

	<u>P - §18.0</u>	<u>Policy Name:</u> Pay Administration	<u>Approved Date:</u>
	<u>Prepared By:</u> <u>Human Resources</u>		<u>Adopted Date:</u> August 4, 1993
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A. PURPOSE

To establish the County's compensation plan, including types of pay and a consistent, transparent approach for how pay is determined, adjusted and managed.

B. DEFINITIONS

Base Weekly Hours - Each regular employee has a designated number of hours per workweek or work period that have been set for the position. While an employee's actual daily work schedule may vary, the employee's base weekly hours remain the same.

Callback Compensation – Compensation paid to an employee when that employee is required to return to work, with less than 24 hours' notice, to meet departmental or County operational needs at a time that the employee would not ordinarily have been on duty.

Compensatory Time Leave - Paid time off that an employee earns instead of overtime pay for working extra hours.

Exempt Employees - Employees not entitled to overtime pay or compensatory time leave under the Fair Labor Standards Act (FLSA). Positions are designated as exempt or non-exempt by the Department of Human Resources.

Fair Labor Standards Act (FLSA) - A federal law that sets standards for minimum wage, overtime pay, recordkeeping, and youth employment.

Maximum Allowable Hours - The highest number of hours allowed to be worked in a work period, without paying overtime rates. The maximum allowable hours for County employees are as follows:

Sworn 28-day Law-Enforcement Personnel	171 hours within the 28-day work period
All Other Employees	40 hours within the workweek

Non-exempt Employees - Employees who are subject to the FLSA's overtime and leave requirements are considered non-exempt.

On-Call Compensation – Compensation paid to an employee for time spent by the employee after the regular work hours in their own pursuits during which they must remain available to be contacted about work or called back to work if the need arises.

Overtime - Time that non-exempt employees physically work in excess of the maximum allowable hours per workweek or work period, except as required under the Gap Pay Act (Virginia Code § 9.1-700, et seq.).

Premium Pay - additional compensation, exclusive of overtime, that non-exempt employees may receive as an incentive for specific types of work, i.e., shift differentials.

Workweek - The County Executive has established the official workweek as seven (7) days, extending from Saturday at 12:00 a.m. to Friday at 11:59 p.m.

C. ROLES AND RESPONSIBILITIES

Employees

a. *Authorization for Overtime.* Employees may work overtime only with prior authorization from their supervisors. Failure to do so may result in disciplinary action in accordance with County policy, up to and including termination of employment. In rare circumstances, employees may not practically be able to get prior authorization from their supervisor to work overtime. As an example, a police officer responding to an emergency may reach the maximum allowable hours while responding to the call, without having received prior authorization to work overtime. In such cases, employees will report additional hours worked to their supervisors within three business days.

b. *Time Recording.* All non-exempt employees must complete and submit, on a weekly basis, accurate data recording their hours worked and leave taken in the time and attendance system. Failure to do so may result in disciplinary action in accordance with County policy, up to and including termination of employment.

Managers

a. *Managing the Abundance of Overtime.* Managers may require that employees work additional time or overtime to meet the needs of the department and are responsible for managing hours worked whenever possible within the designated workweek or work period to avoid overtime. If an employee works more than the designated work hours in one day, thus creating the potential to exceed the maximum allowable hours within the workweek or work period the employee's supervisor may require the employee to take

leave in the amount of the excess time worked within the same workweek or work period to avoid reaching the overtime threshold.

- b. *Scheduling Compensatory Leave.* Supervisors are responsible for scheduling compensatory leave so that it may be taken within a reasonable period of time after the employee requests it, so long as such use does not unduly disrupt the operations of the department. A “reasonable period” under the FLSA is determined by considering the customary work practices within the department, such as: (a) the normal schedule of work; (b) anticipated peak workloads based on past experience; (c) emergency requirements for staff and services; and (d) the availability of qualified substitute staff. Leave is considered to “unduly disrupt the operations of the department” if it would impose an unreasonable burden on the department’s ability to provide services of acceptable quality and quantity for the public during the time requested without the use of the employee's services.
- c. *Recordkeeping.* Supervisors ensure that all non-exempt employees complete and submit, on a weekly basis, accurate data recording their hours worked and leave taken.

