



Baldwin County Commission

Legislation Details (With Text)

File #: 22-1397 **Version:** 1

Type: Consent **Status:** Agenda Ready

File created: 8/17/2022 **In control:** Baldwin County Commission Regular

On agenda: 9/6/2022 **Final action:**

Title: Librarian of Public Law Library - Considerations Related to Employment Contract - Amended Employment Contract

Indexes:

Attachments: 1. Biles Lynn-Amended Employment Contract 20220906, 2. Exhibit A - Law Librarian Position Description, 3. Biles, Lynn - Librarian of Public Law Library Employment Contract 20220802

Date	Ver.	Action By	Action	Result
9/6/2022	1	Baldwin County Commission Regular		

Meeting Type: BCC Regular Meeting

Meeting Date: 9/6/2022

Item Status: New

From: Ronald J. Cink, Budget Director

Submitted by: Anu Gary, Administrative Services Manager

ITEM TITLE

Librarian of Public Law Library - Considerations Related to Employment Contract - Amended Employment Contract

STAFF RECOMMENDATION

Authorize and approve the Amended Employment Contract between the Baldwin County Commission and Lynn Biles applicable to the position of Librarian of the public law library.

This Amended Employment Contract hereby supersedes and replaces in its entirety the original Employment Contract between the Parties dated August 2, 2022, with effective date of this amendment being retroactive to August 2, 2022.

The Employment Contract shall continue in full force and effect through and including August 2, 2023.

BACKGROUND INFORMATION

Background: The employment contract for Ms. Lynn Biles must be amended due to a federal minimum wage standard for salaried employees. The contract previously approved for Ms. Biles listed her annual compensation as \$35,360; the federal minimum wage standard for salaried employees is \$35,568. Article VII of the contract has been amended to reflect this change.

In addition, Article VIII of the contract related to benefits has been amended by omitting the actual cost for individual insurance coverages as coverage costs may change from time to time by the

insurance providers. Ms. Biles shall receive benefits at the same cost as county employees.

Previous Commission action/date: 08/02/2022 - BCC Regular Meeting, the Commission took the following action:

As requested by the Presiding Judge of the Circuit Court of Baldwin County, authorize and approve the execution of an Employment Contract between the Baldwin County Commission and Lynn Biles applicable to the position of Librarian of the public law library at an annual compensation of \$35,360.00. The effective date of this Employment Contract shall be August 2, 2022. This Employment Contract shall continue in full force and effect through and including August 2, 2023.

FINANCIAL IMPACT

Total cost of recommendation: \$35,568.00 annual compensation

Budget line item(s) to be used: Law Library Fund

If this is not a budgeted expenditure, does the recommendation create a need for funding?
N/A

LEGAL IMPACT

Is legal review necessary for this staff recommendation and related documents?
Yes

Reviewed/approved by: Approved by Brad Hicks, County Attorney 08/30/2022 akq

Additional comments: N/A

ADVERTISING REQUIREMENTS

..
Is advertising required for this recommendation? N/A

If the proof of publication affidavit is not attached, list the reason: N/A

FOLLOW UP IMPLEMENTATION

For time-sensitive follow up, select deadline date for follow up: N/A

Individual(s) responsible for follow up: Commission Administration; Personnel

Action required (list contact persons/addresses if documents are to be mailed or emailed):
Administration:

1) Ensure full execution of amendment to employment contract as soon as approved. Coordinate with contract employee and Presiding Judge to sign.

2) Provide a copy of the fully executed contract to the employee via email, original contract to Deidra Hanak, Personnel Director, copy kept in Admin. contract files with note re: where original is filed.

Cc: Cian Harrison
Christie Davis
Eva Cutsinger
Bo Bonner
Ron Cink
Presiding Judge Stankoski

3) Upload contract to BCAP Contracts.

4) Update Contract Employee List with contract approval dates and relevant info (if applicable).

Additional instructions/notes: N/A