

# COUNTY OF CHATHAM

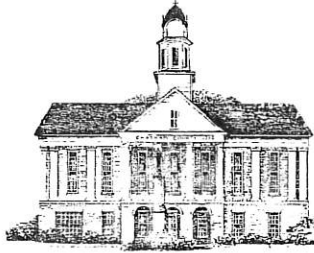
Res. #02-44A

## COMMISSIONERS

GARY PHILLIPS  
Chairman

MARGARET BRYANT POLLARD  
Vice Chair

BOB ATWATER  
RICK GIVENS  
CARL OUTZ



P. O. BOX 87  
PITTSBORO, N. C. 27312-0087

ORGANIZED 1770

707 SQUARE MILES

CHARLIE HORNE  
County Manager

ROBERT L. GUNN  
County Attorney

Phone (919) 542-8200

Fax (919) 542-8272

## Resolution Amending the Chatham County Personnel Policy

**WHEREAS**, the Chatham County Personnel Policy, adopted March 11, 1996, establishes the general guidelines for employees conduct; and

**WHEREAS**, from time to time it is necessary to amend the Personnel Policy for clarification or to better meet the needs of the employees and the County; and

**WHEREAS**, internal and external review of the policy identified needed additions and deletions to the policy, and

**NOW, THEREFORE BE IT RESOLVED**, by the Board of Commissioners of Chatham County, that Personnel Policy be amended as follows:

### **Article I, Section 2:**

By changing to:

- A. Elected officials, the County Manager, and the County Attorney are exempt from all provisions of this policy, except the Sexual Harassment Policy as set forth in Article V, Section 4.

### **Article VI, Section 9, subsection D (Family Medical Leave):**

By adding:

- (1) The completion of US Department of Labor form entitled "Certification of Health Care Provider" is required prior to an employee being granted leave under the provisions of the Family Medical Leave Act. This form must be retained in the Human Resources Office. In addition, US Department of Labor form entitled "Employer Response to Employee Request for Family or Medical Leave" shall be issued to employees requesting leave under the provisions of the Family Medical Leave Act.

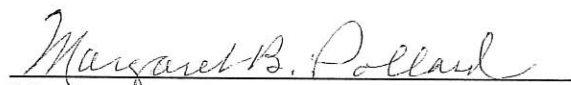
**Article VIII, Section 7: Failure in Performance of Duties.**

By changing to:


- A. An employee who receives a disciplinary action for unsatisfactory performance of duties shall receive at least two (2) warnings before disciplinary action is taken.
  - 2. A second written warning must be issued by the department head. A final written warning serves notice to the employee that corrective action must be taken immediately to avoid disciplinary action.
- B. The two progressive warnings prior to the disciplinary action need only concern unsatisfactory performance of duties and do not necessarily have to concern the same issue of unsatisfactory performance.

Remove Subsection A (3).

Adopted this, the 4<sup>th</sup> day of November, 2002.

  
Margaret B. Pollard, Vice-Chair

**ATTEST:**

  
Sandra B. Sublett, Clerk to the Board  
Chatham County Board of Commissioners