Human Resources

- a. Responsible for administration and enforcement of this policy requiring correction of conduct when actions inconsistent with this policy are discovered.
- b. Promptly investigates the report of improper compensation and ensures appropriate payment to the employee.
- c. Conducts regular and timely pay and timekeeping audits to ensure compliance with Federal, State, and local laws and personnel policies.

D. POLICY

The County has established the following procedures to compensate employees fairly and in accordance with federal, state, and local laws for all time worked. The County approves the annual compensation structure and salary ranges through the budget process each fiscal year. These policies and procedures establish guidelines and expectations for employees and supervisors. If any conflict arises between this policy and the FLSA or state law, the requirements of the FLSA and/or state law will govern.

I. Direct Deposit of Pay

All permanent employees receiving pay through Albemarle County payroll processes are required to receive their wages via direct deposit with a financial institution designated by the employee. Within 30 days of hire, employees are responsible for establishing an account in which wages may be directly deposited. The Department of Finance and Budget is authorized to make exceptions to this requirement based on operational necessity or other relevant considerations.

II. Frequency of Pay

Payroll is processed biweekly through the Department of Finance and Budget. Identified Police Department personnel will receive pay on a 28-day cycle, rather than biweekly.

III. Staff Schedules

1. Classified Staff

Each position is designated a base work schedule to meet operational and service needs. Department heads/designees may require that employees occasionally work additional time or alternative schedules to meet the needs of the department. Whenever possible, supervisors should give advance notice as soon as the work schedule change is determined so that the employees are able to arrange their personal schedules.

2. Alternative Schedules

a. Guidelines: Department heads/designees may permit alternative work schedules for staff provided that the following conditions are met:

- The department is open to the public on all days other than posted holidays and emergency closings;
- Employees work the requisite number of hours for their positions;
- There is no impact to performance, productivity, or service delivery;
- Opportunity for alternate schedules are consistent and equitable; and
- All applicable personnel policies are followed.

b. Flex Time: Non-exempt employees are paid based on hours worked or leave taken during the workweek or work period. In lieu of taking leave, a supervisor may allow an employee to work an alternative schedule in a given workweek or work period as long as all base weekly hours are accounted for within the workweek or work period. Exempt employees may work alternative schedules with supervisor approval.

IV. Tracking Time and Pay Adjustments

1. Non-exempt Employees

a. Time Recording: Non-exempt employees are paid for time worked on an hourly (or portion thereof) basis. All non-exempt employees must complete and submit, in a timely manner, accurate data recording their hours worked and leave taken. Failure

to do so may result in disciplinary action in accordance with County policy, up to and including termination of employment.

b. **Increments:** Rounding rules up or down to the quarter-hour have been established for County-wide consistency. Departments may set reasonable expectations for adherence to work schedules. An employee may be counseled or disciplined for tardiness; however, pay will follow the rounding rules.

2. Exempt Employees

a. **Time Recording:** Exempt employees are expected to follow established procedures and policies for exempt employee time tracking and leave submission. Failure to do so may result in disciplinary action in accordance with County policy, up to and including termination of employment.

b. **Increments:** Exempt employees are compensated on a salary basis. The salary may be calculated on a daily or biweekly basis depending on the position. However, exempt employees are not paid based upon physical time worked.

c. **Reductions in Pay:**

i. Exempt employees may be docked pay in accordance with the FLSA, FMLA, Workers' Compensation laws, and other applicable laws. Generally, pay may be docked for partial weeks worked during the first and last weeks of employment and situations where a benefits-eligible employee takes leave with insufficient accruals or chooses to take leave without pay. Pay must be docked in full-day increments, excluding exceptions permitted under law.

ii. **Discipline.** Any exempt employee may be docked pay in full-day increments for disciplinary purposes in accordance with County policy.

iii. The County shall not withhold any part of the wages or salaries of any employee except for payroll, wage or withholding taxes or in accordance with law, without the written and signed authorization of the employee.

V. Overtime Pay and Compensatory Time Leave

Non-exempt employees are entitled to overtime pay or compensatory time leave in accordance with the Fair Labor Standards Act (FLSA) for hours worked in excess of their maximum allowable hours at a rate of one and one-half (1.5) times their regular rates of pay. The following regulation establishes the general guidelines and procedures the County will follow regarding overtime and compensatory time leave requirements of the FLSA and applicable state law. If any conflict arises between this policy and the FLSA or state law, the requirements of the FLSA and/or state law will govern.

