing and will be delivered by personal service, facsimile or certified mail postage prepaid, or overnight courier to such address as may be designated from time to time by the relevant party, which initially shall be the address set forth below:

County
408 Thomaston St.
Barnesville, GA 30204

CSRA Probation Services, Inc.
802D Oakhurst Dr.
Evans, GA 30809

EXHIBIT A
COST AND FEE SCHEDULE

STANDARD MONITORING SERVICES

SERVICE	RATE
Probation Supervision Fee	\$45/month
Pre-trial Diversion Supervision Fee	\$45/month
Case Set-up Fee	\$15.00
Drug Testing	\$25/test
Lab Confirmation	\$25/confirmation
Electronic Monitoring RF	\$25 install fee, \$8/day
Electronic Monitoring - GPS Active	\$25 install fee, \$10/day
Alcohol Monitoring – Random	\$5 (combined w/ RF)
Alcohol Monitoring – Continuous (SCRAM)	\$25 install fee, \$12/day
Bond Supervision Fee	\$45/month


GROUP PROGRAM / EDUCATIONAL SERVICES


SERVICE	RATE
ACCI Offender Education Workbook Course	\$60/course

IN WITNESS THEREOF, the parties hereto have executed this contract on this the 3rd day
of January, 2023.

ATTEST:

BY: _____
Chairman
Lamar County Board of Commissioners

BY:  _____
Chief Judge Thomas H. Wilson
Lamar County Superior Court

BY:  _____
Ginny D. Kent
Chief Executive Officer
CSRA Probation Services, Inc.



CONSULTANT MASTER SERVICES AGREEMENT

THIS AGREEMENT ("Agreement"), effective _____, is made between Lamar County, Georgia, incorporated pursuant to the laws of the State of Georgia with an office at 408 Thomaston Street, Suite E, Barnesville, Ga., 30204 ("Owner") and EXP U.S. Services Inc., incorporated pursuant to the laws of Delaware with an office in 268 Ceburn Kicklighter Road, Reidsville, GA 30453 ("EXP").

WHEREAS Owner wishes to retain the Consultant to provide Engineering, Planning and Design consulting services on an On Call Basis described herein and the Consultant wishes to provide the services to the Owner, on the terms and subject to the conditions set out in this Agreement.

NOW THEREFORE, in consideration of the mutual undertakings and subject to the terms contained in the Agreement, the parties agree as follows:

1. SERVICES

The Owner retains the Consultant under this Master Services Agreement to provide task work order based planning, design and construction engineering and inspection related services for Owner.

2. REMUNERATION

In consideration of the provision of the Services by the Consultant, the Owner agrees to pay the Consultant the rates in the amount set forth in Schedule B ("Fees"). Consultant will also provide a task work order for defined projects as they come up.

The Consultant shall submit progress invoices on a monthly basis. The Owner shall notify the Consultant within seven (7) days receipt of the invoice if it disputes any portion of the invoice. The Owner shall pay the undisputed portion of each invoice submitted to it within thirty (30) days of receipt. If the invoice is not paid within thirty (30) days, interest shall accrue on any overdue amounts at a rate of 1% per month, (12%) per year.

3. RELATIONSHIP OF THE PARTIES

In providing the Services, the Consultant shall act as an independent contractor and only to the extent and for the specific purpose described in this Agreement. Neither the Consultant nor any of its directors, officers, employees or agents shall be construed as agents or employees of the Owner.

4. PERMITS, UTILITIES AND ACCESS

The Owner shall apply for and obtain all required permits and licenses required for the Project unless provided otherwise in the Consultant's proposal.

The Owner shall provide the Consultant with the available location of all underground utilities and structures in the vicinity of the work area. The Consultant and Owner shall use their best efforts and due diligence to allow the Services to be completed which includes, but not limited to, providing access to the work site and conducting work underground.

5. STANDARD OF CARE

The Consultant shall perform the Services with a level of skill and care consistent with the procedures, protocols and practices generally accepted in the Consultant's profession for use by practitioners in similar engagements. The Consultant will use commercially reasonable efforts to provide the Services in accordance with all relevant local, provincial and federal laws, regulations, codes, guidelines and standards

that are applicable at the time the Consultant provides the Services, and shall not be liable to the Owner for failure to do so unless such noncompliance is due to the negligence or willful misconduct of the Consultant.

Employees or other persons retained by the Consultant to perform the Services will have the necessary skills, training and qualifications to provide the Services in accordance with the provisions of this Agreement.

The Consultant has the power and authority to enter into and carry out all of its obligations under this Agreement.

6. OWNERSHIP AND INTELLECTUAL PROPERTY

All information, material and Intellectual Property Rights, as defined herein, acquired, developed or prepared by the Consultant pursuant to this Agreement shall be the sole and exclusive property of the Owner upon full payment of the Services performed. The Owner releases the Consultant from liability and agrees to defend, indemnify, protect and hold harmless the Consultant from any and all claims, liability, damages or expenses arising, in whole or in part, from unauthorized use. "Intellectual Property Rights" means any copyright, trademark, patent, registered design, design right, topography right, service mark, application to register any of the rights, trade secrets, rights in unpatented know-how, right of confidence and any other intellectual or industrial property right of any nature whatsoever in any part of the world.

7. CONFIDENTIALITY

The Consultant shall use reasonable efforts to maintain confidential and secure, all material, information and documentation provided to the Consultant, whether obtained directly or indirectly from the Owner, or belonging to the Owner and in the possession or under the control of the Consultant pursuant to this Agreement. Such confidentiality obligation shall not apply if such material, information or documentation is within the public domain, previously known to the Consultant, obtained from third parties without violating any confidential agreement or required to be produced by the Consultant pursuant to any law or court order. In the event that any material, information or documentation is required by the Consultant as stated above, the Consultant shall promptly give notice to the Owner.

