

# Personnel Payroll Policy

---

*Effective Date: Adopted by the Board of Commissioners 6/79. Revised 11/81, 1/82, 10/83, 7/85 9/85, 9/86, 10/87, 11/87, 12/87, 3/88, 10/88, 6/92, 11/94, 8/95, and 2/96. Adopted by Civil Service Board 6/79. Revised 7/79, 11/81, 1/82, 3/83, 11/83, 9/84, 10/87, 11/87, 10/88, 11/94, 8/95, 2/96, 5/05, 2/07, 12/11, 10/15, 9/18*

**§-I. PURPOSE** To provide guidelines regarding the personnel payroll policies.

§-II. SCOPE All Employees.

**§-III. POLICY** The following policy statement forms the basic structure of the Personnel Payroll System.

## **§-IV. PROCEDURES**

### **A. Definitions**

Position - A group of current duties and responsibilities assigned or delegated by competent authority requiring the employment of one person. Each job position shall be authorized by the Board of Commissioners and designated as fulltime or part time, temporary, seasonal or per diem.

Full time Position - A position authorized by the Board of Commissioners as full time is classified as provided in the Classification Policy and assigned a salary grade. Incumbents of full time positions are eligible to participate in the County's funded benefit program.

Part time Position - A position authorized by the Board of Commissioners as part time is classified and assigned a salary range. Part time positions are limited to less than 30 hours per week on a continuous basis and incumbents are not eligible to participate in the County's funded benefit program. (Less than thirty (30) hours per week on a continuous basis means that when the most recent six-month period is reviewed, the average number of hours worked is less than thirty (30) hours per week.)

Seasonal Position - A position which is temporary and short-term which does not continue year-round. Many positions are only necessary during certain times of year so workers will only be employed during that time.

Temporary Position - A position authorized by the Board of Commissioners as temporary is classified and assigned a salary range. Incumbents of temporary positions may participate in the County-funded benefit program depending on the length of the appointment unless excluded from participation when the temporary position was authorized or advertised. Temporary positions are not to exceed twelve (12) months and successive appointments are prohibited.

Per Diem Position - A position authorized by the Board of Commissioners as per diem is approved a daily fee for each day worked. Incumbents of per diem positions are not eligible to participate in the County's funded benefit program.

## **B. Appointments**

Appointments can be made to positions as defined above that are authorized and funded by the Board of Commissioners. An incumbent assigned to a fulltime or temporary position in a temporary assignment for a period of six months or more is eligible to participate in the County's funded benefit program.

## **C. Minimum Wage**

The provisions of the Fair Labor Standards Act concerning minimum wage will be followed. (Reference: Commission minutes of December 10, 1974.) Additionally, consideration will be given to those wages not directly affected but which may result in inequitable situations by subsequent adjustments.

## **D. Exempt Status**

Executive, administrative, and professional employees are exempt from the minimum wage, maximum hour and record keeping requirements of the Fair Labor Standards Act. Exempt employees do not receive pay for hours worked in excess of their normally scheduled work hours. An employee's exempt status will be determined by the Human Resources Department in consultation with the Department Head. Employees determined to be exempt will be notified of their exempt status.

## **E. Standby Status**

The county policy regarding "Standby" status follows the procedures set forth in the Fair Labor Standards Act regarding on-call. Employees in this status must always be reachable and respond within twenty (20) minutes of receiving a call. The employee must provide his or her supervisor with a telephone number where he or she can be reached, or a number where someone can be reached who can contact the employee. The employee must report to his or her assignment within one (1) hour of responding to the call. If an employee is assigned to "Standby" status that employee is not considered to be at work and is free to pursue personal activities. However, the employee must be physically and mentally able to perform his or her assigned duties if and when called to work.

Employees assigned to "Standby" status will be paid two (2) hours compensation for each specified period of time or designated shift for which status is assigned. If an employee is called out, he or she shall be paid on a portal to portal basis for all hours worked.

It is not the intent of this policy to unduly restrict an employee's personal activities. If an employee has questions or believes that he or she cannot perform a specific personal activity while assigned to "Standby" status, the employee should contact his or her supervisor or the Human Resources Department.

## **F. Administrative Leave Pay**

A Department Head may, upon written notice to the employee and the Human Resources Department, stating the reason, place an employee on administrative leave with pay when said employee is the subject of an investigation for an alleged violation and/or proposed disciplinary action for a period not to exceed ten (10) working days, unless extended by the County Manager.

Administrative Leave may be utilized to compensate employees for workers' compensation events authorized by the Human Resources Department without the need for the employee to use other leave balances. The use of administrative leave must be approved in advance.

Any other use of administrative leave must be authorized in advance by the County Manager.

## **G. Pay Adjustments**

Cobb County will make every effort to pay employees accurately and appropriately for work performed by employees. As a control measure, the responsibility to ensure that pay rates are valid and accurate is the responsibility of every employee up through the chain of command to the department head/elected official.

If a pay error is suspected, it is the responsibility of the employee or supervisor to submit an appeal in writing to the employee's department head for consideration. If the department head attests to the validity and accuracy of the request, the department head will request the Human Resources Department to review the appeal. If any pay error is identified or confirmed by the Human Resources Department, the appropriate department head will be notified.

Should a pay error occur, whether resulting in back pay or repayment, the employee's pay will be adjusted up to two pay periods prior to the appeal as of when the appeal was received by or determination made by the Human Resources Department, whichever is earlier. Under the discretion of the County Manager, the back pay or repayment may be retroactive to the beginning of the current fiscal budget year.