

MORGAN COUNTY COMMISSION MEETING

The Morgan County Commission of Morgan County, Alabama, convened in a scheduled meeting on Tuesday, March 25, 2025, at 9:00 a.m. in the Conference Room of the Commission in the Morgan County Commission Office, Morgan County Courthouse, Decatur, Alabama. The following members were present: Chairman Ray Long; Commissioners Randy Vest, Matthew Frost, and Greg Abercrombie. Also present: David Langston, County Attorney; Greg Bodley, County Engineer; Julie Reeves, Chief Administrative Officer; Jessica Smith, Deputy Chief Administrative Officer; Mike Wetzels, Communications Director; and Laura Vest, Business Services Coordinator. Absent: Commissioner Jeff Clark. Mrs. Reeves, Mrs. Smith, and Mrs. Vest acted as clerks of the Meeting. Mr. Vest offered the prayer and Pledge of Allegiance. Mrs. Reeves called roll and stated that a quorum was present. Chairman Long declared the Meeting open for the transaction of business.

VISITORS

George Hill, Morgan County IT
Jean Cole, Decatur Daily
Claudia Pepperhurst, WAFF News

AGENDA

The Agenda for the meeting of Tuesday, March 25, 2025, had been presented to the Commission for review.

After due consideration, it is therefore ordered by the Commission on motion of Mr. Greg Abercrombie, seconded by Mr. Randy Vest, and unanimously carried that there being no further additions or corrections to the above listed agenda; it is hereby approved.

MINUTES

The Minutes of the meeting held on Tuesday, March 11, 2025, had been presented via email to the Commission for review.

After due consideration, it is therefore ordered by the Commission on motion of Mr. Matthew Frost, seconded by Mr. Randy Vest, and unanimously carried that there being no further additions or corrections to the above referenced Minutes; they are hereby approved.

OLD BUSINESS: None

NEW BUSINESS:

ADOPT RESOLUTION AUTHORIZING THE CHAIRMAN TO ADVERTISE FOR BIDS FOR INMATE TELEPHONE AND VIDEO VISITATION SYSTEMS FOR THE MORGAN COUNTY JAIL.

Mr. Greg Abercrombie, member of the Commission, offered the following resolution and moved for its adoption. Upon the same being duly seconded by Mr. Matthew Frost, it was put to a vote and unanimously adopted to wit:

RESOLUTION 25-222

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby authorize the Chairman to advertise for bids for Inmate Telephone and Video Visitation Systems for the Morgan County Jail, this the 25th day of March 2025.

ADOPT RESOLUTION AUTHORIZING THE CHAIRMAN, ON BEHALF OF SHERIFF RON PUCKETT, TO EXTEND TELEPHONE SYSTEM AGREEMENT WITH ICSOLUTIONS THROUGH JUNE 30, 2025.

Mr. Randy Vest, member of the Commission, offered the following resolution and moved for its adoption. Upon the same being duly seconded by Mr. Matthew Frost, it was put to a vote and unanimously adopted to wit:

RESOLUTION 25-223

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby authorize the Chairman, on behalf of Sheriff Ron Puckett, to extend Telephone System Agreement with ICSolutions through June 30, 2025, this the 25th day of March 2025.

ADOPT RESOLUTION AUTHORIZING THE CHAIRMAN TO APPROVE THE LINEV SYSTEMS US, INC. SERVICE CONTRACT FOR ONE (1) BODY SCANNER AND ONE (1) BAGGAGE SCANNER LOCATED AT THE MORGAN COUNTY JAIL AND TWO (2) BAGGAGE SCANNER UNITS FOR THE MORGAN COUNTY COURTHOUSE FOR A 12-MONTH PERIOD EXPIRING APRIL 4, 2026, AT A COST OF \$32,201.60, AND AMEND BUDGET ACCORDINGLY.

Mr. Greg Abercrombie, member of the Commission, offered the following resolution and moved for its adoption. Upon the same being duly seconded by Mr. Matthew Frost, it was put to a vote and unanimously adopted to wit:

RESOLUTION 25-224

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission hereby authorize the Chairman to approve the LINEV Systems US, Inc. Service Contract for one (1) body scanner and one (1) baggage scanner located at the Morgan County Jail and two (2) baggage scanner units for the Morgan County Courthouse for a 12-month period expiring April 4, 2026, at a cost of \$32,201.60, and amend budget accordingly, this the 25th day of March 2025.

ADOPT RESOLUTION AUTHORIZING THE COMMISSION TO ENTER INTO AGREEMENT WITH LANGLEY CONSULTING, LLC FOR CONSULTING SERVICES FOCUSED ON ASSISTING THE COUNTY WITH FEDERAL APPROPRIATIONS FUNDING AND FEDERAL GRANT APPLICATIONS, FOR A MONTHLY FEE OF \$3,000, PAYABLE FROM ROAD & BRIDGE FUND, AND AMEND BUDGET ACCORDINGLY.

Mr. Randy Vest, member of the Commission, offered the following resolution and moved for its adoption. Upon the same being duly seconded by Mr. Matthew Frost, it was put to a vote and unanimously adopted to wit:

RESOLUTION 25-225

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby authorize the Commission to enter into agreement with Langley Consulting, LLC for consulting services focused on assisting the County with federal appropriations funding and federal grant applications, for a monthly fee of \$3,000, payable from Road & Bridge fund, and amend budget accordingly, this the 25th day of March 2025.