1. Eligibility to Earn Overtime Pay/Compensatory Time Leave

a. *Non-exempt Employees.* Unless excluded by the FLSA, all non-exempt regular employees of the County who work in excess of 40 hours within a workweek or the maximum allowable hours within the work period are eligible to receive overtime pay and/or compensatory time leave. Temporary employees are not eligible to receive compensatory time leave but are eligible to receive overtime pay for time worked in excess of 40 hours within a workweek or the maximum allowable hours within the work period for their position.

b. *Exempt Employees.* Exempt employees are not eligible to earn overtime, whether as monetary payment or as compensatory leave time.

2. Calculation of Overtime/Compensatory Time Leave

All non-exempt employees are to be compensated for overtime hours worked. This compensation may be monetary or through the accrual of compensatory time leave. Calculations are based on the entire workweek or work period and not on a daily basis. Overtime is not earned until the maximum allowable hours have been physically worked, except as required under the Gap Pay Act (Virginia Code § 9.1-700, et seq.). The calculation of overtime/compensatory time leave shall be as follows:

a. *Specified Fire Rescue Employees and Sworn Law-Enforcement Employees.*

Fire Rescue Employees and Sworn Law Enforcement Employees adhere to section 7(k) of the Fair Labor Standards Act (FLSA). They are also subject to the Gap Pay Act (Virginia Code § 9.1-700, et seq.). References to overtime pay throughout this policy include gap pay required by the Virginia Code.

b. *All Other Employees.* All other non-exempt employees are to be compensated at one and one-half times their hourly rate after they physically work more than 40 hours within the workweek.

c. *Compensatory Time Leave.* A non-exempt employee may be compensated at the rate of one and one-half (1.5) hours of compensatory time leave for each overtime hour worked in a workweek or work period instead of overtime pay referenced above. The employee and supervisor must agree to compensatory time leave as compensation. Otherwise, overtime pay must be provided for additional hours worked. Temporary employees are not eligible for compensatory time leave in lieu of overtime pay.

d. *Compensation for Additional Non-Overtime Work.* When a non-exempt Public Safety employee works more than his/her base weekly hours, the employee must be paid his/her hourly rate (straight time) for those excess hours worked, except as required

under the Gap Pay Act (Virginia Code § 9.1-700, et seq.). Compensatory time leave may not be earned except as overtime.

3. Compensatory Time Leave Payouts

a. *Maximum Balances.*

i. Specified Fire Rescue personnel and sworn law enforcement officers may accrue and carry over up to 240 hours of compensatory time leave to the new fiscal year.

ii. All other non-exempt permanent employees may accrue up to 80 hours of compensatory time leave. Any unused compensatory time leave will be paid and zeroed out at the end of each fiscal year.

iii. Once maximum accruals are reached, all overtime worked will be compensated monetarily.

b. *Job Changes.* Upon separation of permanent employment, employees will be paid for unused compensatory time leave. An employee who is changing from a non-exempt to an exempt position will also be paid for the unused compensatory time leave balance or reach an agreement with the current department head to use any accumulated compensatory leave prior to the effective date of the change. The employee's compensatory time leave balance must be zero (0) prior to the starting date for the new position.

c. *Compensatory Time Leave Payout Requests for Public Safety Employees.*

i. Department heads may offer periodically partial or full payouts of accrued compensatory time leave. Fair practices must be established to provide equal access to all eligible non-exempt Public Safety employees. Department heads may not make payouts under the maximum compensatory time leave balance without employee approval.

ii. Employees may request partial or full payouts of accrued compensatory time leave. Payouts are subject to department head approval and budgetary considerations. Department heads must set fair and consistent limits.

iii. Compensatory time leave payouts are subject to available funding and must be approved by the Department of Finance and Budget.

iv. Compensatory time leave is paid at the employee's current regular rate.

VI. **ON-CALL AND CALL BACK COMPENSATION**

On-Call Compensation

1. *Purpose.* Employees may be required to be available to return to work or “on-call” during a scheduled period. On-call periods have been established as 12-hour periods for the entire County. Department heads/designees may schedule employees to be on-call for shorter periods based on business needs.