8. REPORTS

The Owner agrees that any use of or reliance upon any report prepared by the Consultant or its subconsultants (collectively "Report") by a third party are the responsibility of the third party. The Consultant accepts no responsibility for any damages that may be suffered by the third party as a result of decisions made or action taken based upon the Report.

The Owner agrees that the Report is prepared for the account and benefit of the Owner and that the material in the Report will reflect the Consultant's best judgment in light of the information made available to it by the Owner at the time of the preparation of the Report.

The Consultant shall not be liable for the consequences of any amendments, revisions, modifications or alterations made by the Owner to the Report without the consent of the Consultant.

9. INDEMNIFICATION

The Owner agrees to indemnify and hold harmless the Consultant, its officers, directors, employees and subconsultants against all damages, liabilities or costs (including legal fees) arising out of or in any way connected with the Project, excepting those damages, liabilities or costs attributable to the negligent acts or omissions by the Consultant or those parties for whom the Consultant is responsible at law.

The Consultant agrees to indemnify and hold harmless the Owner, its officers, directors, employees and agents against all damages, liabilities or costs (including legal fees) to the extent arising out of or in any way connected with the Services under this Agreement, excepting those damages, liabilities or costs attributable to the negligent acts or omissions by the Owner or those parties for whom it is responsible at law.

The Consultant shall have no liability for the activities of any contractor, subcontractor, supplier or their respective employees or agents on the Project unless retained by the Consultant.

In no event will either party be liable to the other for such other party's loss of profit and lost revenues or for any special, indirect, incidental or consequential damages arising out of this agreement.

10. LIMITATION OF LIABILITY

In recognition of the relative risks and benefits of the project to both the Owner and Consultant, the parties agree, to the fullest extent permitted by law, to limit the aggregate liability of Consultant, its parent, affiliates and subcontractors, and their respective directors, officers, employees and agents, to \$50,000 or the remuneration for the Services, whichever is greater. This limitation of liability shall apply to all suits, claims, actions, losses, costs and damages of any nature, including but not limited to legal fees and expenses, arising from or related to this Agreement without regard to the legal theory under which such liability is imposed.

11. ENVIRONMENTAL CONDITIONS

The Owner shall be responsible for the environmental condition of the Project. The Owner shall be responsible for and promptly pay for the removal and lawful disposal of contaminants, hazardous materials, asbestos, samples and cuttings unless otherwise agreed in writing. The discovery of such conditions on the Project shall result in the issuance of a change order to the extent that the Services are impacted.

12. FORCE MAJEURE

Notwithstanding any other provision in this Agreement, failure or delay in performance by either party of any term of this Agreement shall be excused to the extent caused by an event beyond such party's reasonable control, provided the party: (i) notifies the other in writing as soon as reasonably possible; (ii) provides reasonable detail of the commencement and nature of such a cause; and (iii) uses its best efforts to render performance in a timely manner utilizing to such end all resources reasonably required in the circumstances, including obtaining supplies or services from other sources if same are reasonably available.

13. INSURANCE

The Consultant shall maintain the following insurance policies for the duration of the Agreement:

Professional Liability Insurance - for errors and omissions in the performance or failure to perform professional services contemplated in this Agreement, in the amount of \$1,000,000 per claim and in the aggregate;

Commercial General Liability Insurance – in the amount of \$1,000,000 per occurrence and in the aggregate.

The Owner shall be named as an additional insured on the Commercial General Liability Insurance policy as its interest may appear.

14. **DISPUTES**

Any dispute arising under this Agreement shall first be resolved by taking the following steps. A successive step shall be taken if the issue is not resolved at the preceding step: (i) by negotiation between the technical and contractual personnel for each party; (ii) by negotiation between executive management of each party; (iii) by mediation; (iv) by arbitration if both parties agree; and (v) through the courts in the jurisdiction where the Project is located.

15. **TERMINATION**

Notwithstanding any other provision of this Agreement, either party may terminate this Agreement at any time, in whole or in part, by providing written notice of termination to the other party. Except as otherwise mutually agreed by the Owner and the Consultant, termination shall be effective immediately on notice being received if termination is made by one party where the other party is in material breach of its obligations in this Agreement and otherwise thirty (30) days from receipt of the notice. The Owner shall compensate the Consultant for work properly performed (including demobilization) and reasonable expenditures incurred in connection with this Agreement up to and including the date of any such termination.

16. **NOTICES**

Any notice or other communication required to be given under the Agreement shall be in writing and delivered by courier, fax, email or registered mail, addressed as follows:

If to Owner:

Lamar County, Georgia
408 Thomaston Street, Suite E
Barnesville, GA 30204

Attention: Mr. Sean Townsend, County Administrator

If to Consultant:

Exp US Services Inc.
268 Ceburn Kicklighter Road
Reidsville, GA 30453

Attention: Mr. Ritchie Swindell

If delivered by courier, fax or email, any such notice or other communication shall be deemed to have been given and received on the day on which it was delivered or transmitted (or, if such day is not a business day, on the next following business day). If mailed, any such notice or other communication shall be deemed to have been given and received on the third business day following the date of mailing; provided, however, that if at the time of mailing or within three business days thereafter a labour dispute or other event occurs, which might reasonably be expected to disrupt the delivery of documents by mail, any notice or other communication made under this Agreement shall be delivered or transmitted by fax as provided in this section.