ADOPT RESOLUTIONS APPROVING CERTIFICATES TO SUBDIVIDE PROPERTIES LOCATED WITHIN MORGAN COUNTY FOR THE FOLLOWING:

- **DONALD E. & STACEY BRANDL
EARGLE ROAD & BRASWELL ROAD, DISTRICT 3**
- **JEFFREY BRENT WORLEY AND
JOSH & BETH STANDRIDGE
HUCKABY BRIDGE ROAD SW, DISTRICT 2**
- **MEAGAN ELISE ESTES
RUTH MOUNTAIN ROAD, DISTRICT 4**
- **CHARLES W. LONG
NEW CENTER ROAD, DISTRICT 2**
- **JANIE LEIGHANN CHOP
MORROW MOUNTAIN ROAD &
OWEN KING ROAD, DISTRICT 4**

Mr. Matthew Frost, member of the Commission, offered the following resolutions and moved for their adoption. Upon the same being duly seconded by Mr. Greg Abercrombie, it was put to a vote and unanimously adopted to wit:

RESOLUTION 25-226

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby approve Certificate to Subdivide property located within Morgan County for the following:

- Donald E. & Stacey Brandl
Eargle Road & Braswell Road, District 3

this the 25th day of March 2025.

RESOLUTION 25-227

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby approve Certificate to Subdivide property located within Morgan County for the following:

- Jeffrey Brent Worley and Josh & Beth Standridge
Huckaby Bridge Road SW, District 2

this the 25th day of March 2025.

RESOLUTION 25-228

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby approve Certificate to Subdivide property located within Morgan County for the following:

- Meagan Elise Estes
Ruth Mountain Road, District 4

this the 25th day of March 2025.

RESOLUTION 25-229

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby approve Certificate to Subdivide property located within Morgan County for the following:

- Charles W. Long
New Center Road, District 2

this the 25th day of March 2025.

RESOLUTION 25-230

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby approve Certificate to Subdivide property located within Morgan County for the following:

- Janie Leighann Chop
**Morrow Mountain Road &
Owen King Road, District 4**

this the 25th day of March 2025.

**ADOPT RESOLUTION AUTHORIZING THE APPROPRIATE ELECTED
OFFICIAL/DEPARTMENT HEAD TO FILL THE FOLLOWING POSITIONS:**

- **(2) SENIOR ASSESSMENT CLERKS, GRADE A04 (\$20.63-\$26.55) –
REVENUE**
- **REAL PROPERTY APPRAISER II, GRADE A04 (\$20.63-\$26.55) - REVENUE**
- **PART-TIME NUTRITION SITE MANAGER, GRADE F01 (\$15.00) –
COMMISSION ON AGING**

- **PART-TIME DRIVER/ASSISTANT SITE MANAGER, GRADE F01 (\$15.00) – COMMISSION ON AGING**
- **ADMINISTRATIVE ASSISTANT, GRADE A02 (\$17.52-\$22.55) – ENVIRONMENTAL**

Mr. Randy Vest, member of the Commission, offered the following resolution and moved for its adoption. Upon the same being duly seconded by Mr. Greg Abercrombie, it was put to a vote and unanimously adopted to wit:

RESOLUTION 25-231

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby authorize the appropriate elected official/department head to fill the following positions:

- (2) Senior Assessment Clerks, Grade A04 (\$20.63-\$26.55) – Revenue
- Real Property Appraiser II, Grade A04 (\$20.63-\$26.55) - Revenue
- Part-time Nutrition Site Manager, Grade F01 (\$15.00) – Commission on Aging
- Part-time Driver/Assistant Site Manager, Grade F01 (\$15.00) – Commission on Aging
- Administrative Assistant, Grade A02 (\$17.52-\$22.55) – Environmental

this the 25th day of March 2025.

ADOPT RESOLUTION AUTHORIZING THE CHAIRMAN, ON BEHALF OF SEAN DAILEY, PARKS AND RECREATION DIRECTOR, TO EXTEND LEAVE WITHOUT PAY FOR MATTHEW PARKER TO JULY 2, 2025.

Mr. Greg Abercrombie, member of the Commission, offered the following resolution and moved for its adoption. Upon the same being duly seconded by Mr. Matthew Frost, it was put to a vote and unanimously adopted to wit:

RESOLUTION 25-232

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby authorize the Chairman, on behalf of Sean Dailey, Parks and Recreation Director, to extend Leave Without Pay for Matthew Parker to July 2, 2025, this the 25th day of March 2025.

ADOPT RESOLUTION AUTHORIZING THE CHAIRMAN, ON BEHALF OF SHERIFF RON PUCKETT, TO EXTEND LEAVE WITHOUT PAY FOR GARRETT WALKER TO APRIL 7, 2025.

Mr. Randy Vest, member of the Commission, offered the following resolution and moved for its adoption. Upon the same being duly seconded by Mr. Greg Abercrombie, it was put to a vote unanimously adopted to wit:

RESOLUTION 25-233

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby authorize the Chairman, on behalf of Sheriff Ron Puckett, to extend Leave Without Pay for Garrett Walker to April 7, 2025, this the 25th day of March 2025.

ADOPT RESOLUTION APPROVING EMPLOYEE ADDITIONS/DELETIONS FOR FEBRUARY 2025.

Mr. Matthew Frost, member of the Commission, offered the following resolution and moved for its adoption. Upon the same being duly seconded by Mr. Randy Vest, it was put to a vote and unanimously adopted to wit:

RESOLUTION 25-234

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby approve the following employee additions/deletions for February 2025, this the 25th day of March 2025:

<u>Additions</u>		<u>Deletions</u>	
Candice Prater	COA	Brian "Matt" Mayfield	District 2
Janet Morgan	COA	Logan Sanders	Environmental
Thomas Gray, Jr.	Engineering	Mitchell Burr	Jail
Wayne Hawkins	Environmental	Ryan Darnell	Jail
Charles Richard	Jail	Devin Robinson	Jail
Tucker Dingler	Jail	Stephanie Young	Jail
Destinee Taylor	Jail	Austin James	Jail
Kaitlyn Smith	Jail	Louis Holloway	Jail
Joshua Landrum	Jail	Kaitlyn Smith	Jail
Brian McCleskey	Parks & Recreation	Gernarie Strong	Sales Tax
Leslie Woodall	School Resource Officer	Dennis Langham	Sales Tax
William Halbrooks	Sheriff's Office	Jordan Byrd	Sheriff's Office
Jacob Yamane	Sheriff's Office	Joseph Mann	SRO

