

## **I.C. Employment for Classified Positions**

Baldwin County will seek to select the applicant most capable of serving the County's taxpayers efficiently and effectively.

Each Appointing Authority or Appointed Department Head is authorized to select employees to fill approved vacancies in accordance with the personnel hiring procedure. No employment offer shall be made by any person in the County other than by the Appointing Authority or Appointed Department Head in consultation with the Personnel Director. No final employment offer shall be effective until the prospective employee has completed and passed all applicable pre-employment screenings and the County Commission has approved the employment in regular or special session assembled.

To be considered for a classified position, a prospective or current employee must complete an application and provide the information requested therein. Using false information on an application or resume shall result in immediate disqualification and/or termination.

In accordance with the County's effort to promote internally, the Personnel Director, in consultation with the Appointing Authority or Appointed Department Head, will recommend whether to recruit applicants from existing employees or to advertise positions to the public. Included in this determination will be whether a vacancy should be filled by internal promotion, posted in the County organization (by job bid), or advertised externally to the public.

Openings for classified positions that are not filled by internal promotion will be posted on the bulletin boards of at least three (3) facilities owned and operated by the Baldwin County Commission and on the Baldwin County Commission website for a period of not less than ten (10) working days.

An employee transferring from the Baldwin County Sheriff's Office to the Baldwin County Commission without a break in service, shall retain longevity, for the purpose of longevity pay only, as well as accrued sick leave. Annual leave will not be retained and will accrue at the lowest rate as outlined in section *IV.A. Annual Leave*. The employee is still required to serve a probationary period as outlined in section *I.D. Probationary Employees* and will not be able to use sick or annual leave during his or her probationary period.

## IV.A. Annual Leave

All current full-time classified, appointed and probationary employees hired by the Baldwin County Commission ~~before January 1, 2013,~~ shall earn paid annual leave in accordance with the following schedule:

Years of Consecutive Service	Leave per (24) Pay Period	Leave Earned per Year
0 – 5	4 hours	96 hours
6 – 10	5 hours	120 hours
11 – 15	7 hours	168 hours
15 – over	8 hours	192 hours

~~Every full-time classified, appointed and probationary employee hired on or after January 1, 2013, will earn paid leave in accordance with the following schedule:~~

Years of Consecutive Service	Leave per (24) Pay Period	Leave Earned per Year
<del>0 – 5</del>	<del>4 hours</del>	<del>96 hours</del>
<del>6 – 10</del>	<del>5 hours</del>	<del>120 hours</del>
<del>11 – 15</del>	<del>6 hours</del>	<del>144 hours</del>
<del>15 – over</del>	<del>7 hours</del>	<del>168 hours</del>

A probationary employee will earn, but cannot take, annual leave until the employee has satisfactorily completed the six (6) month probationary period and becomes a classified employee. Employees terminated before the completion of the six (6) month probationary period will not be eligible for payout of annual leave accrued.

Employees will not accumulate annual leave time while on a leave of absence or in a leave without pay status.

Annual leave for Baldwin County employees is based on a calendar year.

Employees accrue leave twenty-four (24) pay periods within the calendar year.

Employees may take annual leave in increments of quarter-hours.

Employees may not take annual leave before it has been earned.

The number of accrued leave hours to be used for one day of leave is equal to the number of scheduled paid hours of work for that day of leave. (For example, if an employee works four (4) ten (10) hour days per workweek, he or she must use ten (10) hours of annual leave to have the entire day off.

When a paid holiday occurs during an employee's annual leave, the day will be deemed a holiday and not as an annual leave day.

Days off for annual leave will not be considered as working time for calculating weekly overtime.