A party to this Agreement may change its address for the purpose of this Section by giving the other party notice of such change of address in the manner provided in this Section.

17. **MISCELLANEOUS**

Neither party shall assign its interest in this Agreement without the written consent of the other.

No waiver of any breach of any provision of this Agreement will be effective or binding unless it is in writing and signed by the party purporting to give such waiver and, unless otherwise provided, will be limited to the specific breach waived.

This Agreement includes the attached Schedules A and B embodies the entire agreement with regard to the Services. This Agreement supersedes any understanding or agreement, collateral, oral or otherwise, existing between the parties at the date of execution.

All paragraphs, terms and conditions of this Agreement are severable, and the invalidity, illegality, or unenforceability of any such paragraph, term or condition shall be deemed not to affect the validity, enforceability or legality of the remaining paragraphs, terms and conditions.

No additions, deletions or modifications to the provisions of this Agreement shall be effective unless agreed to in writing by both parties.

The headings preceding the provisions of this Agreement have been inserted for convenient reference only and shall not be deemed to affect the construction or interpretation of this Agreement.

All representations, warranties and covenants of the Consultant and the Owner including any indemnity, shall survive indefinitely the termination of this Agreement.

If there is any inconsistency between this Agreement and any Schedule to this Agreement, this Agreement shall govern.

This Agreement shall be governed by and construed in accordance with the laws of the jurisdiction in which the Project is located.

IN WITNESS WHEREOF the parties have executed this Agreement.

Lamar County, Georgia

By: _____

Title: County Administrator

I have authority to bind the county

EXP US Services Inc.

By: _____

Title: Vice President

I have authority to bind the corporation

SCHEDULE A**Scope and Fees**

EXP US Services Inc. will provide task order-based services for various engineering related consulting services at rates listed in Schedule B. On specific task order assignments, EXP will prepare specific task order scopes and will bill the Client based on the rates provided in Schedule B.

SCHEDULE B

Additional Services

If additional services are required that are in addition to the scope of services, they will be billed on an hourly basis. The following rates will be used depending on the personnel classification during regular working hours. Overtime rates for some classifications will be charged at time and a half. These rates will be applicable through December 31, 2023 and will be automatically increased by 5% beginning January 1, 2024 and every year after. All invoices for time billed after December 31, 2023 will reflect 2024 rates.

Position	Rate
Position	Rate
Project Principal	\$300.00
Project Manager	\$265.00
Senior Engineer	\$195.00
Engineer 2	\$160.00
Engineer 1	\$120.00
Structural Project Manager	\$245.00
Senior Structural Engineer 2	\$180.00
Structural Engineer 1	\$150.00
Technician	\$120.00
Technician Aide	\$90.00
CEI Project Manager	\$150.00
CEI Contract Support Specialist	\$88.00
CEI Senior Inspector	\$90.00
CEI Inspector 2	\$87.00
CEI Inspector 1	\$85.00
CEI Inspector Aide	\$75.00
Administrative Assistant	\$50.00
Environmental Director	\$283.25
Environmental Manager	\$190.00
Environmental Specialist 1	\$85.00
Environmental Specialist 2	\$101.00
Environmental Specialist 3	\$130.00
Hydraulic/Drainage Project Manager	\$265.00
GIS Administrator Lead	\$140.00
GIS Administrator/Developer 1	\$109.00
GIS Administrator/Developer 2	\$124.00
GIS Administrator/Developer 3	\$130.00
GIS Analyst/Technician 1	\$95.00
GIS Analyst/Technician 2	\$112.00
GIS Analyst/Technician 3	\$120.00

Mileage will be billed based on standard IRS rates.
 Traffic Counter/Video Monitor \$10.00/day



Lamar County Board of Commissioners

Lamar County
408 Thomaston Street
Barnesville, Georgia 30204

Item i.

Ryran Traylor, Chairman
Nancy Thrash, Vice Chairman
Jarrod Fletcher, 1st District
Jason Lovett, 2nd District
Ashley Gilles, 3rd District

Sean Townsend, County Administrator
Carlette Davidson, County Clerk
Kristy Johnston, Finance Director
Martha Windle, Accounting Technician
Lesley Kilchriss, Human Resources/Payroll

Memorandum

To: Chairman and Members of the
Lamar County Board of Commissioners
From: Sean Townsend, County Administrator
Date: March 21st, 2023
RE: County Administrator's Report

FY 2023 Budget and Financial Review

- Finance Report by Department and Revenue Sources
- Cash and TAN Balances as of March 13th, 2023
- The February 2023 Cash Flow Chart is running slightly lower than projections.
- FY 2023 Program of Work
- Local Option Sales Tax (LOST) Collection Chart
- 2017 Special Purpose Local Option Sales Tax (SPLOST) Collection Chart
- 2021 Transportation Special Purpose Local Option Sales Tax