ADOPT RESOLUTION AMENDING THE FOLLOWING CHAPTERS/SECTIONS OF THE *MORGAN COUNTY POLICIES AND PROCEDURES HANDBOOK*:

- **CHAPTER 8, PROBATIONARY PERIOD, 8.04 TRANSFERRED EMPLOYEES ON PROBATION**
- **CHAPTER 9, TRANSFERS, ASSIGNMENTS, PROMOTIONS, DEMOTIONS AND LAY-OFFS, 9.01 PROMOTIONS**
- **CHAPTER 10, ATTENDANCE AND LEAVE POLICIES, 10.06 ANNUAL LEAVE**
- **CHAPTER 10, ATTENDANCE AND LEAVE POLICIES, 10.06-C COMPENSATION AND USE OF ACCRUED LEAVE FOR INCLEMENT WEATHER OR OTHER NATURAL DISASTERS CLOSINGS**
- **CHAPTER 10, ATTENDANCE AND LEAVE POLICIES, 10.09 SICK LEAVE AND BEREAVEMENT LEAVE**
- **CHAPTER 11, SEPARATION AND DISCIPLINARY ACTIONS, 11.08 GROUP TWO OFFENSES**
- **CHAPTER 11, SEPARATION AND DISCIPLINARY ACTIONS, 11.09 DISCIPLINARY ACTION FOR GROUP TWO OFFENSES**
- **CHAPTER 13, DRUG AND ALCOHOL ABUSE POLICIES AND PROCEDURES, ATTACHMENT A-SAFETY SENSITIVE CLASSIFICATIONS**
- **CHAPTER 14, EMPLOYEE WORKPLACE HEALTH AND SAFETY, 14.05 OCCUPATIONAL INJURY/DEATH**
- **CHAPTER 23, MISCELLANEOUS PROVISIONS, 23.02 TRAVEL POLICY**

Mr. Greg Abercrombie, member of the Commission, offered the following resolution and moved for its adoption. Upon the same being duly seconded by Mr. Randy Vest, it was put to a vote and unanimously adopted to wit:

RESOLUTION 25-235

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby amend the following chapters/sections of the *Morgan County Policies and Procedures Handbook*, this the 25th day of March 2025:

- **Chapter 8, Probationary Period, 8.04 Transferred Employees on Probation**
- **Chapter 9, Transfers, Assignments, Promotions, Demotions and Lay-Offs, 9.01 Promotions**
- **Chapter 10, Attendance and Leave Policies, 10.06 Annual Leave**
- **Chapter 10, Attendance and Leave Policies, 10.06-C Compensation and Use of Accrued Leave for Inclement Weather or Other Natural Disasters Closings**
- **Chapter 10, Attendance and Leave Policies, 10.09 Sick Leave and Bereavement Leave**
- **Chapter 11, Separation and Disciplinary Actions, 11.08 Group Two Offenses**
- **Chapter 11, Separation and Disciplinary Actions, 11.09 Disciplinary Action for Group Two Offenses**

- **Chapter 13, Drug and Alcohol Abuse Policies and Procedures, Attachment A-Safety Sensitive Classifications**
- **Chapter 14, Employee Workplace Health and Safety, 14.05 Occupational Injury/Death**
- **Chapter 23, Miscellaneous Provisions, 23.02 Travel Policy**

Chapter 8, Probationary Period

8.04 Transferred Employees on Probation

Employees promoted or transferred shall be placed upon probationary status for a 180-calendar day period. If a promoted or transferred employee performs unsatisfactorily during the probationary period and is thereby ineligible to be granted regular appointment to the position, and if the employee's work was satisfactory prior to the change in status, the employee may be returned to his previous position or to another suitable position in the same class previously held at the same rate of pay prior to transfer, if either is available. An employee returned to his previous position will not remain in a probationary status. If no position is available, the employee may be terminated. Termination will be effective as of the date designated by the Elected Official / Department Head.

Chapter 9, Transfers, Assignments, Promotions, Demotions and Lay-Offs

9.01 Promotions

A promotion is a permanent assignment to a position requiring additional responsibilities, skills, and judgment that results in a higher salary range. Each classified employee is responsible for preparing himself / herself for promotion or increased responsibilities. It is the responsibility of all employees to keep informed of any vacancies in the county system that may be available for transfer.

Morgan County will seek to appoint to each position the applicant most capable of serving the County's taxpayers efficiently and effectively. Whenever possible, the County will fill vacant positions through internal promotion of current employees who meet the required qualifications and who have demonstrated the potential to perform the responsibilities of the open position.

Selections must be approved by the affected Elected Officials / Department Heads and the County Commission. In an emergency, or in cases where the County Commission deems it in the interest of the County, an employee may be placed in a temporary "Acting" status (see section titled, Temporary Acting Positions).

Employees promoted to a position in a higher classification having a higher maximum salary than the position from which the assignment is made, shall be placed in probationary status for the period of 180 calendar days (see section titled "Probationary Period"). A promotion may take the form of a transfer from one department to another.

A County employee who is promoted to a position that "serves at the pleasure of the Elected Official" shall be entitled to return to a position for which he / she is qualified, provided that there is such a position available, vacant and funded upon being removed from the appointed position by the Elected Official.

1. Employees accepting such appointments will continue in the merit system and, except as to matters related to termination, be subject to all terms and conditions of the County Personnel Policy Handbook.

2. In the event such an employee is removed from the unclassified position (for reasons other than those which would warrant dismissal or other serious disciplinary actions), he / she will be entitled to request restoration to a vacant, classified position in the County merit system for which he / she is qualified, provided such a position exists or is occupied by a probationary period employee. A probationary period employee may be terminated in order to provide a vacancy to accommodate an employee who has been terminated without just cause from an unclassified position. This provision in no way guarantees re-employment and is solely based on the approval of the County Commission.

