

New (N), Revised (R), Active Policy Incorporated (API)	Policy Type	Reason	Location
New	Employees Occupying Grant Funded	A requirement of many grant applications is that the agency making application for the grant have human resources policies specifically for employees in grant funded positions. These policies may include information about benefits and compensation for employees, as well as separation requirements if/when the grant funds end.	Article I. Organization of Human Resources System. Section 3. Pages 8 – 10
Revised	Addition or Deletion of Classes and Positions; and Reclassification of Positions	When a department would like / needs to add a new position, delete a position or reclassify a position, the process can be confusing. Who is the request made to – BOCC, County Manager, Finance, HR? Is the process different depending on if funding is / is not available? The revised policy helps clarify questions related to these processes.	Article II. Classification Plan. Section 5. Amendment of Position Classification Plan. Pages 17 – 18
New	Payment at a Listed Rate – Clarified eligibility for merit when an employee is at the maximum of the salary grade	Employees may not be paid above the salary grade (maximum) to which their position is assigned. An employee who is at the maximum pay rate may be considered for merit as a lump sum payment subject to applicable taxes and deductions. Funding for merit is subject to annual review and appropriation by the BOCC.	Article III. The Pay Plan. Section 7. Payment at a listed Rate. Page 21
Active Policy Incorporated	Proficiency Pay Program	The Proficiency Pay Program was implemented July 1, 2023. The purpose of this program is to recognize employees with monetary pay increases as they gain proficiency and increased expertise in their positions. Step 18, which is approximately 18% from the minimum of the salary range, is set as the Standard Job Rate (SJR).	Article III. The Pay Plan. Section 10. Proficiency Pay Program Pages 22 – 23
Active Policy Incorporated	Exempt Time	Exempt staff of the Randolph County Sheriff's Office receive Exempt Time at the rate of one hour Exempt Time for each hour of overtime worked. ET is not paid out upon separation of employment. (Approved by the BOCC 8/4/2025)	Article III. The Pay Plan. Section 11. Overtime – Fair Labor Standard Act. Item D. Page 23

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New	EEOC Statement	Added Equal Employment Opportunity (EEO) statement stating that the County is committed to the principles of equal employment. County practices and employment decisions regarding recruitment, hiring, assignment, promotion, and compensation will be consistent within the County.	Article IV. Recruitment and Initial Employment. Opening paragraph. Page 27
Active Policy Incorporated	Background Records Check	<p>A final condition precedent (prior) to employment is successful completion of a criminal records background check.</p> <p>Additionally, an applicant, either external or internal, who is the finalist for a position that works with children in any capacity is subject to a criminal history record check in accordance with General Statute 153A-94.2(b). (Effective 10/1/2025 for applicants only. Current staff were not subject to this criminal history record check).</p>	<p>Article IV. Recruitment and Initial Employment.</p> <p>Under the opening paragraph. Background Records Check. Page 27</p>
New	Interim Appointment	There may be instances where an interim appointment is made for a senior management or department head – level position. An interim appointment may be made to allow time to recruit for the vacant position or to evaluate the capability/suitability of the employee filling the interim role for the vacant position. A full-time employee completes only one initial probationary period. The employee is not subject to another probationary period(s) for any subsequent promotion, demotion or transfer.	Article IV. Recruitment and Initial Employment. Section V. Probationary Period of Employment. Interim Appointment. Page 31

