

**Amendment #6 to Pulaski County Personnel Policies Handbook
dated April 13, 2015 - Dual Employment within County Departments**

WHEREAS, the Board of Commissioners and County Council desire to make an amendment to the Pulaski County Personnel Policies Handbook, and;

WHEREAS, under Employment Policies, an additional paragraph should be added under Employment Termination Section 3.14, to be read as follows:

Dual Employment within the County: Any employee having dual employment within the County meaning they are employed by two separate departments within the County, if an employee is terminated/discharged from one department for any reason then they are automatically terminated/discharged from the other department position as well. The department head that terminated/discharged the employee shall immediately notify the department head of the other department which employed the employee of the termination/discharge.

NOW, THEREFORE, BE IT AMENDED by the Board of Pulaski County Commissioners and the Pulaski County Council that the above language shall be included and a part of the Pulaski County Personnel Policy Handbook. This amendment shall be posted for at least ninety days throughout the offices of the County.

Passed and adopted by the Board of Pulaski County Commissioners and Pulaski County Council this 10th day of October, 2016.

Amendment #6 to Pulaski County Personnel Policies Handbook
dated April 13, 2015 - Dual Employment within County Departments (Cont.)

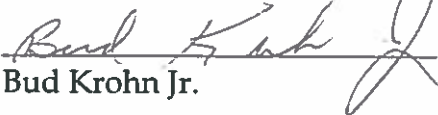
Passed and adopted by the Board of Pulaski County Commissioners and Pulaski
County Council this 10th day of October, 2016.

PULASKI BOARD OF COMMISSIONERS


PULASKI COUNTY COUNCIL


Terry Young, President

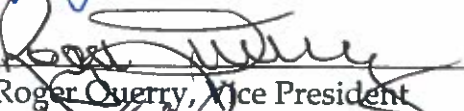
Larry Brady, Vice - President


Bud Krohn Jr.


Attest:


Shelia K. Garling,
Auditor, Pulaski County


Jerry G. Sullivan, President



Roger Querry, Vice President


Linda Powers


Thomas J. Roth


Alexsondra Haschel


Michael Tiede


Douglas Roth

**Amendment #7 to Pulaski County Personnel Policies Handbook
dated April 13, 2015 - PTO Hours**

WHEREAS, the Board of Commissioners and County Council desire to make an amendment to the Pulaski County Personnel Policies Handbook, and;

WHEREAS, under Employee Benefits, Section 4.1.1, under paragraph H, the additional language shall be added as follows:

H. Employees may carry over no more than allowed as stated on the PTO schedule for their department. Any PTO hours not used in excess of the allowed carryover on December 31st each year will be forfeited with no financial compensation.

WHEREAS, under Employment Benefits, under Section 4.1.1, subsection C shall be changed as follows:

C. PTO may not be taken in advance of having been earned and the employees PTO seniority schedule for years of employment are based on continues years of employment only, with no break in employment with the County for any reason. A change of position within a department, or from one department to another will not be considered a break in employment so long as the transition between the two is not due to a discharge from one position, and the employee begins work at the new position immediately upon leaving the old position.

NOW, THEREFORE, BE IT AMENDED by the Board of Pulaski County Commissioners and the Pulaski County Council that the above language shall be included and a part of the Pulaski County Personnel Policy Handbook. This amendment shall be posted for at least ninety days throughout the offices of the County.

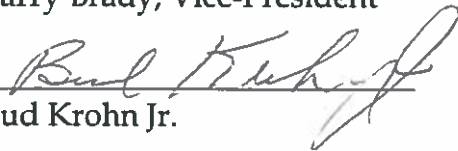
Amendment #7 to Pulaski County Personnel Policies Handbook
dated April 13, 2015 - PTO Hours (cont.)

Passed and adopted by the Board of Pulaski County Commissioners and Pulaski County Council this 10th day of October, 2016.


PULASKI BOARD OF COMMISSIONERS


Terry Young, President

Larry Brady, Vice-President



Bud Krohn Jr.

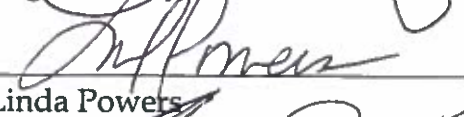
Attest:


Shelia K. Garling,
Auditor, Pulaski County

PULASKI COUNTY COUNCIL

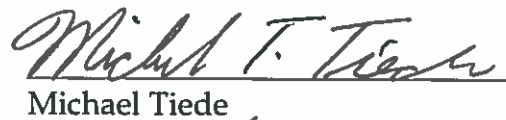

Jerry G. Sullivan, President



Roger Query, Vice President


Linda Powers


Thomas J. Roth


Alexsondra Haschel


Michael Tiede


Douglas Roth

Amendment #8 to Pulaski County Personnel Policies Handbook
dated April 13, 2015 - Sheriff Department Holiday Hours

WHEREAS, the Board of Commissioners and County Council desire to make an amendment to the Pulaski County Personnel Policies Handbook, and;

WHEREAS, under Employment Policies, an additional paragraph should be added under Employee Benefits, Section 4.2, Holidays, the last paragraph currently reads:

Sheriff Department employees shall receive 12 days of holiday pay per calendar year. Sheriff Department employee will receive one holiday each month. If the employee does not use the holiday during the month, the unused holiday hours will automatically be paid to the employee in the next pay period. Any unused holiday hours will be paid out at the end of each month and cannot be carried over. Sheriff Department employees that work on the actual holidays will not receive any additional pay for hours worked.