3. This provision does not pertain to employees who are appointed from outside the Morgan County merit system.

4. Pay will be adjusted to reflect the grade of pay of the position in which an employee is placed. For employees with an initial appointment after 10/01/21, step is based on position prior to appointment, plus any merit increases employee would have been entitled to in a merit position. Employees with an initial appointment prior to 10/01/21 will be paid at the maximum pay step in the job grade assigned to that position

If a promoted classified employee performs unsatisfactorily (for reasons other than those which would warrant dismissal or other serious disciplinary actions), during the probationary period and is therefore ineligible to be granted regular appointment to the higher position, and if the affected employee's work was satisfactory prior to the promotion, the employee shall be returned to his or her previous position or to another suitable position in the same class previously held, if either is available. If no position is available, the employee may be terminated.

All Pay adjustment actions will become effective on the first day of the first full pay period after the effective date of the action. No retroactive pay actions will be considered.

To be eligible to apply for the in-house promotions / transfers, an employee must meet the following requirements:

1. He or she must be a classified or permanent part-time employee.
2. He or she must not be serving in a probationary status.

Every employee eligible for classified service shall serve a six (6) month probationary period for transfers and promotions to another job classification. This probationary period shall be utilized for closely observing the employee's work. During this probationary period, the Elected Official / Dept. Head may terminate the employment of probationary employees. This probationary period can be waived for reasonable cause at the discretion of the Elected Official / Department Head with approval of County Commission.

Chapter 10, Attendance and Leave Policies

10.06 Annual Leave

Annual Leave is provided with pay for full-time employee's rest, relaxation, and other personal use. All annual leave must be taken in 15-minute increments unless an employee is exhausting their annual leave accrual balance.

All regular full-time employees who have completed a qualification period of ninety (90) days shall be credited with earned annual leave when at least forty (40) hours are worked during the pay period. Annual leave is earned in accordance with the following schedule.

Annual leave accrual is for uninterrupted service computed from the most recent date of employment. Annual leave shall be in addition to all other leave and holidays and shall be taken or scheduled subject to the advance approval of the Elected Official / Department Head or Supervisor who shall schedule such leave so as to meet the operational requirements of the department.

Employees resigning voluntarily who give at least 14 calendar days' notice of intention to resign will receive any annual leave earned as of the date of the resignation. This leave shall be paid on the next pay cycle following the cycle in which they last worked. Employees not giving the required 14 calendar days' notice shall forfeit all unused annual leave. Employees terminated by the County will be paid for all accrued annual leave on the effective date of their separation. Upon termination, employees lose all Continuous County Service credit for prior years.

Part-time, temporary or seasonal employees are not entitled to annual leave benefits. *If an employee transfers from a full-time position to a part-time position, he/she will be paid for any accrued annual leave at the rate of pay of their full-time position.*

Chapter 10, Attendance and Leave Policies,

10.06-C Compensation and Use of Accrued Leave for Inclement Weather or Other Natural Disasters Closings

Except for Department Heads, an employee who ordinarily works in the courthouse or other buildings that have been closed for inclement weather or for other natural disasters shall not report for or remain on duty while such building is closed unless expressly required to do so by his / her Elected Official or Department Head. Such employee will not receive his / her regular compensation for the first 24 regularly scheduled hours but may elect to use annual leave, sick leave, accrued compensatory time or personal day leave during such time or, if the employee has no accrued leave to his / her credit, such employee will be considered to be on leave without pay for such time, without prejudice to his / her qualification for a merit pay increase.

If the courthouse or other building is closed for at least 3 consecutive business days, employees will be paid for any hours missed over 24 scheduled working hours at their regular rate for their normally scheduled hours using approved Special Paid Time Off in accordance with Section 10.12 of this handbook.

If the courthouse is closed more than 3 consecutive business days, any employee who is required to report for or remain on duty by his/her Elected Official or Department Head during the closure will receive compensatory time at straight time for any hours worked over 3 consecutive days in addition to their regular pay.

Department Heads are expected to report for and / or remain on duty even when the buildings in which they ordinarily work have been closed, unless excused from such requirement by the Chair of the County Commission. Department Heads who are excused will be subject to the same rules of compensation as other employees.

Chapter 10, Attendance and Leave Policies

10.09 Sick Leave and Bereavement Leave

All full-time employees who have completed a qualification period of ninety (90) days shall be credited with two and seventy-seven hundredths (2.77) hours of sick leave per pay period when at least forty (40) hours are worked during the pay period. All sick leave must be taken in 15-minute increments unless an employee is exhausting their sick leave accrual balance. During the initial qualification period full-time employees may be loaned sick leave days up to the number of days which would have accrued as of the date of the loan had he or she not then been on qualification status. Any loans must be approved in advance and in writing by the appropriate Elected Official / Department Head and a copy of the approval forwarded with the payroll for the period in which the borrowed Sick Leave is taken. Sick leave with pay shall be credited to all regular full-time employees' accounts at the rate of two and seventy-seven hundred (2.77) hours per pay period (biweekly) worked.

Sick leave with pay, to the extent of credits in an employee's account, shall be granted for the following reasons:

1. Actual time required away from the job for personal illness or physical incapacity resulting from causes beyond the employee's control.
2. Enforced quarantine of the employee in accordance with community health regulations.

3. Actual time required for medical / dental care with a recognized healthcare professional.
4. Illness or incapacitation of a member of the employee's immediate family. FMLA leave is required for periods of more than three (3) days and will run concurrently with paid leave.
5. Absence due to a death in the employee's immediate family will be recorded as paid bereavement leave, not to exceed three (3) scheduled working days. Bereavement leave can be recorded for any three (3) scheduled working days between or including the day of death and the day of interment for each bereavement and will not be charged against accumulated leave. Documentation of death, funeral arrangements, relationship, etc. must be provided by the employee.
6. Sick leave may be used for any bereavement period that is expected to go over the initial three days and requires approval from the appropriate Elected Official/Department Head based on factors such as required travel and other factors with the proper documentation.
7. "Immediate family" is defined as an employee's spouse, children (including adopted children and stepchildren) and their spouses, parents, brothers and sisters, grandchildren (and their spouses), spouse's parents, brothers-in-law, sisters-in-law and grandparents of the employee or employee's spouse. Requests for Bereavement purposes must be accompanied with appropriate certification of relationship to the deceased, i.e. obituary, certificate of death or certificate from funeral home.