Lamar County Finance Report for the Month of February 2023

% of Year Completed:							16.67%
Revenue	MTD	YTD	Run Rate	Projected Budget Difference	Budgeted	Balance of Budget	16.67%
General Fund							
Taxes/Fees	\$480,675.24	\$687,405.65	\$4,124,433.90	\$11,368,552.35	\$12,055,958.00	\$11,368,552.35	5.70%
Licenses & Permits	\$12,631.30	\$24,561.05	\$147,366.30	\$173,938.95	\$198,500.00	\$173,938.95	12.37%
Intergovernmental	\$19,378.90	\$482,683.78	\$2,896,102.68	\$91,084.22	\$573,768.00	\$91,084.22	84.13%
Charges for Services	\$30,565.16	\$38,873.14	\$233,238.84	\$476,430.86	\$515,304.00	\$476,430.86	7.54%
Fines/Fortelitures	\$40,057.34	\$40,057.34	\$240,344.04	\$477,642.66	\$517,700.00	\$477,642.66	7.74%
Investment Income	\$25.45	\$25.45	\$152.70	\$39.55	\$65.00	\$39.55	39.15%
Contrib/Donation Private	\$24,497.79	\$26,497.79	\$158,986.74	-\$26,497.79	\$0.00	(\$26,497.79)	100.00%
Miscellaneous (reimb property damage)	\$19,341.41	\$27,242.68	\$163,456.08	\$109,898.32	\$137,141.00	\$109,898.32	19.86%
Other Financing Sources	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	100.00%
TOTAL:	\$627,172.59	\$1,327,346.88	\$7,964,081.28	\$12,671,089.12	\$13,998,436.00	\$12,671,089.12	9.48%
Expense	MTD	YTD	Run Rate	Projected Budget Difference	Budgeted	Balance of Budget	16.67%
General Fund							
Commissioners	\$67,194.72	\$131,796.36	\$790,778.16	\$1,327,769.64	\$1,459,566.00	\$1,327,769.64	9.03%
Board of Elections	\$15,455.97	\$34,630.72	\$207,784.32	\$289,168.28	\$323,799.00	\$289,168.28	10.70%
Tax Commissioner	\$21,372.42	\$50,320.16	\$301,920.96	\$290,673.84	\$340,994.00	\$290,673.84	14.76%
Courthouse Grounds & Public Buldg	\$38,040.10	\$78,375.51	\$470,253.06	\$386,421.49	\$464,797.00	\$386,421.49	16.86%
Tax Assessor	\$27,672.05	\$54,134.49	\$324,806.94	\$413,152.51	\$467,287.00	\$413,152.51	11.58%
Superior Court	\$149,350.90	\$149,964.32	\$899,785.92	\$454,761.68	\$604,726.00	\$454,761.68	24.80%
Clerk of Superior Court/Board of Equalizati	\$33,660.51	\$64,836.93	\$389,021.58	\$409,117.07	\$473,954.00	\$409,117.07	13.68%
District Attorney	\$2,777.51	\$5,732.25	\$34,393.50	\$28,045.75	\$33,778.00	\$28,045.75	16.97%
Magistrate Court	\$13,034.03	\$25,870.26	\$155,221.56	\$133,699.74	\$159,570.00	\$133,699.74	16.21%
Probate Court	\$23,446.79	\$45,365.10	\$272,190.60	\$265,033.90	\$310,399.00	\$265,033.90	14.62%
Sheriff	\$196,042.44	\$401,032.56	\$2,406,195.36	\$2,331,237.44	\$2,732,270.00	\$2,331,237.44	14.68%
Jail Operation & Building	\$105,607.34	\$196,367.30	\$1,178,203.80	\$1,146,139.70	\$1,342,507.00	\$1,146,139.70	14.63%
Fire Department	\$79,340.51	\$155,672.30	\$934,033.80	\$827,319.70	\$982,992.00	\$827,319.70	15.84%
EMS	\$66,416.00	\$132,832.00	\$796,992.00	\$641,465.00	\$774,297.00	\$0.00	0.00%
Coroner/Medical Examiner	\$2,871.86	\$4,765.33	\$28,591.98	\$26,057.67	\$30,823.00	\$26,057.67	15.46%
E-911	\$0.00	\$0.00	\$0.00	\$74,347.00	\$74,347.00	\$74,347.00	0.00%
EMA	\$5,789.41	\$8,525.82	\$51,154.92	\$37,624.18	\$46,150.00	\$37,624.18	18.47%
Public Works	\$60,591.64	\$123,525.54	\$741,153.24	\$1,621,409.46	\$1,744,935.00	\$1,621,409.46	7.08%
Public Health Administration	\$8,333.33	\$16,666.66	\$99,999.96	\$88,333.34	\$105,000.00	\$88,333.34	15.87%
DFCS	\$1,458.33	\$2,916.66	\$17,499.96	\$16,583.34	\$19,500.00	\$16,583.34	14.96%
Senior Citizens	\$16,339.32	\$27,234.23	\$163,405.38	\$198,892.77	\$226,127.00	\$198,892.77	12.04%
Public Transportation	\$0.00	\$0.00	\$0.00	\$17,900.00	\$17,900.00	\$17,900.00	0.00%
Recreation/facilities/museum & Ag Arena	\$29,744.58	\$54,459.35	\$326,756.10	\$434,972.65	\$489,432.00	\$434,972.65	11.13%
Library	\$24,368.58	\$48,737.16	\$292,422.96	\$243,685.84	\$292,423.00	\$243,685.84	16.67%
Conservation Administration & Forest Reso	\$4,055.89	\$8,176.51	\$49,059.06	\$55,123.49	\$63,300.00	\$55,123.49	12.92%
UGA County Extension	\$4,049.63	\$8,614.96	\$51,689.76	\$96,228.04	\$104,843.00	\$96,228.04	8.22%
Zoning	\$17,054.31	\$33,585.32	\$201,511.92	\$200,134.68	\$233,720.00	\$200,134.68	14.37%
Economic Development/IDA	\$5,833.33	\$11,666.66	\$69,999.96	\$58,333.34	\$70,000.00	\$58,333.34	16.67%
TOTAL:	\$1,019,901.50	\$1,875,804.46	\$11,254,826.76	\$12,113,631.54	\$13,989,436.00	\$12,113,631.54	13.41%
This is the difference between remaining revenue collection and remaining expenditures			\$ (3,290,745.48)	\$ 557,457.58			
General Fund					\$9,000.00		
Month	(\$392,728.91)						
YTD	(\$548,457.58)						

