

**Minutes of the Marshall County Personnel Board
Public Hearing for Modifications to the Employee Handbook,
Administrative Leave and Emergency Closings
Monday, July 23, 2018**

A meeting of the Marshall County Personnel Board was held on Monday, July 23, 2018 at 5:15 p.m. in the Commission Chambers of the Marshall County Courthouse in Guntersville, Alabama. The purpose of the meeting was to hold a public hearing to discuss changes to Section 11.5.2 – Annual Leave Accrual to reflect accrual hours for annual accumulation and Public Records Request Policy and Form.

The following Board members were present:

Charles Whisenant, Chairman
Ben Gamel, Vice Chairman
Penni Windsor, Board Member
David Watts, Board Member

The following Board member were absent:

Don Mitchell, Secretary

Also present were Board Attorney Jeffrey McLaughlin and Personnel Administrator Christy Kelley, and Revenue Commissioner Michael Johnson.

Chairman Whisenant announced that the purpose of the public hearing being held by the Marshall County Personnel Board was to discuss proposed policy changes regarding Section 11.5.2 – Annual Leave Accrual to reflect accrual hours for annual accumulation and the Public Records Request Policy and Form.

Chairman Whisenant called the public hearing to order at 5:15 p.m. He asked if there was anyone present who wished to speak concerning the proposed changes or Public Records Request Policy and Form. There were none.

A copy of the proposed changes is attached.

Chairman Whisenant closed the public hearing at 5:40 p.m.



Don Mitchell, Secretary
Marshall County Personnel Board
Meeting Date: July 23, 2018

Date 8/13/2018

Current Policy

11.5 ANNUAL LEAVE.

All classified employees will earn annual leave with pay in accordance with these guidelines. Probationary employees shall accrue; but are not eligible to use annual leave until they have successfully completed their probationary period. Employees that do not successfully complete probation shall not be paid for any annual leave accrued at separation.

11.5.1. Leave Year. *The leave year shall be based on the calendar year.*

11.5.2. Accrual of Annual Leave. All full-time classified employees will earn annual leave according to the schedule below:

Completed Years of Continued Service	Annual Accumulation
0 – but less than 4 years	10 days
4 – but less than 9 years	13 days
9 – but less than 14 years	16 days
14 – but less than 19 years	19 days
19 – but less than 24 years	22 days
24 years or more	26 days

Proposed Policy

11.5 ANNUAL LEAVE.

All classified employees will earn annual leave with pay in accordance with these guidelines. New hire probationary employees shall accrue; but are not eligible to use annual leave until they have successfully completed their probationary period. Employees that do not successfully complete probation shall not be paid for any annual leave accrued at separation.

11.5.2. Accrual of Annual Leave. All full-time classified employees will earn annual leave according to the schedule below:

Completed Years of Continued Service	Annual Accumulation
0 – but less than 4 years	80.08 hours
4 – but less than 9 years	104.00 hours
9 – but less than 14 years	128.18 hours
14 – but less than 19 years	152.10 hours
19 – but less than 24 years	176.02 hours
24 years or more	208.00 hours

MARSHALL COUNTY PERSONNEL BOARD

POLICY ON COMPLIANCE WITH THE ALABAMA OPEN RECORDS ACT, ALA. CODE § 36-12-40 (1975)

It is the policy of the Marshall County Personnel Board to comply with the Alabama Open Records Act, Ala. Code § 36-12-40 (1975).

Procedure

All requests for copies of records or documents must be made in writing on a form prescribed by the Personnel Administrator. The form shall require the requesting party to identify him/her/itself, the reasons or purposes for which the documents or information are sought, and a specific description of the documents or information sought. The Personnel Administrator shall review the request and make all decisions relating to the documents or information that should or should not be disclosed in response to the request.

Respect for Individual Privacy

The Personnel Administrator shall exercise sound professional judgment to disclose public information appropriately in accordance with the Act. The Personnel Administrator shall not disclose personal information which, if disclosed, would expose individuals to a material risk of identity theft, invasions of privacy, or other unlawful acts. Examples of information to be withheld or redacted include: social security numbers and dates of birth; home addresses; names of children and other family members; and any other information as to which the Personnel Administrator concludes the public informational value is outweighed by the individual privacy interests involved. The Personnel Administrator generally should apply redactions to protect personal information rather than withholding documents altogether, unless redaction is not practicable.

Protection of Test Development Materials

The Personnel Administrator may withhold and refuse to disclose any materials relating to the job analysis and test development procedures that would tend to disclose the content of any examination, to give any test-taker an advantage, or in any other manner compromise test security or confidentiality.

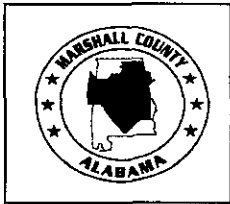
Research and Other Work

The Act does not require the MCPB Personnel Administrator or staff to research, identify, search, create, organize, extract, summarize, or mail public information or information from public documents. Requests to perform research of this nature will generally be denied.