Sick leave shall not be considered a right which an employee may use at his discretion. Sick Leave is authorized for the actual time required to obtain medical / dental care through scheduled appointments and to recuperate from verifiable illness / injury without loss of pay. Periods of absence in excess of the actual time required to meet such requirements are not authorized, i.e. a medical / dental appointment that takes two (2) hours, including travel time will be excused for the two hours, not an entire day. In order to be granted sick leave with pay, an employee must meet the following conditions:

1. Employees shall notify the Elected Official / Department Head or Supervisor at least two (2) hours prior to their usual reporting time of their inability to report to work on the first day of absence, or as soon as possible thereafter, of the reason(s) for absence. Failure to notify within a reasonable time may be cause for denial of sick leave with pay for the period of absence.
2. Submit, a medical certificate signed by a licensed physician certifying that the employee has been incapacitated for work for the period of absence, the nature of the employee's sickness or injury, and when the employee is physically able to return to his / her duties without restrictions. This provision is applicable if the period of absence is in excess of three (3) consecutive days or upon request of the Elected Official / Department Head.

If warranted, the Elected Official / Department Head may request a medical certificate certifying the employee's incapacitation after an absence of one (1) day.

Fraudulent or inappropriate use of sick leave shall be grounds for dismissal.

Unused sick leave is forfeited upon separation from County employment. Sick leave is not a benefit payable on demand.

On March 13, 1989, Morgan County elected to enact the provision of Act No. 88-904 of Special Session of 1988 Legislation, allowing conversion of unused sick leave to retirement service credit. Sick Leave days may be converted, upon retirement, to months of service credit to be used in the computation of retirement annuity.

Chapter 11, Separation and Disciplinary Actions

11.08 Group Two Offenses

Group two offenses are instances of unacceptable conduct by an employee that are very serious and will constitute grounds for dismissal upon the first occurrence of such conduct, unless there are some mitigating circumstances, as determined by the Elected Official / Department Head, that render lesser discipline more appropriate. All offenses below involving drugs or alcohol are zero tolerance offenses and will result in immediate termination and are not subject to discretionary punishment by the Elected Official/Department Head. Examples of group two offenses include, but are not limited to, the following types of situations:

1. Any violation of the County's Drug and Alcohol Abuse Policies and Procedures;
2. Loss of driver's licenses and / or driving privileges by due process of law, when the employee's job required the operation of a motor vehicle in the performance of his or her duties;
3. Job Abandonment – leaving the work area without permission;
4. Three consecutive days of absence without proper notifications or prior management approval;
5. Threatening, intimidating, coercing or interfering with work performance of fellow employee, to include offensive personal habits, which interfere with efficient job performance;
6. Drugs and Alcohol – possession and / or use of alcohol, illegal drugs or controlled substances while on county property or on the job;
7. Driving County Vehicle Under the Influence – operation of a county vehicle or motorized equipment while under the influence of intoxicants such as alcohol, non-prescribed drugs, and / or prescribed drugs which induce an unsafe mental and / or physical state;
8. Firearm Possession – unauthorized possession and / or use of firearms, other weapons, explosives, or other dangerous materials on / in county property;
9. Falsification – deliberate falsification of records and / or personal misrepresentation or statements given to a supervisor, an official, the public, or any duly authorized committee;
10. Fighting – fighting, except when the employee is a victim of an unwarranted assault;

11. Serious Leave Offenses – excessive tardiness or absenteeism, unauthorized absence, or fraudulent or abusive use of sick leave;
12. Conviction – conviction of a felony or other crime or misdemeanor involving moral turpitude, or conviction during employment of misdemeanors which affect the employee’s effectiveness on the job;
13. Theft or Abuse of Property – theft, destruction, careless or negligent use, or willful damage of county property or property of others;
14. Horseplay – dangerous horseplay on the job;
15. Flagrant Safety Violations – flagrant violation of safety practices that might endanger the life or health of the employee or others;
16. Serious Rule Violations – serious violation of county regulations, department rules, or lawful orders or directions made or given by a supervisor;
17. Proponent of Violent Overthrow of Government – membership in any organization that advocates the overthrow of the government of the United States by force or violence;
18. Bribes or Rewards – acceptance of any consideration of value or gratuity that was given to improperly influence the employee in the performance of his / her duties;
19. Refusal of Medical Exam – refusal to be examined by an authorized, fully licensed physician when so directed by the Elected Official / Dept. Head or the county commission;
20. Harassment – sexual, racial, ethnic, religious or other forms of harassment against any individual;
21. Sleeping – sleeping on the job;
22. Willful Violation of Rules or Law – willful violation of any duly adopted county policy or rule, or state / federal law in the performance of one’s duties;
23. Insubordination – acts of insubordination, including refusal to obey legitimate orders, or delay or failure to carry out assigned work, disrespect, insolence, and like behavior;
24. Unauthorized Use of Property – unauthorized use, misappropriation, destruction, theft, or conversion of public property;
25. Refusal to Cooperate – refusal to fully and truthfully answer questions of a supervisor or other designated individual during any inquiry, interrogation, hearing, or court proceeding;
26. Unauthorized Release of Information – unauthorized release of privileged or confidential information;
27. Conflicts of Interest – conduct or actions determined to be a conflict of interest or ethics violation as defined by state law and / or county resolutions, rules, regulations, or procedures;
28. Fraud in Personnel Matters – fraudulent misrepresentation or omission in securing an appointment or promotion in the county service;
29. Repeated Violations of Group One Offenses – repeated violation of group one type offenses;
30. Failure to Comply with Ethics Law – Failure to comply with the Alabama Ethics Law to include filing of required annual statements of economic interests and any activity which is considered to be a violation of the ethics law; and
31. Failure to Sign Any Form of Disciplinary Action Documentation.

Similar conduct not listed herein that meets the intent of the definition of a group two offense.