Shall be stricken and now read as follows:

Sheriff Department employees who work a 7(k) schedule, which is defined as three (12) hour shifts one week followed by four (12) hour shifts the next week, shall receive 12 days of holiday pay per calendar year. (This does not include dispatch, administration or the kitchen staff as addressed below.) Due to the fact that the 7(k) shift employees and dispatch cannot often take the regularly scheduled holidays that are enjoyed by the other departments of the County, the Sheriff may allow his 7(k) shift, and dispatch as set forth below, to take holidays as follows:

Six holidays must be scheduled and used before June 30th and the other six holidays must be used before December 31st of each year. If any holidays are not used within the designated six-month period, they will be automatically paid to the employee. No holiday hours are to be carried over beyond the said six-month time period and unused holiday hours will be added to the first paycheck after the six month period in which they were earned. (This will not affect overtime hours as these are hours not actually worked.)

If an employee is discharged or resigns from their position and has taken more holidays than the number of months remaining in that six month holiday period (any partial month worked will earn a holiday) on the date of discharge or resignation, the additional holidays taken will be deducted from their final paycheck. For example, an employee resigns on March 1st and has taken five holidays of the six holidays in their bank, the two 12 hour days totaling 24 hours of pay will be deducted from their final paycheck. Holidays shall be scheduled pursuant to the same guidelines and approval process as PTO hours. Sheriff Department employees that work on the actual holidays will not receive any additional pay for hours worked beyond their normal hourly wage.

**Amendment #8 to Pulaski County Personnel Policies Handbook
dated April 13, 2015 - Sheriff Department Holiday Hours (Cont.)**

Sheriff Dispatch and Kitchen Staff -Dispatch and the jail kitchen staff must be open on all holidays so they have the same issues as the 7(k) shift employees but they are not 7(k) shift positions and only receives 8 hours of pay per holiday as set forth in this section. They will be allowed the same number of holidays as all other regular 40-hour per week county employees for the given calendar year but may take them as set forth above for the 7(k) shift employees.

Sheriff Administrative Staff – All administrative staff that work a regular 35-hour or 40-hour week at the Sheriff’s Department shall have the same number of holidays each year as all other county employees working those schedules and will take the holidays on the actual scheduled holidays set forth by the Commissioners each year. If the administrative staff is required to work on a holiday they shall receive pay at time and a half for any hour worked on the actual holiday. They will not be given extra time off to compensate for the missed holiday.

New Hires – For any new hires of 7(k) schedule employees, dispatch, or kitchen staff, the employee must be employed full time for a minimum of thirty days, before they are eligible for holidays. They shall then receive a pro-rata number of holidays for the remainder of the six-month period when their first thirty days of employment are concluded. For example, an employee hired April 15th will conclude the thirty-day period May 14th. The employee will then receive a holiday for May and June to be used before June 30th or paid out as set forth herein.

NOW, THEREFORE, BE IT AMENDED by the Board of Pulaski County


Commissioners and the Pulaski County Council that the above language shall be included and a part of the Pulaski County Personnel Policy Handbook. This amendment shall be posted for at least ninety days throughout the offices of the County.

Passed and adopted by the Board of Pulaski County Commissioners and Pulaski County Council this 10th day of October, 2016.

PULASKI BOARD OF COMMISSIONERS


Terry Young, President

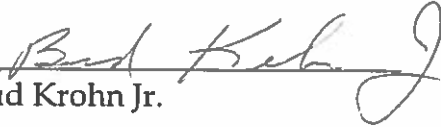
PULASKI COUNTY COUNCIL


Jerry G. Sullivan, President

Amendment #8 to Pulaski County Personnel Policies Handbook
dated April 13, 2015 - Sheriff Department Holiday Hours (Cont.)

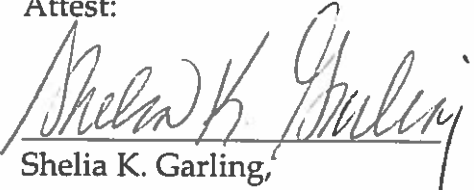
PULASKI BOARD OF COMMISSIONERS

Larry Brady, Vice President



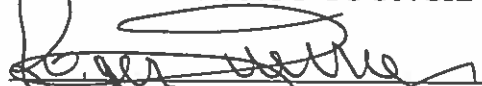
Bud Krohn Jr.