Employees may take annual leave in the year it was earned, or may carry it over for use in later years. However, there is a limit to the amount of annual leave that may accrue. ~~For full-time employees hired before January 1, 2013, those limits are:~~

Years of Service	Maximum Accrued Hours (2 x annual rate)
0 - 5	192 hours (24 days)
6 -10	240 hours (30 days)
11 - 15	336 hours (42 days)
Over 15	384 hours (48 days)

~~Every full-time employee hired on or after January 1, 2013, will be limited to carry over the following accruals:~~

Years of Service	Maximum Accrued Hours (2 x annual rate)
<del>0 - 5</del>	<del>192 hours (24 days)</del>
<del>6 -10</del>	<del>240 hours (30 days)</del>
<del>11 - 15</del>	<del>288 hours (36 days)</del>
<del>Over 15</del>	<del>336 hours (42 days)</del>

If an employee earns annual leave in excess of the maximum amount listed on the table, the excess amount will be forfeited if not taken by the last full pay period in the calendar year. The amount of leave at the end of the pay period shall be no more than two (2) years of total accrued time. Employees must consider the time accrued for the last full pay period of the calendar to be included in leave that must be taken.

When an employee resigns, or is terminated, he or she is entitled to payment for any unused annual leave that has accrued. Payment is based on the rate of compensation received at the time of resignation or termination. Payroll checks are computed on the regular payroll day and are available at the normal time and place. No checks are issued in advance.

## V.O. Retirement Investments

Retirement participation is mandatory with the Retirement Systems of Alabama. If an employee averages at least twenty (20) hours per week, he or she will automatically be enrolled in the retirement plan.

Employees who were hired into the Retirement Systems of Alabama before January 1, 2013, are defined as “Tier 1” members. Any employee hired into the Retirement Systems of Alabama on or after January 1, 2013, are defined as “Tier 2” members.

As of October 1, 2020, the County provides Tier 1 member benefits for all Tier 2 employees pursuant to Act No. 2019-132. All employees will be required to contribute 7.5% on a pre-tax basis from each paycheck. (This contribution is matched by the County.)

If a Tier 2 member leaves employment with the County and is later employed by another agency that did not make an election pursuant to Act No. 2019-132, the Tier 2 member will receive Tier 2 benefits for his or her service with the new employer. A member whose creditable service includes periods of service to two different Tier plans, the benefit rates of each Tier plan will be applicable to the creditable service earned while in each Tier plan. In all other respects the pension shall be determined on the basis of the member’s Tier plan at the time of his or her withdrawal from service.

~~Employees who were hired before January 1, 2013, are required to contribute 7.5% on a pre-tax basis from each paycheck. Any employee hired on or after January 1, 2013, will be required to contribute 6% on a pre-tax basis from each paycheck. (This contribution is matched by the County.)~~

Employees are vested in the Retirement Systems of Alabama after ten (10) years of service. Employees who were hired before January 1, 2013 (Tier 1), are eligible to retire with twenty-five (25) years of service or ten (10) years of service and age sixty (60). Any employee hired on or after January 1, 2013 (Tier 2), and retires with the County, will be eligible to retire with twenty-five (25) years of service or ten (10) years of service and age sixty (60). However, if the Tier 2 employee leaves employment with the County and is later employed by another agency that did not make an election pursuant to Act No. 2019-132, he or she will be eligible to retire at age sixty-two (62) with at least ten (10) years of service.

## V.Q Benefits Due at Retirement

Unpaid Sick Leave -- A full-time Full-time employees hired into the Retirement Systems of Alabama before January 1, 2013 (Tier 1), and retiring pursuant to the requirements of the Retirement Systems of Alabama with twenty-five (25) years of service or at least age 60, with at least fifteen (15) years of said service with the Baldwin County Commission, may be paid one-half of his or her accumulated sick leave not to exceed three hundred sixty (360) hours or elect to roll over unused sick leave hours into service credit.

A full-time employee hired into the Retirement Systems of Alabama after January 1, 2013 (Tier 2), and retiring pursuant to the requirements of the Retirement Systems of Alabama with at least fifteen (15) years of said service with Baldwin County, shall be paid one half of his or her accumulated sick leave not to exceed three hundred sixty (360) hours. Tier 2 employees are not eligible to rollover unused sick leave hours into service credit.

