



LANCASTER COUNTY PERSONNEL POLICY UPDATE

August 26, 2024

Lancaster County – Personnel Policy Where We Go From Here

- At the March 25, 2024 County Council Meeting, an ordinance to rescind the current requirement to adopt the County personnel policy via ordinance was presented for Council consideration in an effort to allow County Council to adopt the personnel policies via resolution.
- At the May 13, 2024 County Council Meeting, Council chose not to advance the ordinance which would allow for the adoption of the personnel policy via resolution leaving the requirement to adopt the personnel policy by ordinance in place.
- Staff is looking for feedback on the proposed personnel policies at the August 14, 2024 Committee of the Whole Meeting.
- Staff is prepared to have the proposed Lancaster County Personnel Policy finalized, with the continued involvement of an outside labor attorney and to include County Council's feedback, and ready to be brought forward for Council consideration and adoption starting with first reading of the necessary ordinance at the August 26, 2024 County Council Meeting.

- Retained records regarding the personnel policy can be traced back to June 23, 1997 when the Lancaster County personnel policy was adopted by County Council as part of the County's Budget Ordinance.
- Following the adoption of the personnel policy as part of the Budget Ordinance, the following revisions were made:
 - May 1999: Addition of alcohol and substance abuse testing;
 - June 2000: New policy manual adopted;
 - Prior to August 2002: Adoption of new personnel manual;
 - August 2002: Addition of workplace privacy and computer/internet abuse; employee appearance; exempt employees;
 - October 2002: Updating of the anti-harassment policy;
 - October 2004: Adoption of a new personnel manual;
 - December 2007: Amending leave provisions.

- Lancaster County's current personnel policy was adopted in September 2010.
- Revisions to the personnel policy were made in October 2010 dealing with overtime and compensatory time as well as employee leave; additional revisions to employee leave were made in November 2010.
- In August, 2012 the personnel policy was again revised in regards to social media and networking, employee appearance and annual leave was again amended.
- Final revisions to the current personnel policy were made in December, 2019 and dealt with amending the substance abuse testing policy to address medical marijuana, CBD and similar substances.

- Lancaster County's personnel policy currently consists of 64 pages. The revised personnel policy (currently in draft form) is approximately 130 pages.
- The revised personnel policy (currently in draft form) is being compiled in conjunction with the assistance of an outside labor and employment attorney.
- The most recent version of the personnel policy adopted in 2010 and as a result of an evolving workforce coupled with changing dynamics in the workplace and events such as COVID, an updated personnel policy is needed.
- A new personnel policy is also necessary in order to address newly enacted or amended state and/or federal laws as well as to support PEBA policies.
- The revised personnel policy (currently in draft form) includes approximately 39 additional and/or significantly altered policies from what was adopted in 2010.

Lancaster County – Personnel Policy Proposed Update

- Current revisions: Each policy will display this table with information to include effective date, revision date, reason for revision, and resolution number.

Policy Title:	Section Number:
	Policy Number:
Effective Date:	Resolution Number:
Date of Revision:	Reason for Revision:
Revision Resolution Number:	

Lancaster County – Personnel Policy Proposed Update

Current policy changes include, but are not limited to:

- Workplace Violence/Bullying
 - New added policy that states the County expressly prohibits any act or threat of violence by any County employee or former employee against any other employee in or about the County's facilities
 - Also, the County will not condone any acts or threats of violence against County employees, citizens or visitors on County premises
- Access to Personnel Records
- Substance Abuse/Testing Policy
 - Updated and move to a better location in the policy manual
- Use of County Mobile Devices/Accounts While Off-Duty
- Telecommuting/Remote Work
 - Added policy based on our temporary policy established during COVIE
- Secondary Employment
- Employee Standards for Dealing With The Public
- County Property
- Safety/Accident Prevention
- On The Job Injuries
 - Policy was added to and updated
 - Explains the procedures if an employee is injured on the job
 - Briefly explains the first 7-14 days if employee is out of work

Lancaster County – Personnel Policy Proposed Update

- Return to Work/Temporary Modified Duty
- Vehicle Use/Accidents
 - Employees authorized to drive a county vehicle must successfully complete a Defensive Driving Course every 3 years
 - Must be 18 years of age and have a valid driver's license
 - The county and/or a supervisor can request a driving record at any time
 - No passengers are allowed unless they are on official business or traveling with an employee who is on official business
 - No passengers under 18 are allowed in county owned vehicles
 - ALL use of tobacco products is prohibited in county vehicles
- Employee Tobacco Product Usage
 - New added policy that takes the place of our Smokefree Workplace Policy
 - This policy prohibits the use of ALL tobacco products in all county owned facilities and premises
 - It is to ensure a safe and healthy work environment for all employees
- Performance Evaluations
 - Performance evaluations provide a means for discussing, planning, and reviewing the performance of each full-time and regular part-time employee
 - Appraisals will be conducted annually
 - Evaluators are responsible for the timely and equitable assessments of performance for each employee
- Background Checks
- Employee Status
- Travel Reimbursement
- Work Week/Hours of Work

Lancaster County – Personnel Policy Proposed Update

- Paid Parental Leave
 - Paid Parental Leave policy was approved in the budget process for FY24 when the funds were approved for this program
 - All full-time and regular part-time employees are eligible
 - Eligible employees receive six weeks of paid leave for birth or placement of a child
 - Paid parental leave runs concurrent with FMLA, if the employee is eligible
- Timekeeping/Clocking
- Alternate Summer Work
 - Alternate work schedules are allowed from Memorial Day to Labor Day
 - Alternate work schedules must be submitted to the County Administrator for approval
 - Alternate work schedules must not compromise customer service delivery that Lancaster County provides citizens
- Employee Benefits
- Tuition Assistance
 - Employees may receive assistance for tuition and/or books up to \$1000 per semester with a maximum in tuition for three completed courses within a 12-month period
 - The schedule of assistance is based on the grades; grades below a C are not eligible of assistance

- Employees who use this program shall be expected to remain with the County one year following the completion of the last completed course; if the employee leaves, he/she shall be expected upon resignation or termination to pay back a pro-rata share of the assistance amount
- Leaving Employment
- Immigration
 - This policy is under the New Employee Processing, Onboarding and Introductory Period
 - This policy state Lancaster County complies with the SC Illegal Immigration and Reform Act of 2008 and the federal immigration law, Immigration Reform and Control Act of 1986
 - All new employees must complete an Employment Eligibility Verification Form I-9 and show documents to prove identity and employment eligibility and be verified through the E-Verify federal work authorization program

- Salary Basis Policy
 - This policy is under Time, Method, and Place of Payment of Wages and Salaries
 - Insures the County complies with the Fair Labor Standards Act, a federal law that requires most employees be paid at least the federal minimum wage for all hours worked and overtime pay at time and one-half the regular rate of pay for all hours worked over the appropriated overtime threshold, normally over forty work hours in a week
- Promotions/Transfers From Within
 - This policy is under Recruitment and Selection
 - Insures all promotions and transfers are filled with the best qualified person, regardless of age, race, religion, color, sex, national origin, genetic information, citizenship, or disability
- Inclement Weather
- Notice of Right to Health Care Continuation (COBRA)
- Health Insurance Marketplace Coverage (ACA)
- Neutral References

Questions?