2. *Compensation and Eligibility.* A regular or temporary non-exempt employee who is “on-call” will be paid a flat fee equal to one and a quarter (1.25) of the employee’s hourly rate for each 12-hour on-call period. When an on-call period of less than 12 hours has been designated, an employee will still receive on-call pay for the period. Any period during which an employee is “on-call” is not time worked and does not count towards maximum allowable hours for overtime.

For example, an employee who makes \$10.00/hour and is on-call for a designated eight (8)-hour shift would receive a flat \$12.50 for one on-call period. If the on-call shift was 13 to 24 hours, the employee would receive a flat \$25.00 for two (2) on-call periods.

Non-exempt employees who are on duty while they are on call are to be compensated for the time they are on duty as time worked. Whether the FLSA considers an employee to be “on-duty” while on-call depends on a number of circumstances, including, but not limited to, being required to remain on the employer’s premises and being restricted from using on-call time effectively for personal purposes.

3. *Condition to Work.* Employees who are “off-duty”, but on-call, must remain in a work-appropriate condition. This includes, but is not limited to, refraining from consuming substances that impair or compromise an employee’s ability to work.

4. *Eligibility.* On-call compensation will be authorized only if the on-call service meets all the following criteria:

- a. Service must be mandated.
- b. On-call employees are expected to respond promptly to calls, resulting in partially restricted personal time of on-call employees. Specific required response times may vary depending on individual departmental requirements.
- c. On-call employees will not be called if another employee is already on duty and available to perform the required services.
- d. The department’s on-call guidelines have been approved by the Department of Human Resources.
- e. Exempt employees are not eligible to receive on-call compensation.

5. *Reporting for Work.* While on-call, an employee may be contacted to report to work. An employee who is called in to work from on-call status is eligible for call-back compensation. The employees will also retain the on-call compensation in addition to wages for time worked after being called back to work.

6. *Special Provisions Regarding CPS Workers and Child Welfare Workers.* Child protective service workers and all mandated welfare workers employed by the Department of Social Services shall be compensated for their on-call service in accordance with all state-mandated requirements.

Call-Back Compensation

1. *Purpose.* There may be times when supervisors may need employees to report back to work on short notice outside of the employee's work schedule. Call-back status occurs when a department head/designee requires a non-exempt employee to report back to work outside of the employee's work schedule on less than 24-hours' notice. Call-back is not hours worked beyond the schedule which require an employee to stay at work, such holdover time shall be compensated as straight time or overtime, as applicable. Additionally, work schedule changes with more than 24 hours' notice are not call-back hours. Whenever possible, supervisors should give notice to employees when the need for call-back may occur, such as for an anticipated snowstorm.

2. *Eligibility for Call-Back Compensation.* Any regular non-exempt employee who is called back to work as described above by the department head/designee shall be paid call-back compensation.

Temporary, non-exempt employees who have regular work schedules which are changed via call-back are eligible for call-back compensation. Temporary employees who work on an intermittent, occasional, or sporadic basis do not qualify for call-back pay when scheduled or called to work with less than 24-hours' notice.

While exempt employees may be called back to work with short notice, they are not eligible for call-back pay, with the exception of the DSS Supervisor Pay Supplement.

3. *Condition to Work.* Employees who are called back for work must report in a work-appropriate condition that includes, but is not limited to, the non-consumption of substances that impair or compromise an employee's ability to work. If an employee is not in a condition to work, the employee must disclose that to the supervisor before reporting for duty.

4. *Compensation.* The call-back compensation rate is one and one-half (1.5) times the employee's regular hourly rate for call-back hours when under the employee's scheduled hours. The call-back compensation is two (2.0) hours of regular rate for call-back hours over the employee's scheduled hours. If an employee exceeds the maximum allowable hours for the workweek or work period, or as required under the Gap Pay Act (Virginia Code § 9.1-700, et seq.), the employee will receive overtime pay instead of call-back pay. The employee may not receive both call-back compensation and overtime pay for the same hours worked. In lieu of receiving overtime pay, employees may receive compensatory time leave in accordance with the established procedures above.

Once an employee has been called back to work, the employee will be guaranteed a minimum of two (2) hours of call-back compensation even if less than two (2) hours of work are performed.

An employee will receive call-back compensation or overtime pay for all hours worked. Ordinary travel/commute between an employee's home and work shall not be considered hours worked, unless approved as hours worked by the Department of Human Resources. Emergency travel time to a location other than the employee's regular place of business which requires travel of a substantial distance (more than the employee's typical commute) is considered hours worked. Only hours physically worked or call back emergency travel time to work count towards the maximum allowable hours. An employee called back to work from "on-call" status may keep the on-call pay in addition to call-back compensation received. When work is completed, travel time home is not compensable as time worked.