Effective May 1, 2019, in lieu of unpaid sick leave payout, a Tier 1 Employees retiring pursuant to the requirements of the Retirement Systems of Alabama may elect to roll over unused sick leave hours into service credit.

The following conditions apply for this option:

- Applies only to employees who, after converting unused sick leave hours to service credit, meet the minimum qualifications for service retirement. The minimum qualifications for service retirement are age 60 with at least 10 years of creditable service or 25 years of creditable service, regardless of age.
- An employee retiring on disability may convert unused sick leave to retirement credit only if he or she meets the minimum qualifications for service retirement after converting unused sick leave days to service credit.
- Conversion of unused sick leave may not be used for deferred retirement.
- There is no maximum number of accrued sick leave days.

The following chart will be used by the Retirement System to convert sick leave to retirement service credit. Please note that the chart lists accrued sick leave days through 370, but there is no maximum limit on sick leave accrual.

<u>Accrued Sick Leave Days</u>		<u>Service Credits (Months)</u>
0-10	0-80 hours	0
11-30	88-240 hours	1
31-50	248-400 hours	2
51-70	408-560 hours	3
71-90	568-720 hours	4
91-110	728-880 hours	5
111-130	888-1040 hours	6
131-150	1048-1200 hours	7
151-170	1208-1360 hours	8
171-190	1368-1520 hours	9
191-210	1528-1680 hours	10
211-230	1688-1840 hours	11
231-250	1848-2000 hours	12

251-270	2008-2160 hours	13
271-290	2168-2320 hours	14
291-310	2328-2480 hours	15
311-330	2488-2640 hours	16
331-350	2648-2800 hours	17
351-370	2808-2960 hours	18

Retiree Health Insurance Coverage – A retiring employee ~~hired before January 1, 2013~~, currently enrolled in County sponsored health insurance is eligible to continue single health coverage at a cost of one hundred dollars (\$100) per month. The retiree must meet the following requirements: (1) Retiring with twenty-five (25) years of service in the Retirement Systems of Alabama; (2) fifteen (15) years of said service must be with the Baldwin County Commission and; (3) has not met the age requirement to be eligible for Medicare. The County will contribute the remaining portion of the cost of single health coverage.

The County will pay 100% of single health coverage for a retiring, full-time employee ~~hired before January 1, 2013~~, currently enrolled in County sponsored health insurance. The retiree must meet the following requirements: (1) Retiring with thirty (30) years of service in the Retirement Systems of Alabama; (2) fifteen (15) years of said service must be with the Baldwin County Commission; and (3) has not met the age requirement to be eligible for Medicare.

~~Full-time employees hired after January 1, 2013, currently enrolled in County sponsored health insurance are eligible to continue single health coverage at rate of 50% of the total cost of single coverage. The retiree must meet the following requirements: (1) become eligible to retire under the Retirement Systems of Alabama; (2) fifteen (15) years of said service must be with the Baldwin County Commission; and (3) has not met the age requirement to be eligible for Medicare. The County will contribute the remaining portion of the cost of single health coverage.~~

If the employee has family coverage at the time of retirement, that employee may elect at that time to keep this coverage until the age requirement to be eligible for Medicare has been met and must pay 100% of the cost of such premiums. The employee may also elect single coverage at this time. When the employee reaches the age requirement to be eligible for Medicare, all insurance coverage will cease, any dependents covered will become eligible for COBRA.

During open enrollment, each year, retirees will also be eligible to transfer coverage if offered through the County. Should the County's health insurance premium increase, so shall the portion paid by the retiree with the increased amount to be determined by the Commission.

Any employee who retires from Baldwin County is required to make a decision, on his or her last day of employment, to either retain the County's medical coverage or reject it.