

Fulton County Personnel Policy Ordinance

Ordinance 2023- 17

Dated 11/21/23  
*Vickie Bishop, Clerk*

Whereas, changes in policy and personnel have happened since the 2021 revision, and

Whereas, the travel policy was left out of the 2021 revision , the inclement weather policy needs to be updated and the employee's birthday(8HRS)-needs to be added to the holiday leave section and must be used during their birthday month unless approved by their supervisor.

Whereas, some newer county employees are not familiar with the personnel policy.

Be it resolved by the Fulton County Quorum Court that the current County Personnel Policy be updated to reflect the changes of the inclement weather policy, employee's birthday and to add the travel policy back in.

Be it also resolved that all county employees receive a printed copy of the updated and revised policy manual, and

That each employee signs a form acknowledging that they have received and read the policy, and

That this form be added to each employee's file. *Attachment*

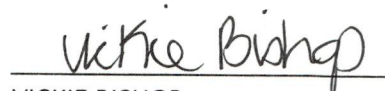
APPROVED:



KENNETH G. CROW  
FULTON COUNTY JUDGE

11/21/23  
DATE

ATTEST:

  
VICKIE BISHOP  
FULTON COUNTY CLERK

DATE ADOPTED: 11/21/23  
FOR: 9 AGAINST     ABSTAIN    

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## CLOSING OF THE COURTHOUSE FOR WIDESPREAD ILLNESS OR INCLEMENT WEATHER

The Fulton County Judge will from time to time decide whether the Courthouse will be closed due to widespread illness or inclement weather.

On days that the Courthouse is closed due to widespread illness or inclement weather, no employee shall report to work or perform work, except for certain employees described in Paragraph 4.

On days that the Courthouse is closed due to widespread illness or inclement weather, all employees will receive their usual compensation.

County Employees who are required to work on days the courthouse is closed due to Widespread illness or inclement weather may include:

- Clerk's Office employees for the purpose of election times, who may work at the direction of the Clerk.
- Sheriff's department personnel, who may work at the direction of the Sheriff.
- Personnel essential for maintenance of the heating and water systems in the courthouse and county buildings, who may work at the direction of the County Judge.
- County Road Dept. employees, who may perform necessary work at the direction of the County Judge or Road Foreman.

Any employee described in paragraph 4 who performs work authorized by the County Judge, Road Foreman, Sheriff, or Clerk on a day the Courthouse is closed, will receive eight (8) hours of personal holiday time.

Personal holiday time will be forfeited if not used within six months of accrual.

Each elected official, department head, or supervisor of employees shall be responsible for informing the County's employees under his or her supervision of the closure of the courthouse due to widespread illness or inclement weather.

Attachment  
ordinance  
2023-17