		3/13/2023	
	GENERAL FUND		
	Checking/Money Market Account		
	Sweeping/Reserve	\$4,500,000.00	
	ARP Grant	\$2,132,845.70	
	Construction	\$1,416,082.11	
	Sinking	\$120.96	
	TSPLOST	\$5,627,797.22	
	Hotel / Motel Tax	\$7,709.36	
	Payroll Checking 24237	\$1,151.27	
	General Fund 41178	\$508,205.54	
	E911 Landline 5200399	\$54,727.22	
	Recreation 0027	\$1,328.70	
	Jury Script 3376	\$2,138.29	
	Drug Fund	\$2,075.73	
	Capital Project	\$0.00	
	Total Cash:	\$14,254,182.10	
	GRAND TOTAL MONEY GENERAL FUND	\$14,254,182.10	
	SPLOST FUNDS		
	SPLOST II	\$0.00	
	SPLOST III	\$646,988.23	
	Total Cash:	\$646,988.23	
	GRAND TOTAL MONEY SPLOST FUND	\$646,988.23	
	GRAND TOTAL OF ALL MONIES	\$14,901,170.33	
	2023 Line of Credit		
	Beginning Balance	Balance Received	Remaining Balance
General Fund	\$0.00	\$0.00	\$0.00
Note:			

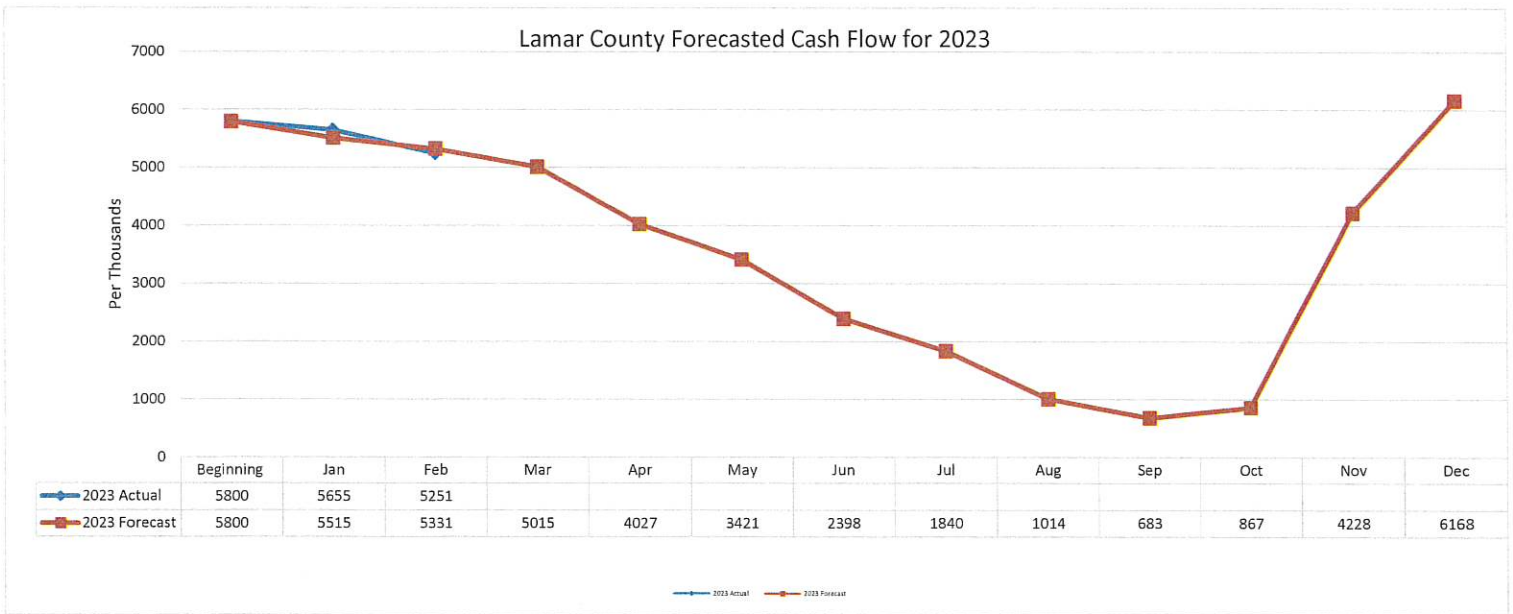
LAMAR COUNTY CASH FLOW FORECAST

Item i.