If an essential personnel employee receives additional pay due to building closure, the employee is not eligible for call-back compensation for the same hours worked.

5. *DSS Off-Hours Supervisory Pay Supplement.* Exempt supervisory employees in the Department of Social Services (DSS) who are required to respond to urgent situations by physically reporting to work during their off-hours will receive an Off-Hours Supervisory Supplement. The supplemental amount will be \$50 per hour for each hour worked on-site, in addition to their regular or overtime pay. This supplement must be approved by the Director of Social Services and only applies to the time spent physically on-site; it does not extend to any remote or on-call responsibilities.

VII. INCENTIVE PAY

The County uses incentive pay to recruit, motivate, and retain valued employees who provide exemplary performance or meet specified targets. These programs are intended to reward staff employees whose achievements have resulted in a particular benefit to Albemarle County. Requirements are subject to County, state, and federal guidelines and applicable accounting, budgeting, and payroll practices. Funding for incentive pay generally comes from position vacancies and must be approved by Human Resources and the Department of Finance and Budget.

1. Sign-on Incentive

The sign-on incentive seeks to enhance recruitment efforts for targeted, difficult to fill, and critical positions. For purposes of this program, A "difficult to fill" role refers to one with frequent vacancies, a high vacancy rate, a high attrition rate, or one that requires a very specific qualification/certification. Vacancy rate of the position refers to the length of time the job is posted with no viable applications, the number of times the job is reposted, and/or jobs with multiple vacancies in the same position.

a. *To offer a sign-on incentive*, the position must meet criteria as difficult to fill or be deemed as essential to life safety. Determination will be made by Human Resources and based upon:

- Length of position vacancy

- Technical training or qualifications required
- Essential personnel (welfare, health and safety of the public)

b. Recipient Eligibility

- Candidate may not have been a permanent employee within the prior 12 months
- Candidate must maintain a work schedule of 30 hours per week minimum
- Candidate must not have been previously terminated for cause (to include performance)

c. Payment

The amount of the incentive will be tied to pay grade of the position. Exceptions may be made by Human Resources for extremely hard to fill positions.

\$2,000- (27, 28, 29, 30, 31, 32)

\$3,000- Sworn and uniformed public safety

\$3,000- (33, 34, 35, 36, 37, 38, 39)

\$5,000- (40, 41, DLB)

An incentive that exceeds \$3,000 will be paid in two installments. The first installment will be issued on the employee's first paycheck. The second installment will be issued on the first paycheck after 90 days of employment. All incentives less than \$3,000 will be issued as a one-time lump sum, payable on the employee's first paycheck.

2. Referral Incentive

The purpose of the Employee Referral Incentive is to provide an incentive award to a current permanent full-time or part-time employee who brings new talent to the County by referring applicants who are subsequently selected and successfully employed by the County.

Only one current employee can be awarded a referral incentive per new hire. Employees will receive a payment of \$500 when the following criteria are met:

- The new employee must have specifically noted that the referring current employee referred them to the County on their job application.
- The new employee must successfully complete 90 days of employment before the referral incentive is paid.
- The hiring manager cannot receive a referral incentive payment for filling a position under their supervision.
- To be eligible, the referring permanent employee cannot be in a probationary status.

Requests for referral payments can be made to Human Resources through standard pay request processes.

VIII. HOLIDAY PAY

Any non-exempt employee who is required by their department head to work on a holiday that is observed by the County will be compensated for the hours actually worked plus the designated holiday hours, all at the regular hourly rate. Compensatory time will not be provided in lieu of payment of actual hours worked during a designated holiday.

Refer to P-19 Leave Program, for additional information on work performed during a recognized a holiday.

IX. SHIFT DIFFERENTIAL

Non-exempt regular and temporary employees may be regularly or periodically scheduled to work evening or midnight shifts and may receive premium pay for such work. When five (5) or more hours are physically worked in either shift, the employee will receive the following additional percentage of their hourly rate for each hour worked in the range.

