



County Council Committee Minutes

Personnel and Finance Committee August 17, 2020

The Personnel and Finance Committee of Spartanburg County Council met on Monday, August 17, 2020, in County Council Chambers of the County Administrative Office Building. In compliance with the Freedom of Information Act, notice of this meeting was provided in advance to the local news media and other interested parties. The following were in attendance: Honorable Bob Walker, Chairman; Honorables Jack Mabry and Whitney Farr, Committee Members; along with Honorables Manning Lynch, Michael Brown, David Britt, and Roger Nutt, Council Members. Also attending were Cole Alverson, County Administrator; Earl Alexander, Deputy County Administrator; John Harris, County Attorney; and Ginny Dupont, County Attorney.

I.

Chairman Walker called the meeting to order.

II.

- A. Honorable Amy W. Cox, Clerk of Court, presented information in reference to a request from the Clerk of Court's Office to reclassify positions 1934-1941 and 1960 from Court Clerk positions (grade 0675) to Deputy Court Clerk positions (grade 0775) and to eliminate one Court Clerk position. The Court Clerk position cannot sign documents, go into Courtrooms, certify papers, confirm Orders, or handle many of the tasks that the Deputy Court Clerk for the Clerk of Court's Office. When these positions are moved up to a Deputy level, legally they can then help with these tasks. Currently, the Clerk of Court's Office has 15 positions that are classified as Court Clerk positions. Four positions are classified as Deputy Clerk positions. Increasing these nine positions will give them 13 Deputy Clerk positions. This will allow them to spread over four different departments in the Clerk of Court's Office, which comes down to 3.25 Deputies per office space, and will help to eliminate a backlog of documents in the Clerk of Court's Office. This change will allow nine people to take on more responsibility, increase

their salary, and save the County \$23,000 plus in doing so. Motion made by Mr. Farr to approve request. Motion seconded by Mr. Mabry and carried.

- B. Mr. Tony Bell, Human Resources Director, presented information in reference to Spartanburg County Employee Handbook Updates. Over the years and with the addition of the Trinity Fire Department, we have some updates in our policy that need to be made. The recommended changes include the following items. Overtime will be calculated at one and one-half times the normal hourly rate for non-exempt law enforcement personnel, Sheriff and Detention Deputies, for hours worked over 43 in a work week, or hours over 86 in a 14 day work period. For firefighters, a 28 day work period has been established. Overtime compensation will be calculated at one and one-half the normal hourly rate of pay for hours worked over 212 in the 28 day work period. Accrued compensatory time must be taken prior to using any accrued annual, holiday or sick leave. Promotion dates can occur at the beginning or the middle of a pay period as long as it is the first working day of the week. Employees may access a record of their pay and all applicable withholdings through the electronic methods provided by Spartanburg County. Information was added regarding Annual Leave Accruals for firefighters. Firefighters can carry over 336 hours of accrued compensatory time. The hours over the maximum for firefighters will be converted into sick leave. Information was added regarding Longevity Accruals for firefighters. When an employee separates from employment with Spartanburg County, he/she will be paid for the holidays worked, but not to exceed the number of paid holidays granted by Spartanburg County annually. While Spartanburg County recognizes 11 paid holidays, due to the nature of firefighter schedules, holidays are treated as regular work days and no additional compensation or time off is granted. After a regular full-time employee completes one year of continuous service with Spartanburg County, the employee has the option to select two days as floating holidays. Due to the nature of their schedules, firefighters are not eligible for the floating holidays. For firefighters, one 24 hour shift of bereavement leave will be granted to regular fulltime firefighters in the case of a death of an immediate family member or any relative who was living in the employee's household at time of death. Additional consecutive time can be approved for up to one additional day of sick leave equal to one 24 hour shift, or the employee may seek approval from the department head to use annual leave or unpaid leave. Bereavement leave must be taken within one week of the qualifying death or it will be forfeited, unless extenuating circumstances exist. Mr. Walker stated that it has been several years since we have had any major changes to the policy. Motion made by Mr. Farr to approve updates. Motion seconded by Mr. Mabry and carried.

- C. Mr. Earl Alexander, Deputy County Administrator, presented information in reference to an Uncodified Ordinance to authorize the **Sale of County Owned Property** identified as Tax Map Number 7-20-02-073.02, located at 171 Sims Chapel Road, Spartanburg, South Carolina. This property was purchased by the County in October of 2018 to satisfy some grant requirements. Those requirements have been met, and the property has been listed with a local realtor, John Bauknight. The property has been appraised in accordance with our Ordinance by an MAI (Member Appraisal Institute) Appraiser. The appraised value is \$27,500. The current offer and the contract price is \$29,500. Pending three successful readings of County Council, as well as a public hearing, the property can be sold. Motion made by Mr. Farr to render first reading to Ordinance. Motion seconded by Mr. Mabry and carried.
- D. Updated financial data and personnel vacancy reports were received.

Meeting adjourned.