2023

	MONTHS												TOTALS
BEG BALANCE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
	5800	5655	5251	5251	5251	5251	5251	5251	5251	5251	5251	5251	0
PROPERTY TAXES													286
SALES TAXES	144	141											1042
OTHER REVENUE	556	486											1327
TOTAL RECEIPTS:	700	627	0	0	0	0	0	0	0	0	0	0	
PAYROLL	596	581											1177
OTHER EXPENDITURES	249	451											700
TOTAL DISBURSEMENTS:	-845	-1032	0	0	0	0	0	0	0	0	0	0	-1877
RECEIPTS LESS DISBURSEMENTS	5655	5251	5251	5251	5251	5251	5251	5251	5251	5251	5251	5251	-549
ENDING BALANCE/FUNDS													

	Beginning	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2023 Actual	5800	5655	5251										
2023 Forecast	5800	5515	5331	5015	4027	3421	2398	1840	1014	683	867	4228	6168

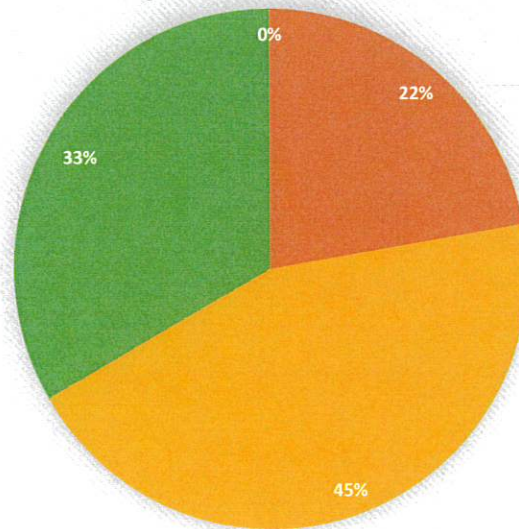


Note:

Lamar County Board of Commissioners
FY 2022-23 Program of Work
Updated February 9th, 2023

Program & Funding Source	Responsible Party	Status
Equipment & Vehicle Purchase		
1. Request to purchase two vehicles from SPLOST February 15th	Sheriff	All cars have been received.
Program & Funding Source	Responsible Party	Status
Park & Recreation Projects		
2. Lamar County Recreation Gym	County Administrator	All the updates have been completed, and we now need to update the bathrooms and the concession stand.
Program & Funding Source	Responsible Party	Status
Facilities Maintenance		
3. Windows for front of the courthouse	County Administrator	Requesting a quote for windows for front of the courthouse
Program & Funding Source	Responsible Party	Status
Other Projects		
4. High Falls Park Road Tower	Fire Chief	New tower is completed and the repeater is installed at 280 ft.
5. Renovation for New Administration Building	County Administrator	All walls have been completed with sheetrock, electrical, plumbing, etc. Waiting on a quote for a change order in the Board of Elections area. I will advise the board once I received the quote is requested.
6. Lamar County Animal Shelter	County Administrator	Received 1st draft and making modification. The Board has planned a ground breaking on March 16th.
7. TSPLOST Phase I	Public Works Director County Administrator Contractor: EXP	Award letter have send to approved vendors for the county's paving projects. Paving dates TBA
8. Courthouse Roof repairs	County Administrator	Receiving bids for the repairs of the roof.
9. Detention Cener roof repairs	County Administrator	Receiving bids for the repairs of the roof.

Program of Work Status



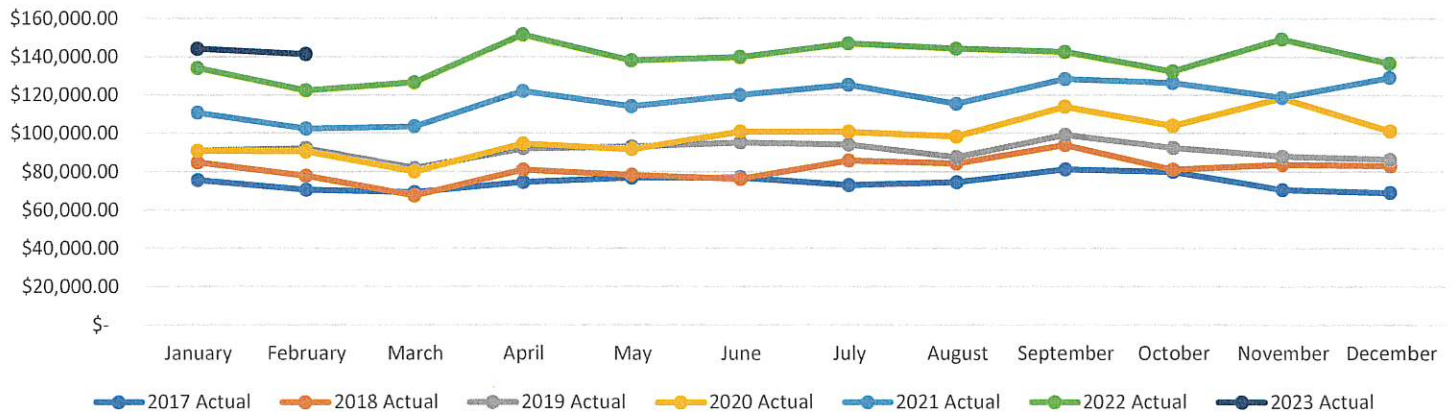
■ Completed
 ■ In Progress
 ■ Not Started
 ■ At Risk

Lamar County Board of Commissioners
LOCAL OPTION SALES TAX (LOST)
COLLECTION CHART

Item i.

