

Cullman County Employee Handbook, Adopted November 18, 2025

Changes Effective October 1, 2026:

- Change section **I-U. Transfers, Reassignments and Reclassifications**. Change the third paragraph, first sentence to the following: “A regular status classified full-time or part-time employee may request a voluntary job transfer outside his or her department by applying for a posted open position.”

Add the following paragraph to the end of this section: “A transferred employee shall serve a probationary period in his or her new position. This probationary period will be for six (6) months from the effective date of the transfer. At the end of the six (6) months probationary period, the transferred employee will receive an Employee Performance Evaluation. If the employee does NOT receive a satisfactory score of at least 3.0 or higher on the evaluation he or she may be assigned to a position comparable to the job he or she held prior to the transfer, if one is available, otherwise the employee will be terminated. Any reassignment will result in a pay change to be determined on an individual case by case basis. See Section I-U. Transfers and Reassignments for more information. If the Appointing Authority or Appointed Department Head determines the employee’s performance is unacceptable, he or she will notify the HR Manager and recommend termination or reassignment. If reassignment is recommended, the HR Manager will determine if there is an available vacancy.”

- Change section **IV-A. Annual Leave**. Add this new second paragraph under the annual leave schedule: “A probationary employee will earn but can’t take annual leave until the employee has completed six (6) months of continuous employment with Cullman County. Employees terminated before the completion of the six (6) month probationary period will not be eligible for payout of annual leave accrued.”

Change the following sentence under the now third paragraph to the following: “Employees will not accumulate annual leave time while on a leave of absence or in a leave without pay status or has less than thirty (30) hours in a pay period.”

Change the first sentence in the last paragraph to the following: “When an employee resigns or is terminated, he or she is entitled to payment for any unused annual leave that has accrued unless the employee is still in his or her initial probationary period.”

- Change section **IV-C. Sick Leave**. Add the following to the first paragraph after the first sentence: “A probationary employee will earn but can’t take sick leave except for two (2) personnel days’ worth within the first six (6) months of continuous employment with Cullman County, but he or she must have enough sick leave accumulated to request a personnel day.”

Change the fourth sentence after the first three sections to the following: “An employee will not accrue sick leave while he or she is on a leave of absence or in a leave without pay status or has less than thirty (30) hours in a pay period.”

Remove the following third sentence from the paragraph in the fifth section: “Sick leave may only be donated to an employee whose absence does not qualify for short-term disability or long-term disability.”

- Change section **IV-K. Family and Medical Leave Act (FMLA)**. Remove the following last sentence to #7: “Employees may take up to 100% of their base pay in sick or annual leave and still receive their short-term or long-term disability, however 60% is the minimum they must take while on FMLA leave.”
- Change ALL sections under **V. Employee Benefits** that state employees have 30 days to notify Personnel of a change and/or to enroll a dependent to: “60 days instead of 30 days.” The following sections are as follows:
 - **V-A. Benefits Eligibility** - Change first paragraph, second to last sentence to: “Employees must notify Personnel of any changes in status within sixty (60) days of the status change.”
 - Change the sentence in the shaded box under the first paragraph to the following: “To add or delete dependents from your insurance, you must notify Personnel within 60 days of the qualifying event.”
 - **V-C. Medical, Dental and Vision Coverage** – Change the first sentence in the first paragraph to the following: “Employees must enroll for coverage within sixty (60) days of benefit eligibility (see above) or an eligible qualifying event.” Change the last sentence in this paragraph to the following: “If an employee does not enroll within sixty (60) days of benefit eligibility they must wait until the next open enrollment period to enroll.”
 - **V-D. Notice for Individuals Declining Health Coverage** – Change the second paragraph to the following: “If an employee is declining enrollment for health plan benefits for himself or herself, dependents or both because of other health insurance coverage, the employee may, in the future, be able to enroll in this plan, provided that he or she requests enrollment within sixty (60) days after the other coverage ends.” Change the second paragraph to the following: “In addition, if an employee has a new dependent as a result of marriage, birth, adoption or placement for adoption, he or she may be able to enroll himself or herself, dependents or both, provided that he or she requests enrollment within sixty (60) days after the marriage, birth, adoption or placement for adoption.”
 - **V-I. Change in Status** – Change the first sentence to the following: “Employees are required to report, in writing, personal changes and/or changes in work status to the Personnel Department within sixty (60) days of any status change. This includes:”
- Change section **V-J. Life Insurance**. Change the first paragraph to the following: “Cullman County provides Life Insurance in the amount of \$25,000 coverage plus \$25,000 accidental death & dismemberment (AD&D) coverage for all full-time employees effective the first of the month

following six (6) months of continuous employment. This life/AD&D insurance is provided at no cost to the employee. The Plan Document is available in the Personnel Department.”