Chapter 11, Separation and Disciplinary Actions

11.09 Disciplinary Action for Group Two Offenses

Disciplinary action for group two offenses will be taken in accordance with the disciplinary guidelines established in this chapter. Disciplinary action normally recommended for a group two offense is dismissal. However, a lesser disciplinary action may be taken when an Elected Official / Department Head determines extraordinary mitigating circumstances so warrant. Group two offenses involving violations of the Drug and Alcohol Abuse Policies and Procedures are zero tolerance offenses and will result in immediate termination and are not subject to discretionary punishment by the Elected Official/Department Head.

Chapter 13, Drug and Alcohol Abuse Policies and Procedures, Attachment A-Safety Sensitive Classifications

Attachment A

All positions were reviewed for safety-sensitive duties, as defined in 49 CFR part 655, by the appropriate elected officials / department heads to determine the safety-sensitive positions. Additionally, any new positions created in the future will be reviewed for safety-sensitive duties.

The following positions were determined to be safety-sensitive:

SAFETY SENSITIVE CLASSIFICATIONS

ANIMAL CONTROL

Director Animal Control
Animal Control Officer

COMMISSION

Business Service Coordinator

COMMISSION ON AGING

Outreach Coordinator
Administrative Assistant
Site Manager

P/T Driver/Assistant Site Manager

COMMUNITY CORRECTIONS

Director
Community Corrections Officer
Field Officer
Lab Data Clerk
Drug Court Coordinator
Pre-Trial Release Coordinator

DISTRICTS

Foreman*
Equipment Operator *
Senior Equipment Operator *
District Shop Laborer
Mechanic*
Administrative Assistant

EMA

Director EMA
Emergency Management Officer

ENGINEERING

County Engineer
Deputy County Engineer
Assistant Engineer
EI Certified Civil Engineer
Bridge Inspector Supervisor
Engineer Assistant I
Engineer Assistant II

ENVIRONMENTAL

Solid Waste Manager
Route Supervisor *
Mechanic -Environmental*
Environmental Equipment Operator*
Sr. Environmental Equipment Operator*
Litter Control Assistant
Residential Driver*

INFORMATION TECHNOLOGY

Director IT
IT Support Specialist
IT Network Security Administrator
IT Support Technician

JUVENILE PROBATION

Chief Probation Officer
Juvenile Probation Officer

LICENSE

Deputy License Commissioner
Senior Assessment Clerk

MAINTENANCE

Building Superintendent
Assistant Superintendent
Maintenance Worker
Maintenance Worker II
Custodian
Custodial Lead Person
Custodial Supervisor
Mail Room Administrative Assistant

PARK AND RECREATION

Director Park and Recreation

Park Superintendent
Groundskeeper
Maintenance Worker II
Recreation Coordinator

PROBATE

Chief Clerk
Deputy Chief Clerk

REVENUE

Chief Appraiser
Assistant Chief Appraiser
Real Property Appraiser I, II, III
Personal Property Appraiser I, II, III

SAFETY

Safety Coordinator

SALES TAX

Director Sales Tax
License Inspector

SHERIFF'S OFFICE / JAIL

Chief Deputy
Captain
Lieutenant
Sergeant
Deputy
Corporal
Process Server
Investigator
IT Systems Administrator
IT Support Technician
Crime Scene/Evidence Technician
Task Force
Mechanic
Shop Mechanic Supervisor
Corrections Officer
Corrections Officer II
Maintenance
Detention Supervisor
Detention Supervisor—Sergeant
Detention Supervisor—Corporal
Detention Supervisor—Lieutenant
Corporal—Inmate Services
Corporal—Transports
Jail Staffing Specialist
Accounting Specialist
Bookkeeper
Administrative Clerk I & II
Personnel Clerk
Administrative Support Specialist
Public Information Officer
Records Clerk

* Safety-sensitive positions specifically subject to regulation by the Department of Transportation (DOT)

Chapter 14, Employee Workplace Health and Safety

14.05 Occupational Injury/Death

A General Policy

If an employee is injured, regardless of how minor the injury, a Supervisor's Report form shall be completed and submitted to Human Resources no later than 12:00 p.m. (Noon) of the next working day following the accident. Notice

of serious injuries, requiring immediate medical attention, should be phoned in to the Human Resource Department immediately and confirmed in detail by the report no later than 12:00 p.m. on the next working day following the accident / incident. Failure to do so could result in disciplinary action.

- It is the supervisor's responsibility to prepare and submit the Supervisor's Report. Under no conditions should the report be prepared by an injured employee.
- The Elected Official / Department Head shall refer the employee to and shall set up the initial appointment with the workers compensation provider designee for regular treatment. Emergency treatment may be authorized by the Elected Official / Department Head or immediate supervisor in cases of serious injury.
- The supervisor shall immediately notify the Elected Official / Department Head when an employee has been transported for emergency treatment. Employment verification by the treating entity will be made through that office.
- The Elected Official / Department Head shall be responsible for filing the Accident / Incident Report and for all future correspondence relating to the claim received being forwarded to the Human Resource Department. Any lost time due to the injury must be documented.
- All Morgan County employees, unless in an emergency situation, should report for treatment to the designated County Treatment facility as soon as possible.
- All employees are required to submit to a post-accident drug/alcohol test as set out in the Drug and Alcohol Abuse Policies and Procedures in Chapter 13 of this handbook. The employee's supervisor or his designee shall schedule the drug/alcohol screening test immediately following an injury.
- Upon returning to work after an injury, an employee must have a physician's statement releasing the employee to resume duties.

Chapter 23, Miscellaneous Provisions

23.02 Travel Policy

Each County employee authorized to travel to a convention, conference, meeting, or to otherwise conduct bonafide County business shall be reimbursed for the following expenses incurred while engaged in such travel and at the destination:

1. Transportation by common carrier is reimbursable when substantiated by a receipt therefore, or on an advanced basis provided it is approved by the County Commission. All such travel shall be the most economical class available. Transportation by privately-owned vehicles, including an automobile allowance in lieu of use of County vehicles, must be determined to be in the best economic interest of the County. A mileage allowance will be provided for privately-owned vehicles at the rate set by the County Commission for business travel. Mileage reimbursement for travel to and from a lodging facility not located in the immediate vicinity of the conference / meeting location is not authorized. In instances where two (2) or more County employees are traveling together, only the owner-operator of the vehicle is entitled to reimbursement for mileage allowance. **Morgan County will not consider as work time that time spent in travel away from home outside of regular working hours, unless it occurs in route on a plane, train, boat, bus or automobile.** It is preferred for travel to take place during regular working hours.