	2017	2018	2019	2020	2021	2022	2023
January	\$ 75,684.80	\$ 84,986.13	\$ 91,040.44	\$ 91,040.44	\$ 110,699.91	\$ 134,170.35	\$ 144,262.73
February	\$ 70,551.06	\$ 77,945.22	\$ 92,257.62	\$ 90,702.42	\$ 102,459.12	\$ 122,486.92	\$ 141,477.19
March	\$ 69,389.21	\$ 67,723.19	\$ 81,937.09	\$ 80,307.29	\$ 103,706.73	\$ 126,834.85	
April	\$ 74,582.07	\$ 81,188.19	\$ 92,156.95	\$ 94,685.71	\$ 122,076.76	\$ 151,640.34	
May	\$ 77,053.43	\$ 78,504.14	\$ 93,137.38	\$ 91,914.58	\$ 114,242.67	\$ 138,242.60	
June	\$ 76,999.79	\$ 76,362.85	\$ 95,398.61	\$ 101,204.58	\$ 120,072.99	\$ 139,959.53	
July	\$ 72,991.37	\$ 85,987.91	\$ 94,184.47	\$ 100,957.85	\$ 125,371.89	\$ 147,095.82	
August	\$ 74,611.22	\$ 84,448.08	\$ 87,689.50	\$ 98,504.15	\$ 115,494.38	\$ 144,408.00	
September	\$ 81,254.45	\$ 94,045.69	\$ 99,312.18	\$ 114,083.33	\$ 128,420.06	\$ 142,639.24	
October	\$ 80,085.53	\$ 81,332.86	\$ 92,618.09	\$ 104,136.06	\$ 126,459.65	\$ 132,550.99	
November	\$ 70,770.20	\$ 83,950.13	\$ 88,189.21	\$ 118,693.67	\$ 118,908.56	\$ 149,401.01	
December	\$ 69,122.33	\$ 83,237.08	\$ 86,503.72	\$ 101,433.44	\$ 129,184.43	\$ 136,768.93	
Total	\$ 893,095.46	\$ 979,711.47	\$ 1,094,425.26	\$ 1,187,663.52	\$ 1,417,097.15	\$ 1,666,198.58	\$ 285,739.92
Budget	\$ 870,000.00	\$ 900,000.00	\$ 772,027.00	\$ 947,076.00	\$ 1,000,865.00	\$ 1,200,000.00	
% Collect	103%	109%	142%	125%	142%	139%	
	\$ 74,424.62	FY 2017 Monthly average					
	\$ 81,642.62	FY 2018 Monthly average					
	\$ 91,202.11	FY 2019 Monthly average					
	\$ 98,971.96	FY 2020 Monthly average					
	\$ 118,091.43	FY 2021 Monthly average					
	\$ 138,849.88	FY 2022 Monthly average					
	\$ 142,869.96	FY 2023 Monthly average					

LOST Collections

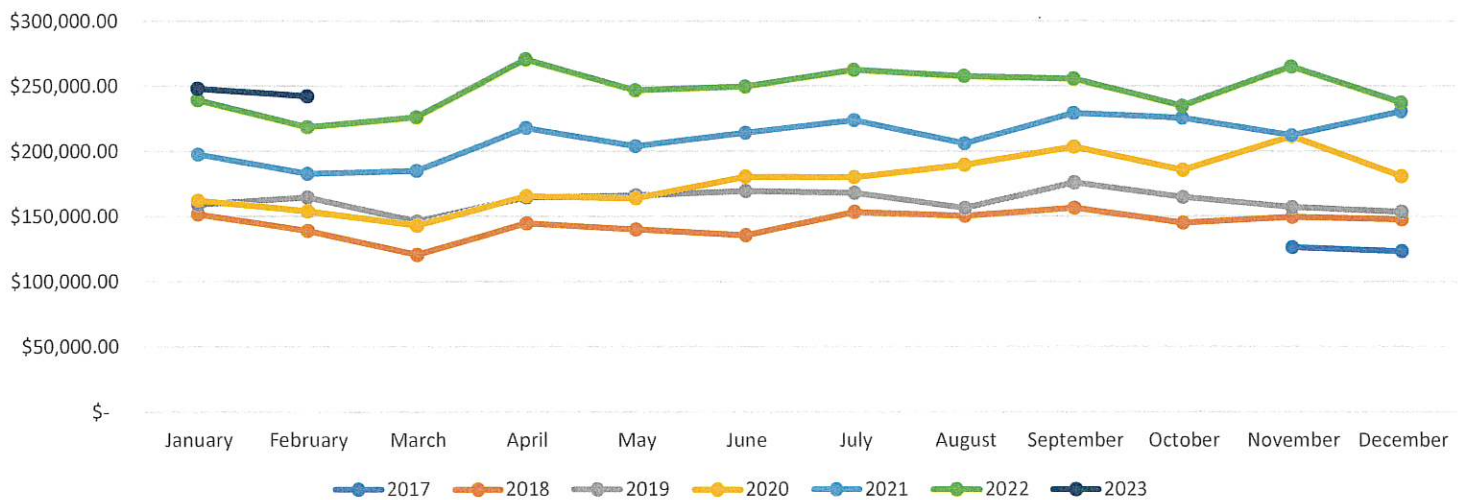


Lamar County Board of Commissioners
2017 SPECIAL PURPOSE LOCAL OPTION SALES TAX (SPLOST)
COLLECTION CHART

Item i.