- Change section **I-FF. Employee Assistance Policy, Eligibility**. Change the second sentence to the following: “Eligible employees include permanent, full-time employees who work a standard pay week; and all other employees determined as eligible to participate.”
- Change section **V-K. Employee Assistance Program (EAP)**. Change the first paragraph to the following: “The Employee Assistance Program (EAP) is a valuable resource to assist employees and their family members. Through the EAP, administered by Mutual of Omaha, employees can receive assistance for several different life concerns, such as personal conflicts and financial and legal issues. Employees and their family member can contact EAP 24 hours a day, 365 days a year by calling 1-800-316-2796 or www.mutualofomaha.com/eap.”
- Change section **V-Q. Short-Term Disability Insurance**. Change the first paragraph to the following: “Cullman County provides short-term disability (STD) insurance that replaces 60% of pre-disability income (up to \$1200/week maximum) for all full-time employees effective the first of the month following six (6) months of continuous employment. There is a 14-day elimination period, with an 11-week benefit period. This STD coverage is provided at no cost to the employee.”
- Change section **V-R. Long-Term Disability Insurance**. Change the first paragraph to the following: “Cullman County provides long-term disability (LTD) insurance that replaces 60% of pre-disability income (up to \$5000/month maximum) for all full-time employees effective the first of the month following six (6) months of continuous employment. There is an 180-day elimination period, with benefit period that continues until Social Security Normal Retirement Age (SSNRA). This LTD coverage is provided at no cost to the employee.”
- Change section **V-S. Critical Illness Insurance**. Change the first sentence to the following: “Cullman County provides critical illness (CI) insurance for all full-time employees effective the first of the month following six (6) months of continuous employment.”
- Add the additional two policies to section **I-GG. Other Policies and Procedures**:

1. Workplace Privacy and Right to Inspect

The Cullman County Commission (County) property, including but not limited to lockers, phones, computers, tablets, desks, work place areas, vehicles, or machinery, remains under the control of the County and is subject to inspection at any time, without notice to any employee and without their presence.

Employees should have no expectation of privacy in any of these areas. The County assumes no responsibility for the loss of, or damage to, employees’ property maintained on County premises including that kept in lockers and desks.

2. Religious Accommodation

The Cullman County Commission recognizes the diversity of religious beliefs and is committed to

providing equal employment opportunities to all employees, regardless of their religious beliefs and practices or lack thereof. Consistent with this commitment, the County complies with Title VII of the Civil Rights Act of 1964 and all applicable state and local laws that prohibit employment discrimination on the basis of religion. The County will reasonably accommodate the sincerely held religious beliefs of employees if the accommodations would resolve a conflict between the individual's religious belief or practice and a work requirement, unless doing so would create an undue hardship.

Requesting a Religious Accommodation

If an employee needs an accommodation because of his or her religious beliefs or practices, the request should be made to his or her Supervisor/department head, the Appointing Authority will then notify the HR Manager of the recommendation. The employee may be asked to include relevant information such as:

- A description of the proposed accommodation.
- The reason for the accommodation.
- How the accommodation will help resolve the conflict between the employee's religious beliefs or practices (or lack thereof) and his or her work requirements.

After receiving the employee's request, the Appointing Authority and HR Manager will explore potential accommodations that could resolve the conflict between the employee's religious beliefs or practices and work requirements. The employee is encouraged to suggest specific reasonable accommodations. However, the County is not required to make the specific accommodation requested by the employee and may provide an alternative accommodation, to the extent any reasonable accommodation can be made without imposing an undue hardship on the County.

The County will not discriminate or retaliate against employees who, in good faith, request a religious accommodation under this policy.