Attest:



Shelia K. Garling,
Auditor, Pulaski County


PULASKI COUNTY COUNCIL




Roger Query, Vice President



Linda Powers



Thomas J. Roth



Alexsondra Haschel



Michael Tiede



Douglas Roth

Amendment #9 to Pulaski County Personnel Policies Handbook
dated April 13, 2015 - Emergency Closing

WHEREAS, the Board of Commissioners and County Council desire to make an amendment to the Pulaski County Personnel Policies Handbook, and;


WHEREAS, under Salary Administration, Section 3.13 Emergency Closing, the last paragraph shall now read as follows:

If operations are officially closed or delayed, an employee may use their compensatory time or PTO to cover their time off of work. If an employee does not wish to use compensatory time or PTO for their time off of work, an emergency unpaid leave may be used. Emergency unpaid leave is only allowed to be used when the Commissioners have declared a delay or closed the facilities due to weather conditions.

NOW, THEREFORE, BE IT AMENDED by the Board of Pulaski County Commissioners and the Pulaski County Council that the above language shall be included and a part of the Pulaski County Personnel Policy Handbook. This amendment shall be posted for at least ninety days throughout the offices of the County.

Passed and adopted by the Board of Pulaski County Commissioners and Pulaski County Council this 10th day of October, 2016.

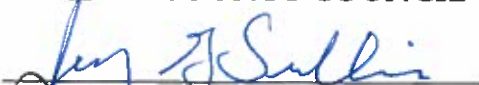
PULASKI BOARD OF COMMISSIONERS



Terry Young, President

Larry Brady, Vice President

PULASKI COUNTY COUNCIL



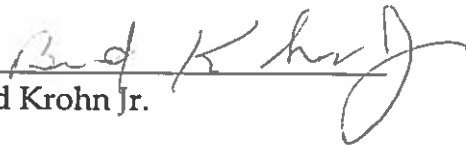
Jerry G. Sullivan, President



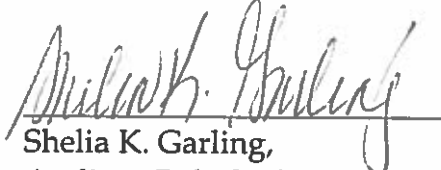
Roger Querry, Vice President

Amendment #9 to Pulaski County Personnel Policies Handbook
dated April 13, 2015 - Emergency Closing (Cont.)


PULASKI BOARD OF COMMISSIONERS

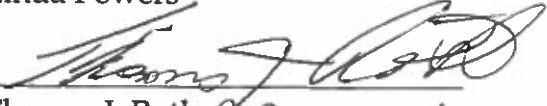

Bud Krohn Jr.

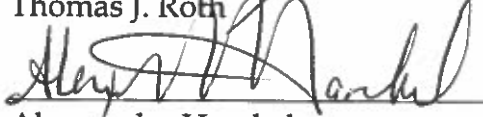
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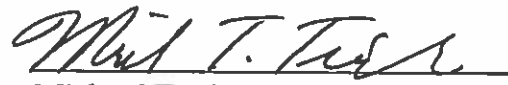

Shelia K. Garling,
Auditor, Pulaski County

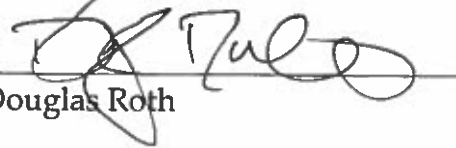
PULASKI COUNTY COUNCIL


Linda Powers


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Douglas Roth

Amendment #10 to Pulaski County Personnel Policies Handbook
dated April 13, 2015 - Business Travel

WHEREAS, the Board of Commissioners and County Council desire to make an amendment to the Pulaski County Personnel Policies Handbook, and;


WHEREAS, under Section 5, Working Conditions, 5.13.2, Other Meetings/Job-Related Training, the following language should be added as a separate paragraph and now read as follows:

Valet parking shall be reimbursed only when proof is provided to the Auditor of the employee's active BMV handicapped registration.

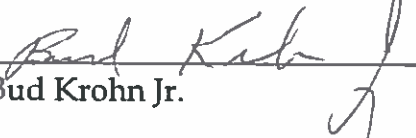
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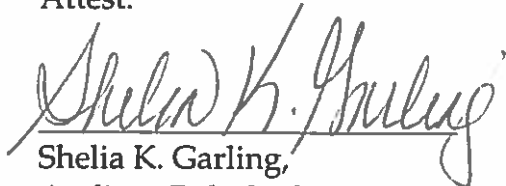

Linda Powers

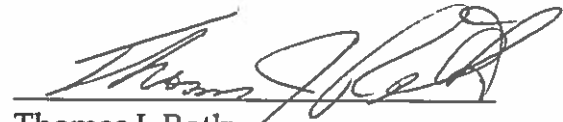
Amendment #10 to Pulaski County Personnel Policies Handbook
dated April 13, 2015 - Business Travel (cont.)

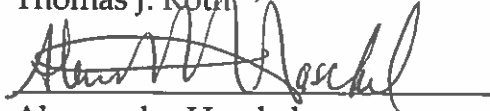
PULASKI BOARD OF COMMISSIONERS

PULASKI COUNTY COUNCIL

Attest:


Shelia K. Garling,
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