

# Cullman County Employee Handbook, Approved February 23, 2016

## Changes Effective November 14, 2018:

- Change Section **II-H. Job Classification Plan**. Add the following sentence to paragraph 1; “Cullman County maintains two separate pay plans. The Cullman County Pay Plan covers county employees in all county disciplines excluding the Sheriff’s Office. The Cullman County Sheriff’s Office Pay Plan covers all employees in the Sheriff’s Office. These pay plans are separate and independent plans governed by the appropriate agency, approved and maintained by the Cullman County Commission”
- Change section **II-T. Longevity Pay**. Add the following sentences to paragraph 8; “Full-time classified or appointed employees who work less than 40 hours per week will have their Longevity pay pro-rated based on actual number of hours worked per week. (i.e. A full-time/regular employee working 25 hours per week, entitled to \$200 in Longevity pay would receive \$125 due to the reduced work schedule.)”
- Add section **II-U. Reimbursement of Travel Expenses**.  
“Cullman County Resolution No. 2018-29 (adopted 8/14/2018) provides for the establishment of guidelines for the reimbursement of travel expenses for county employees. Employees of the Cullman County Commission, as well as elected officials may occasionally travel out of county to attend meetings and/or educational conferences, some of which require overnight lodging. Employees and elected officials shall be entitled to reimbursement of certain expenses during the course of this work-related travel under the following circumstances:
  1. All business travel must be approved in advance by the employees Department Head;
  2. Employees whose travel plans have been approved are responsible for making their own travel arrangements;
  3. Employees and elected officials are entitled to reimbursement of mileage cost for use of their personal vehicles during the course of this work-related travel. The mileage rate, which is paid in lieu of actual expenses for transportation, is in accordance with Code of Alabama 1975, § 36-7-22, as amended, which became effective October 1, 1999. This code section sets the mileage rate at the amount allowed by the Internal Revenue Service for income tax deductions. The current rate for mileage reimbursement for travel on or after January 1, 2018, will be calculated at 54.5 cents per mile; however, this amount shall change to mirror the amount approved annually by the Internal Revenue Service;
  4. Should overnight lodging be required due to the employee of elected official’s participation in a conference, the expense shall be reimbursed in the amount of the expense actually incurred, up to the rate established by the host hotel, plus the applicable tax amount.
  5. Should overnight lodging be required at an event where there is no host hotel, then the cost of standard accommodation in hotels, motels, or similar lodgings shall be reimbursed in the amount of the expense actually incurred, up to One Hundred Sixty-Five and 00/100 Dollars (\$165.00) per night, plus the applicable tax amount.
  6. Should the host hotel have no availability, and the cost of overnight lodging for the employee exceeds the rate published by the host hotel, then the employee shall submit a TRAVEL REQUEST FORM to his or her Department Head at least fourteen (14) days prior to the employee’s anticipated departure date. The Department Head shall immediately review the employee’s TRAVEL REQUEST FORM and consider the anticipated travel expense. Should the Department Head, and at least two (2) Commissioners approve the amount detailed in the TRAVEL REQUEST FORM, then the same shall be paid by the County Commission upon completion of an approved Expense Report.
  7. Should overnight lodging at an event where there is no host hotel exceed One Hundred Sixty-Five and 00/100 Dollars (\$165.00) per night, then the employee shall submit a TRAVEL REQUEST FORM to his or her Department Head at least fourteen (14) days prior to the employee’s anticipated departure date. The Department Head shall immediately review the employee’s TRAVEL REQUEST FORM and consider the anticipated travel expense. Should the Department Head, and at least two (2) Commissioners approve the

amount detailed in the TRAVEL REQUEST FORM, then the same shall be paid by the County Commission upon completion of an approved Expense Report.

Resolution No. 2011-18 (adopted 12/14/2010) providing for the establishment of per diem meal allowance for county employees traveling in the State of Alabama shall remain in full force and effect.”

- Add section **II-V. Per Diem Meal Allowance.**

“Cullman County Resolution No. 2011-18 (approved 12/14/2010) provides for the establishment of per diem meal allowance for county employees traveling in the State of Alabama. Cullman County employees on travel within the State of Alabama will receive a per diem meal allowance of Forty-Five Dollars (\$45.00) per day and in the event travel is only for a portion of the day the allowance shall be Twenty Dollars (\$20.00).”

- Change section **IV-A. Annual Leave.** Add the following sentences to paragraph 1 (under the graph); “Full-time classified or appointed employees who work less than 40 hours per week will have their annual leave pro-rated based on actual number of hours worked per week. (i.e. A full-time/regular employee working 25 hours per week, entitled to 4 hours of accrued annual leave per pay period would receive 2.5 hours due to the reduced work schedule.)”

- Change section **IV-C. Sick Leave.** Add the following sentences to paragraph 1; “Full-time classified or appointed employees who work less than 40 hours per week will have their sick leave pro-rated based on actual number of hours worked per week. (i.e. A full-time/regular employee working 25 hours per week, entitled to 4 hours of accrued sick leave per pay period would receive 2.5 hours due to the reduced work schedule.)”

Replace paragraph 6 with the following; “No employee may borrow sick leave that has not been earned yet. Employees may donate sick leave to an employee who has exhausted all of their sick leave and annual leave. This donation practice is not for casual donations of a few hours/days between family members (i.e. spouses). The individual receiving the time must have the Department Head’s approval to receive the donated time. Contact the Personnel Department for more information or to complete a Leave Donation Form.”

- Change section **IV-G. Holidays.** Remove the following sentences from paragraph 3; “If an employee is absent due to an illness, he or she must present a doctor’s excuse to be paid for the holiday. If an employee is on leave without pay the day before or the day after a holiday or has leave without pay for the whole week of the holiday, then the employee will not be eligible for holiday pay.”

- Add the following to section **VII-O. Fleet Safety Policy:**

**Out-of-Town Travel**

- Cullman County may provide County-owned vehicles for out-of-town travel as required for legitimate County business when automotive travel is the most efficient and cost-effective means of transportation.
- Vehicles used for out-of-town travel may be assigned department vehicles or other County-owned vehicles when available.
- While engaged in out-of-town travel, the County-owned vehicle should only be operated in pursuit of bona fide County business.
- The provisions of this policy will coordinate with other policies and procedures regarding travel on Cullman County business.
- With proper documentation, employee out-of-pocket expenses may be reimbursed in accordance with other travel policies.
- Breakdowns and/or other mechanical difficulty shall be reported to the Department Head by telephone at the earliest possible time. The Department Head will coordinate the appropriate actions required and will instruct the employee accordingly. When such difficulties occur after normal business hours, the employee shall exercise his/her best judgment and report the information to the Department Head early on the next business day.