Payment of Costs

The requesting party shall pay any reasonable costs incurred by the MCPB in complying with the request. Standard 8-1/2" x 11" black and white photocopies shall be charged at a rate of \$1.00 per page for the first 20 pages, and \$0.25 per page for pages in excess of 20. Oversize, color, or other types of copies shall be charged at cost plus 20% handling fee. Compact discs will be charged at \$3.00 each. Other expenses and/or services will be billed at the actual cost, plus a 20% handling fee. The Personnel Administrator may require advance payment before incurring any costs when the cost is anticipated to exceed twenty dollars (\$20.00). In all cases, the Personnel Administrator will require the requesting party to make full payment before receiving any information responsive to the request. All charges collected by the Personnel Administrator will be paid over to the County Administrator within three business days.

Public Records Request #: _____



REQUEST FOR PUBLIC RECORDS

Marshall County Personnel Board
Attention: Personnel Administrator
424 Blount Avenue - Suite 305
Guntersville, AL 35976

This form is to be used for requests for public records maintained by the Marshall County Personnel Board pursuant to the Alabama Open Records Act, ALA. CODE § 36-12-40 (1975). To make a request for a public record, this form should be completed in full and submitted to the attention of the Personnel Administrator at the address listed above. Individuals making a request for public record from the Personnel Board should carefully read the Records Request Policy and Duplication and Access Fee Schedule (provided on page 2 of this form) before submitting a public records requests or making inquiries. This form may be submitted in person, courier service, or via USPS mail to the above address.

Requestor's Full Name: _____ Date: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____

Email: _____

Description of Document(s) Requested (Please be as specific as possible, using names, record title, function of record, record date, and any other information that you feel will expedite your request. Use additional pages, if necessary. It may be necessary to redact sensitive information from the completed records request that is returned to you):

Reason for Request (The Alabama Open Records Act and related case law allows public organizations to require a reason be provided to show a direct, legitimate interest in the specific document(s) requested. Statements should communicate a direct interest in the specific materials requested and should not be general statements of entitlement):

Important – Your signature is required for processing as an acknowledgement of the conditions stated on this form and the Marshall County Personnel Board Records Request Policy and Duplication and Access Fee Schedule

Signature: _____

Note. This form is to be used for requests for public records maintained by the Marshall County Personnel Board only and shall not pertain to records maintained by any other County organizations.

For Office Use Only:

Approved

Denied

Personnel Administrator Signature

Date

Marshall County Personnel Board (MCPB)
Records Request Policy and Duplication and Access Fee
Schedule

Please Read Before Submitting a Public Records Request

All requests for inspection of or copies of records or documents maintained by the Marshall County Personnel Board must be made in writing on the Request for Public Records form prescribed by the Personnel Administrator. The form shall require the requesting party to identify him/her/itself, the reasons or purposes for which the documents or information are sought, and a specific description of the documents or information sought.

The Personnel Administrator of the Marshall County Personnel Board will review public records requests and make all decisions relating to the documents or information that should or should not be disclosed in response to the request. The Personnel Administrator will exercise sound professional judgment to disclose public information appropriately in accordance with the Alabama Open Records Act, and otherwise in accord with Alabama law. Requests for public records submitted to the Marshall County Personnel Board shall be limited to records maintained by the Marshall County Personnel Board only. Requests for public records maintained by any other County organization should be made directly with that organization.

Payment of Costs

A person requesting copies or inspection of public records shall pay any reasonable costs incurred by the MCPB in complying with the request. Standard 8-1/2" x 11" black and white photocopies shall be charged at a rate of \$1.00 per page for the first 20 pages, and \$0.25 per page for pages in excess of 20. Oversize, color, or other types of copies shall be charged at cost plus 20% handling fee. Compact discs will be charged at \$3.00 each. Other expenses and/or services will be billed at the actual cost, plus a 20% handling fee. The Personnel Administrator may require advance payment before incurring any costs when the cost is anticipated to exceed twenty dollars (\$20.00). In all cases, the Personnel Administrator will require the requesting party to make full payment before receiving any information responsive to the request. All charges collected by the Personnel Administrator will be paid over to the County Administrator within three business days.

Fulfillment of Requests

If additional information is required, a Personnel Board representative will contact you after receipt to secure additional information or advise you of any required advance payment. Allow for a sufficient and reasonable time period for records to be made available for inspection or copying. The time will include making available staff that may be limited due to performance of critical day-to-day work assignments. In some cases, approved identification may be required when requesting records in order to determine legitimate inspection privileges and to safeguard privacy rights of citizens. The requestor will be notified when the public document request has been fulfilled and is ready for pick up or review.