2. The following incidental traveling expenses may be reimbursed if actually and necessarily expended while on travel:

- A. Taxi fare, rideshare fare (Uber, Lyft, etc.);
- B. Ferry fares, bridge, turnpike, and other tolls;
- C. Storage and parking fees;
- D. Communication expenses incurred for County business.

3. All expenses must be substantiated by receipts for reimbursement.

4. Meals

- A. Meal per diem shall be reimbursed up to \$75 per day, including tips, taxes, and fees, substantiated by actual itemized receipts. Only meals prepared by commercial vendors are acceptable. Grocery items and alcoholic beverages are not reimbursable. Only meals for County employees are reimbursable.
- B. Meal costs within Morgan County are not reimbursable.
- C. No more than three (3) meals in any twenty-four (24) hour period are authorized.

5. Tips

- A. Tips for meals should not exceed 20% of employee's allowable food charges.
- B. Tips are not reimbursable for the following:
 - 1. Baggage handling, bell service or concierge service
 - 2. Valet service
 - 3. Room service
 - 4. Rideshare (Uber, Lyft, etc.) or shuttle service

6. Actual expenses for lodging at a double occupancy rate, to be substantiated by paid bills. Lodging will be obtained at the facility designated by the host Organization / conference sponsor. Lodging obtained at other facilities within the immediate area of the Conference shall be comparable to the Conference room rate. For County business travel where lodging arrangements are not designated, the traveler may select reasonable lodging in the immediate area of business.

7. A request shall be confirmed before travel takes place. Such request will be reviewed and, as appropriate, signed by the Elected Official / Department Head.

The County Commission may authorize advances to cover anticipated costs of travel. All Elected Official's employees will be required to turn in itemized expenditure receipts for the County paid expenses incurred on the trip. If the amount of the advancement is more than the amount actually due, the County officer or employee shall return the difference to the County. The maximum advance allowable is determined by estimated travel costs. Documentation is required. The County recognizes that the advanced amount may not be adequate funds, and therefore, the Commission will reimburse employee's actual expenses as authorized in the Morgan County Policies and Procedures Handbook upon presentation of an itemized statement and receipts for all incurred expenses. Requests for Advance Travel must be properly completed and submitted to the County Commission office for placement on the County Commission agenda. Commission approval is required before payment can be issued. The Request for Advance Travel Form, found in the employee forms section, will be used for all advance travel requests. Advances may be provided in progress payments dependent on travel arrangements.

All reimbursable expenses should be submitted using a Morgan County Commission Reimbursable Expense Form. Settlement documents will be submitted to the County Commission within a reasonable period of completion of travel. All settlement documents will be required prior to the end of each fiscal year.

**ADOPT RESOLUTION AUTHORIZING THE CHAIRMAN, ON BEHALF OF
JOHNNY HOWELL, ENVIRONMENTAL SERVICES DIRECTOR, TO PURCHASE
ONE (1) PRO-TURN 360 31HP KAWASAKI FX921V FROM ARIENS COMPANY
THROUGH GARNETT'S LAWN EQUIPMENT, INC. UTILIZING SOURCEWELL
CONTRACT #112624-ACO IN THE AMOUNT OF \$11,841.18, AND
AMEND BUDGET ACCORDINGLY.**

Mr. Randy Vest, member of the Commission, offered the following resolution and moved for its adoption. Upon the same being duly seconded by Mr. Matthew Frost, it was put to a vote and unanimously adopted to wit:

RESOLUTION 25-236

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby authorize the Chairman, on behalf of Johnny Howell, Environmental Services Director, to purchase one (1) Pro-Turn 360 31hp Kawasaki FX921V from Ariens Company through Garnett's Lawn Equipment, Inc. utilizing Sourcewell Contract #112624-ACO in the amount of \$11,841.18, and amend budget accordingly, this the 25th day of March 2025.

**ADOPT RESOLUTION AUTHORIZING MATTHEW FROST, DISTRICT 3
COMMISSIONER, TO DECLARE UNUSED VEHICLES/EQUIPMENT AS SURPLUS
AND SELL ON GOVDEALS OR DISPOSE OF PROPERLY.**

Mr. Matthew Frost, member of the Commission, offered the following resolution and moved for its adoption. Upon the same being duly seconded by Mr. Greg Abercrombie, it was put to a vote and unanimously adopted to wit:

RESOLUTION 25-237

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby authorize Matthew Frost, District 3 Commissioner, to declare the following unused vehicles/equipment as surplus and sell on GovDeals or dispose of properly, this the 25th day of March 2025:

- 1984 Chevy Fire Truck (#4488)
VIN #1GBL7D1E3EV134803
- 2008 Chevy Silverado Z71 4x4 (#4362)
VIN #2GCEK19J581137243
- 1968 GMC Van Body
VIN #CE530P173305
- CAT M312 (#4474)
Serial #CATOM312H6TL01860
- ODM Sweeper Broom
Serial #08051
- Military Trailer 104 Ton
Serial #FRC13CSS
- Galion Steel Roller (#2582)
Serial #60292
- 1982 Fruehaul Dump Trailer (#4398)
VIN #1H4D02320CF042601, Model #DD5-MZ-22-6

- 1986 GMC 366 V-8
VIN #1GDL7D1B6GV521491

ADOPT RESOLUTION AUTHORIZING MATTHEW FROST, DISTRICT 3 COMMISSIONER, TO DECLARE ONE (1) JOHN DEERE 350 PLOW/DOZER, VIN #079712T, AS SURPLUS AND DONATE TO THE TOWN OF FALKVILLE, AND REMOVE FROM DISTRICT 3 INVENTORY.