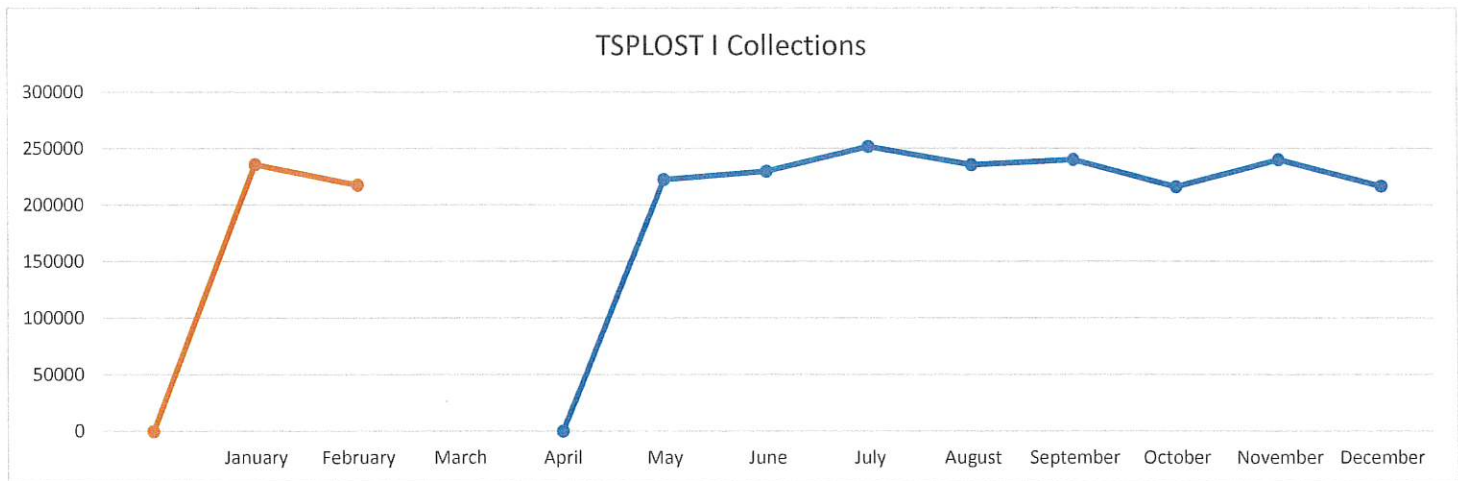
	2017	2018	2019	2020	2021	2022	2023
January		\$ 151,754.83	\$ 159,336.86	\$ 162,335.46	\$ 197,679.15	\$ 239,588.86	\$ 248,174.06
February		\$ 139,188.19	\$ 164,745.22	\$ 154,231.36	\$ 182,963.13	\$ 218,726.44	\$ 242,407.59
March		\$ 120,934.67	\$ 146,315.98	\$ 143,405.93	\$ 185,191.18	\$ 226,491.18	
April		\$ 144,974.58	\$ 164,565.44	\$ 165,823.44	\$ 217,995.09	\$ 270,786.43	
May		\$ 140,170.48	\$ 166,315.16	\$ 164,138.26	\$ 204,005.29	\$ 246,861.86	
June		\$ 135,805.45	\$ 169,591.03	\$ 180,722.40	\$ 214,415.88	\$ 249,927.78	
July		\$ 153,549.99	\$ 168,184.47	\$ 180,282.27	\$ 223,879.15	\$ 262,670.94	
August		\$ 150,741.17	\$ 156,588.01	\$ 189,757.66	\$ 206,240.54	\$ 257,871.18	
September		\$ 156,721.97	\$ 176,116.10	\$ 203,720.88	\$ 229,321.74	\$ 255,869.23	
October		\$ 145,230.52	\$ 164,959.93	\$ 185,957.37	\$ 225,821.45	\$ 235,091.21	
November	\$ 126,371.63	\$ 149,895.13	\$ 157,335.29	\$ 211,953.22	\$ 212,339.82	\$ 265,111.69	
December	\$ 123,219.17	\$ 147,715.87	\$ 153,677.18	\$ 181,128.59	\$ 230,686.62	237417.97	
Total	\$ 249,590.80	\$ 1,736,682.85	\$ 1,947,730.67	\$ 2,123,456.84	\$ 2,530,539.04	\$ 2,966,414.77	\$ 490,581.65
Budget	\$ 260,178.02	\$ 1,561,068.12	\$ 1,561,068.12	\$ 1,561,068.12	\$ 1,561,068.12	\$ 2,485,000.00	
% Collect	96%	111%	125%	136%	162%	119%	
Total to Date:	\$ 12,044,996.62 or an average of \$ 301,124.92 per month						
	\$ 124,795.40	FY 2017 Monthly average					
	\$ 144,723.57	FY 2018 Monthly average					
	\$ 162,310.89	FY 2019 Monthly average					
	\$ 176,954.74	FY 2020 Monthly average					
	\$ 210,878.25	FY 2021 Monthly average					
	\$ 247,201.23	FY 2022 Monthly average					
	\$ 245,290.83	FY 2023 Monthly average					

SPLOST III Collections



Lamar County Board of Commissioners
2021 TRANSPORTATION SPECIAL PURPOSE LOCAL OPTION SALES TAX (TSPLOST)
COLLECTION CHART

	2022	2023	2024	2025	2026	2027
	Actual	Actual	Actual	Actual	Actual	Actual
January		\$ 236,234.96				
February		\$ 217,824.81				
March						
April	\$ 33.48					
May	\$ 222,565.28					
June	\$ 229,848.97					
July	\$ 251,703.07					
August	\$ 235,608.02					
September	\$ 240,011.70					
October	\$ 215,855.17					
November	\$ 240,071.91					
December	\$ 216,764.89					
Total	\$ 1,852,462.49	\$ 454,059.77	\$ -	\$ -	\$ -	\$ -
Budget	\$ 1,600,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
% Collect	102.9%					
Total to Date:	or an average of \$ - per month					
	\$ 231,557.81	FY 2022 Monthly average				
	\$ 227,029.89	FY 2023 Monthly average				



Fire System

Lamar Co. McIntosh Trails

**130 Library St
Barnesville, GA**

DATE _____

ESTIMATE #

03/01/2023

*By signing this document you agree to pay the full amount. We will contact you about scheduling once signed.

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