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New	Benefits (during the Probationary Period)	<p>Currently, employees in probationary status earn vacation but can't take it. Effective March 1, 2026, a full-time employee in probationary status may earn and use vacation and sick leave in the same manner as other full-time employees.</p> <p>Employees hired between 9/16/2025 – 2/28/2026, will have vacation leave earned between these dates deposited into their vacation leave banks during the month of March 2026.</p> <p>“Salaried” employees should see this vacation leave around 3/11/26, when the payroll batch closes.</p> <p>“Hourly” employees at Emergency Services should see this vacation leave around 3/27/26, when the payroll batch closes.</p>	Article IV. Recruitment and Initial Employment. Section V. Probationary Period of Employment. Benefits. Page 31
Active Policy Incorporated	Pregnant Workers Fairness Act (PWFA) and Providing Urgent Maternal Protections for Nursing Mothers Act (PUMP)	<p>PWFA is federal law that became effective 6/27/2023. This law requires employers to provide reasonable accommodations based on an employee's known limitations due to pregnancy, childbirth, or a related medical condition.</p> <p>PUMP Act, under the FLSA, provides that eligible nursing employees have the right to break time to express milk, in a private space, other than a bathroom for up to one year after a child's birth. Remote work employees are eligible to take pump breaks under FLSA on the same basis as other workers. Pump breaks are not paid breaks unless employees are not relieved from their work duties during their pump break.</p>	Article V. Conditions of Employment. Section 4. Pregnant Workers Fairness Act & PUMP Act. Pages 37

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Active Policy Incorporated	Remote Work, including Hybrid Work	While not every job in Randolph County Government is capable of being performed remotely, there are many that are. This policy acknowledges remote / hybrid work as a potential work option. The first sentence in the policy is one of the key points for remote / hybrid work: “A position’s suitability for remote work is based on operational needs and the duties and responsibilities of the position as defined in the employee’s job description and as determined by the County. It is the responsibility of the department director to designate positions as remote work eligible or remote work ineligible.”	Article V. Conditions of Employment. Section 10. Remote Work. Pages 40 – 41
Revised	Post-Accident Testing (drug and alcohol testing after a vehicle accident)	Currently, post-accident testing is allowed only for reasonable suspicion. The policy is being expanded as follows: “Drug and alcohol tests may be required after crashes under specific circumstances of a fatality, bodily injury requiring immediate medical attention, or disabling damage to a motor vehicle.” Testing may be required whether the fatality, need for medical attention, or disabled vehicle is for / to a county employee or property or to a third party.	Article V. Conditions of Employment. Section 16. Drug and Alcohol Testing. Item G(2) Post-Accident Testing. Page 52
New	Consequences of Positive Test	Depending on the totality of the circumstances, including, but not limited to, the employee’s work history, the nature of the substance/drug involved, and any State law requirements, Randolph County may offer an employee who violates this policy or tests positive the opportunity to return to work on a “last-chance” basis (final warning) pursuant to mutually-agreeable terms.	Article V. Conditions of Employment Section 16. Drug and Alcohol Testing Item L. Consequences of Positive Test. 2(b) Illegally Used Substances or Drugs. Pages 54 – 55

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Active Policy Incorporated	Holiday Pay - Generally	Clarified that an employee who is separating service at the end of a pay period is eligible to receive pay for the holiday that pay period if they worked all of their regularly scheduled worked hours or were on approved, paid leave for the entire pay period. This is true even if the holiday falls at the end of the pay period.	Article VI. Leave Policies. Section 1. Holidays. Holiday Day – Generally. Page 64
Active Policy Incorporated	Holiday Leave Accrual Rates	<p>Holiday leave is earned based on the full-time employee’s assigned work schedule.</p> <ul style="list-style-type: none"> • An employee working 40 hrs/wk earns eight (8) hrs • For an employee working fewer than 40 hrs/wk, holiday leave will be pro-rated. • An employee working 12 hrs/day earns 12 hrs <p>12-hour shift employees who work on a holiday, “bank” holiday hours to be used later. (EMS/Communications/Sheriff’s Office/Detention Center staff working 12-hour shifts.)</p>	Article VI. Leave Policies Section 1. Holidays Holiday Leave Accrual Rates Page 64
Revised	Holiday Buy-Back for the Sheriff’s Office	Updated policy to clarify that Holiday Buy-Back is an optional benefit offered by the Sheriff’s Office for patrol deputies and detention officers. If a deputy is pulled from another division to work a patrol or detention shift that is not part of their regular schedule, and it falls on a holiday, they will be eligible to sell the holiday, as it was accrued on shift. <i>(Approved by BOCC 9/8/2025)</i>	Article VI. Leave Policies Section 1. Holidays Holiday Buy-Back for the Sheriff’s Office Page 64
Revised	Eligibility to Receive Accruals While Working	Clarified that sick and vacation leave accruals are not earned until the end of the pay period. An employee may not use sick and vacation leave during the pay period that will not be earned until the end of the pay period.	Article VI. Leave Policies Section 2. Leave Accruals Eligibility to Receive Accruals While Working Page 65

