



CHATHAM COUNTY COMMISSIONERS

Diana Hales, Chair  
Mike Dasher, Vice Chair  
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Karen Howard  
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COUNTY MANAGER

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Established 1771

## Resolution of the Chatham County Board of Commissioners

### Resolution Amending the Chatham County Personnel Policy March 2018

**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 modifications to the policy, and

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

**Amend Article VI to add the following:**

Section 18: Volunteer Service Leave

A. Scope

1. The purpose is to prescribe the policy and procedures by which an employee can participate in volunteer service leave; in order to give back to the community by volunteering at agencies that are licensed, certified, or accredited to service citizens in Chatham County. This policy applies to all regular full-time and part-time Chatham County employees with a minimum of one year of continuous employment with the county.

B. Procedure

1. The County will grant four (4) hours for the purpose of participating in volunteer activities with an approved list of non-profit agencies. The leave cannot be taken incrementally.
2. Employees must apply in advance for volunteer service leave.
3. The leave must be approved by the supervisor. Supervisors have the discretion to deny approval depending on the business needs of the department.
4. Employees must provide written evidence of the leave in order to receive the appropriate leave credit. Failure to provide the appropriate evidence document will result in the leave being credited as vacation leave. The Volunteer Service Leave Verification Form is required.

5. Supervisors who approve requests for leave will maintain a record for each employee and will insure time records are coded appropriately. Departmental requirements may dictate that the verification form be submitted with an employee's time sheet.
6. Employees will reflect the appropriate leave code on their timesheet.
7. Leave that is not taken will be forfeited at the conclusion of each fiscal year and will not be carried over into the next fiscal year.
8. Employee will not be paid for unused leave upon separation from employment.

Adopted, this the 19<sup>th</sup> day of March 2018.

*Diana Hales*

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Diana Hales, Chair  
Chatham County Board of Commissioners

ATTEST:

*Lindsay K. Ray*

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Lindsay K. Ray, NCCCC, Clerk to the Board  
Chatham County Board of Commissioners