- Evening: 3:00 p.m. – 12:00 a.m. 5% of the hourly rate premium pay
- Midnight: 12:00 a.m. – 9:00 a.m. 6% of the hourly rate premium pay

The shift differential premium pay will not be granted when less than five (5) hours of work are performed in the designated range. Although an employee may be regularly assigned to an evening or night shift, the shift premium will not be paid when paid leave is taken, nor will the employee be charged the premium for leave without pay.

Personnel regularly scheduled for 12- or 24-hour shift rotations are not eligible for this shift differential premium pay.

X. ESSENTIAL PERSONNEL PREMIUM DUE TO INCLEMENT WEATHER OR EMERGENCY

Employees may be required to report to a County-operated worksite during a building closure or emergency situation. Please refer to policy § P-12 Facility Closure for more information. Sworn police personnel, uniformed firefighters, emergency management personnel, ECC 911 center personnel, and sworn Sheriff's Office personnel are ineligible for essential personnel premium pay, as working in these emergent situations are essential functions and standard expectations for these positions.

Compensation for other essential personnel is as follows:

Any non-exempt employee who is directed to work at a site that is impacted by a declared inclement weather event or emergency is essential personnel and is paid a premium equal to the employee's hourly rate for any time the employee works during the weather or emergency event and/or during the cleanup and recovery. This premium is offered in recognition of working in unexpected and untraditional hazardous conditions. Work performed prior to the beginning of the weather or emergency event is not eligible for the premium pay. This premium is in addition to the regular wages essential personnel earn for any time worked in accordance with this policy.

XI. COURT APPEARANCES / HEARINGS

When employees are subpoenaed to appear as witnesses in legal proceedings or participate in hearings with other federal, state, or local agencies in their capacities as County employees, the time spent in such work-related proceedings will be treated as compensable work time. Employees who initiate or are otherwise involved in legal actions of any kind (excluding employee grievance proceedings) in their private capacity and not as County employees, whether such actions involve the County or not, will not be permitted to treat such time as compensable work time. Leave may be requested in accordance with policy §P-19, Leave Program.

XII. SPECIAL PROVISIONS FOR SWORN LAW-ENFORCEMENT EMPLOYEES

A. Court Appearances/Hearings. Work-related Court appearances/hearings worked by non-exempt sworn law-enforcement employees outside of the regular work schedule for that day will be paid at one and one-half (1.5) times the employee's regular hourly rate. If an employee exceeds the maximum allowable hours for the work period, or as required under the Gap Pay Act (Virginia Code § 9.1-700, et seq.), while attending work-related Court hearings, the employee will receive overtime pay instead of court pay. The employee may not receive both overtime pay and court pay for the same hours worked. In lieu of receiving overtime pay, employees may receive compensatory time leave in accordance with the established procedures above. These employees will be guaranteed a minimum of two (2) hours of court pay even if less than two (2) hours of work are performed. Only hours physically worked count towards the maximum allowable hours for overtime calculations.

B. Contractual Overtime. Contractual overtime is defined as work outside of County work hours assigned to a sworn law-enforcement employee at the request of an outside entity and performed at the employee's option. Contractual overtime shall only be compensated monetarily. Those voluntary contractual hours worked by employees shall not count as hours worked for the County. Sworn law-enforcement employees shall be paid for voluntary contractual hours worked at an established fixed rate.

XIII. PERSONNEL FUNDED THROUGH OTHER THAN COUNTY BUDGET

- A. All projects or grants involving requests for employment of personnel in Albemarle County shall be brought to the attention of the County Executive and Director of Human Resources through the annual budget development process
- B. The Board shall be supplied with information on all projects and grants and such additional personnel requests under these projects and grants.
- C. All employees funded through funds other than County funds, inclusive of any agency for which the County is the official designated fiscal agent, shall be treated as though they were regular County employees and are subject to the same personnel policies, compensation plan, fringe benefits, and recruitment practices as regular County

employees, except where prohibited in Virginia Code or otherwise specified in and agency agreement.

- D. Administrators shall, in preparing a grant or project for additional personnel, build into the proposal enough funds to cover the appropriate fringe benefit package for the position(s). The classification of such position(s) will be determined in consultation with Human Resources.
- E. Under no circumstances shall the Board be held liable for funding fringe benefits for other than County funded employees unless prior approval has been received by the Board.
- F. The performance of employees funded through other sources shall be evaluated using the same criteria as that of regular County employees.

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