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New	Personal Leave	<p>**Personal Leave is earned based on the full-time employee's assigned work schedule as of January 1 or the employee's first day of hire.</p> <ul style="list-style-type: none"> • An employee working 40 hrs/wk earns eight (8) hrs • For an employee working fewer than 40 hrs/wk, personal leave will be pro-rated. • An employee working 12 hrs/day earns 12 hrs 	Article VI. Leave Policies Section 5. Personal Leave Page 70 – 71
Active Policy Incorporated	Well-Being Leave	<p>Added Well-Being Leave to the RCEPPM. As with Personal Leave, Well-Being Leave is earned based on the full-time employee's assigned work schedule as of January 1 or the employee's first day of hire.</p> <p>Employees are encouraged to use Well-Being Leave to focus on preventative medical care, participate in health coaching or weight management programs, engage in county facilitated wellness programs, or volunteer in the community.</p>	Article VI. Leave Policies Section 6. Well-Being Leave Page 71
Revised	General Leave of Absence	<p>Clarified that a General Leave of Absence is typically an extended absence of 30 days or more.</p> <p>General Leave may be for up to three (3) months. Previously, General Leave could be for up to six (6) months.</p> <p>The County will allow the employee to remain on the County's health insurance plan, including family coverage, during General Leave, under the same terms and with the same premiums as if the employee continued to work.</p>	Article VI. Leave Policies Section 10. General Leave of Absence (Non-FMLA Leave) Pages 78 – 80

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Revised	Workers' Compensation Leave	<p>Health benefits provided by the County to an employee will continue to be provided while on Workers' Compensation Leave for up to six months total, whether the employee is out for six months at one time or intermittently.</p> <p>The current policy is that health benefits provided by the County will continue to be provided for up to twelve months total.</p>	Article VI. Leave Policies Section 11. Workers' Compensation Leave Item J Page 80 – 81
Revised	Military Leave for Training	Updated the policy to define “two weeks” for an employee who has achieved regular status and who is a member of the National Guard or Armed Forces Reserve shall be allowed 80 - 84 hours of military training leave annually with pay. Employees working a 40-hour workweek shall be allowed 80 hours and employees working 12-hour shifts shall be allowed 84 hours.	Article VI. Leave Policies Section 13. Military Leave for Training Page 81
New	Service Awards	<p>Updated policy with new benefit that began in 2025. In addition to a piece of pottery, employees crossing 15, 20, 25, and 30 years of service with the County will receive a bonus check, issued via additional direct deposit, contingent upon funding and Board approval.</p> <p>Employees must be employed through the month of November of the year they reach these milestones to receive their service award package. November is historically the time of year when service has been recognized.</p>	Article VII. Employee Benefits. Section 6. Service Awards Page 89

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Revised	Reinstatement	Updated policy that reinstatements may be allowed for an employee who was separated from employment due to reduction-in-force and for employees returning from extended active-duty military service. For employees returning from active duty military service, benefits will be reinstated commensurate with the Uniformed Services Employment and Reemployment Rights Act (USERRA).	Article VIII. Disciplinary Actions, Separations and Reinstatement Section 6. Reinstatement Page 101
Revised	Grievance for Adverse Action	Except for employees who are subject to the State Human Resources Act, an employee whose direct supervisor is also the Department Head, has the choice to file the formal written grievance with either his/her Department Head or to the Assistant County Manager (but not both).	Article IX: Grievance Procedure Section 2.A. Grievance for Adverse Action Page 102 - 103