Mr. Matthew Frost, member of the Commission, offered the following resolution and moved for its adoption. Upon the same being duly seconded by Mr. Randy Vest, it was put to a vote and unanimously adopted to wit:

RESOLUTION 25-238

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby authorize Matthew Frost, District 3 Commissioner, to declare one (1) John Deere 350 Plow/Dozer, VIN #079712T, as surplus and donate to the Town of Falkville, and remove from District 3 inventory, this the 25th day of March 2025.

ADOPT RESOLUTION AUTHORIZING THE COMMISSION TO REAPPOINT ZAC WATTS TO THE MORGAN COUNTY/DECATUR FARMERS MARKET BOARD FOR AN ADDITIONAL 4-YEAR TERM EXPIRING JANUARY 25, 2029.

Mr. Greg Abercrombie, member of the Commission, offered the following resolution and moved for its adoption. Upon the same being duly seconded by Mr. Matthew Frost, it was put to a vote and unanimously adopted to wit:

RESOLUTION 25-239

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby authorize the Commission to reappoint Zac Watts to the Morgan County/Decatur Farmers Market Board for an additional 4-year term expiring January 25, 2029, this the 25th day of March 2025.

ADOPT RESOLUTION AUTHORIZING THE CHAIRMAN TO PROVIDE \$5,000, PAYABLE FROM CONTINGENCY FUND, TO THE MORGAN COUNTY/DECATUR FARMERS MARKET FOR MAINTENANCE EXPENSES.

Mr. Randy Vest, member of the Commission, offered the following resolution and moved for its adoption. Upon the same being duly seconded by Mr. Matthew Frost, it was put to a vote and unanimously adopted to wit:

RESOLUTION 25-240

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby authorize the Chairman to provide \$5,000, payable from Contingency Fund, to the Morgan County/Decatur Farmers Market for maintenance expenses, this the 25th day of March 2025.

ADOPT RESOLUTION AUTHORIZING THE CHAIRMAN, ON BEHALF OF JOHNNY HOWELL, ENVIRONMENTAL SERVICES DIRECTOR, TO REFUND SANITATION FEES, PAID IN ERROR, TO NICHOLAS ELMER, EVA, AL, IN THE AMOUNT OF \$84.00

Mr. Greg Abercrombie, member of the Commission, offered the following resolution and moved for its adoption. Upon the same being duly seconded by Mr. Matthew Frost, it was put to a vote and unanimously adopted to wit:

RESOLUTION 25-241

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby authorize the Chairman, on behalf of Johnny Howell, Environmental Services Director, to refund sanitation fees, paid in error, to Nicholas Elmer, Eva, AL, in the amount of \$84.00, this the 25th day of March 2025.

ADOPT RESOLUTIONS AUTHORIZING THE CHAIRMAN TO EXECUTE THE FOLLOWING CONTRACTS REPRESENTING THE PROMOTION OF MORGAN COUNTY WHICH WILL BE PAYABLE FROM TOURISM, RECREATION, & CONVENTION FUNDS:

- **MORGAN COUNTY SPORTS HALL OF FAME - \$500**
- **HARTSELLE CHAMBER OF COMMERCE BANQUET - \$1,000**
- **MORGAN COUNTY CAREER TECH ADVISORY COMMITTEE - \$5,000**

Mr. Randy Vest, member of the Commission, offered the following resolutions and moved for their adoption. Upon the same being duly seconded by Mr. Matthew Frost, it was put to a vote and unanimously adopted to wit:

RESOLUTION 25-242

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby authorize the Chairman to execute the following contract representing the promotion of Morgan County which will be payable from Tourism, Recreation, & Convention funds:

- Morgan County Sports Hall of Fame - \$500

this the 25th day of March 2025.

RESOLUTION 25-243

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby authorize the Chairman to execute the following contract representing the promotion of Morgan County which will be payable from Tourism, Recreation, & Convention funds:

- Hartselle Chamber of Commerce Banquet - \$1,000

this the 25th day of March 2025.

RESOLUTION 25-244

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby authorize the Chairman to execute the following contract representing the promotion of Morgan County which will be payable from Tourism, Recreation, & Convention funds:

- Morgan County Career Tech Advisory Committee - \$5,000

this the 25th day of March 2025.

REVIEW AND APPROVE THE FOLLOWING INVOICES, TOTALING \$161,410.99:

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>TOTAL</u>
AL Assoc of Public Personnel Admin	Membership Dues – Wrenn, S.	\$85.00
Goodwyn Mills Cawood LLC	Event Center	2,880.00
Goodwyn Mills Cawood LLC	Event Center	8,884.60
Carmon Construction, Inc.	Courthouse Renovations	11,308.80
Carmon Construction, Inc.	Courthouse Renovations	138,252.59

Mr. Greg Abercrombie, member of the Commission, moved for its approval. Upon the same being duly seconded by Mr. Randy Vest, it was put to a vote and unanimously approved.

BE IT FURTHER RESOLVED by the Morgan County Commission of Morgan County, Alabama, that there being no further business to come before the Commission, the same on motion of Mr. Matthew Frost, seconded by Mr. Greg Abercrombie, and unanimously carried; the Morgan County Commission is duly adjourned.

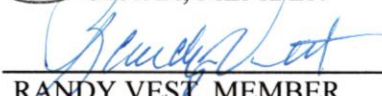
These Minutes were approved,
this the 8th day of April 2025.



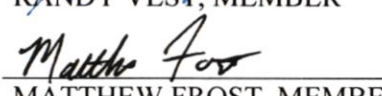
RAY LONG, CHAIRMAN



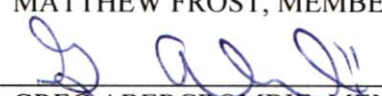
JEFF CLARK, MEMBER



RANDY VEST, MEMBER



MATTHEW FROST, MEMBER



GREG ABERCROMBIE, MEMBER