



## County Manager's Office

# Memorandum

**To:** County Commissioners  
**From:** Heidi York, County Manager  
**Date:** July 17, 2023  
**Re:** Policy Development

---

Through continuous efforts to improve our organization and better support County employees, several policies have been drafted for feedback and review. The need for two of these policies was made clear during the departmental budget meetings with the Manager: Certification Pay and On Call Compensation. Departments have been operating under numerous different practices with both career ladder increases and on-call pay models that are inconsistent across the organization. These two policies strive to bring a consistent and uniform practice for compensating employees who obtain advanced certifications relevant to their positions or employees whose job duties require them to be on-call and potentially work after hours.

The other four policies have been developed to enhance the culture of our workplace by further supporting our employees and their quality of life to provide a better balance of work and life. These four brand new policies are modeled after similar policies already implemented by other nearby local governments: New Parent Leave; Volunteer Leave; Bereavement Leave; and Wellness Leave.

Below are brief summaries of each policy; the full policies are included as attachments to this memo. These policies have been reviewed internally with Department Directors and are awaiting feedback from the Board before they become effective.

1. **Certification Pay:** A full-time employee may be eligible to receive a 3% salary increase per advanced certification obtained in their professional field which furthers their ability to perform the duties and responsibilities of their position. Limited to a maximum of two increases per fiscal year.
2. **On Call and Call Back Compensation:** This policy applies to non-exempt employees who serve in an on-call status and are expected to be available by phone and report to work if needed. The county will provide additional compensation for both being available (at the rate of one hour per day during weekdays and two hours per day on Saturday, Sunday or Holidays) and for reporting to work (called back after hours at a minimum pay of two hours of wages) as explained in the policy and consistent with applicable federal law.
3. **Parental Paid Leave:** This policy provides full-time employees who have been employed at least twelve (12) continuous months with four weeks of paid parental leave for the birth, adoption, or foster-to-adopt placement of a child.
4. **Volunteer Leave:** The intention of this policy is to encourage community engagement opportunities within Alamance County for full-time employees. Employees can volunteer up to 16 hours per calendar year with a 501(c) organization, as explained in the policy.

5. **Bereavement Leave:** This policy supports employees with paid leave during a death in the employee's family.
6. **Wellness Leave:** This policy seeks to support employees by providing four hours of leave per quarter (16 hours annually) for activities supporting prevention, treatment, or support of physical, mental, or emotional wellness.

Thank you for supporting our workforce. These policies will make a difference in the lives of our employees as we strive to build a workplace culture that is supportive and caring, while also communicating to our employees that we appreciate them. I welcome your feedback and input into these policies. It is my hope to make them effective after I hear from each of you and incorporate any changes you might have.