

ARTICLE IV. HUMAN RESOURCE MANAGEMENT*

***Editor's note**--Section 1 of Ord. No. 947, adopted January 3, 1995, repealed §§ 2-81--2-112 in their entirety. Formerly, said sections pertained to personnel regulations and derived from the original Code. Sections 2--10 of Ord. No. 947 added §§ 2-81--2-89 to read as herein set out.

Cross reference(s)--County employees to retain rights, privileges, etc., while assigned duty as civil emergency forces, § 7-24; library system employees subject to county personnel regulations, § 12-3; applicability of county personnel regulations to reserve police officers, § 16-24.

State law reference(s)--Authority to develop personnel system policies and procedures for county employees, S.C. Code 1976, § 4-9-30(70).

Sec. 2-81. Authority to employ and discharge.

The county administrator has the ultimate authority to employ and discharge county employees, with the following exception: Personnel employed in departments or agencies under the direction of an elected official or an official appointed by an authority outside county government are employed at the pleasure of such official. Although the fringe benefits may apply to these employees, other provisions, including, but not limited to, those relating to hiring and discharge, do not apply unless the elected or appointed official so chooses.

(Ord. No. 947, § 2, 1-3-95)

Sec. 2-82. Intent.

This article is enacted pursuant to the authority of the county council, and in accordance with section 4-9-30(7) of the South Carolina Code. This article is intended to provide structure and support for the efficient and effective operation of county government in the area of human resource management.

(Ord. No. 947, § 3, 1-3-95)

Sec. 2-83. Chain of command.

The county government will involve the appropriate levels of management and supervision when making decisions or attempting to resolve problems. It is expected that all employees will attempt to utilize their intradepartment hierarchy beginning with their immediate supervisor, through each level, to their department head whenever possible. Steps beyond the department level should normally be taken only after these initial levels of decision and/or resolution have been exhausted. The levels beyond the department head include, in ascending order, the deputy county administrator, as appropriate, and the county administrator. The chain of command in the offices of elected officials is defined unilaterally by each of them and may, at their discretion, include the county administrator.

(Ord. No. 947, § 4, 1-3-95)

Sec. 2-84. Confidential employee information; employee monitoring.

The county regards employee information as confidential and respects the need for protecting employee privacy. While each employee has a right to privacy, this right is not absolute, but limited in nature to the workplace, on county-owned or county-leased property.

The county considers certain types of information about its prospective, former and current employees and retirees as confidential and proprietary, and limits collection, access to and disclosure thereof within the scope and guidelines outlined in the federal, state and local laws and these policies and procedures.

Everything that an individual does as an employee in the normal course of business belongs to the county. All the work, information, communications, etc. produced, used or exchanged in any form during the normal course of business or in providing services is under the purview of the county and subject to its control and monitoring.

The county has the right to routinely, randomly and/or upon cause inspect all areas of the workplace and/or seize property when and/or if necessary for noninvestigatory work-related purposes or to ensure that drugs, alcohol and/or weapons are not brought onto or into worksites, county-owned property or county-leased property.

(Ord. No. 947, § 5, 1-3-95)

Sec. 2-85. Equal employment opportunity; affirmative action.

The county is an equal opportunity/affirmative action employer. All applicants shall be considered and all employees treated without regard to sex, age, race, color, national origin, religion, veteran status, or disability.

The county shall continue to take affirmative action to eliminate any disparate effects of discrimination on the basis of sex, age, race, color, national origin, religion, veteran status, or disability.

The county further upholds the right of county employees to work in an environment free from sexual harassment and will communicate this right to them. Action(s) that constitute sexual harassment will not be tolerated and will be dealt with severely.

The county's policy of affirmative action and nondiscrimination shall apply to all levels and phases of personnel administration, including recruitment or recruitment advertising, testing, hiring, training, promotion, transfer, leave practices, rates of pay, selection for supervisory positions and employee benefit programs.

The county shall strive to make the work environment free from any type of discrimination. The success of this goal lies in adherence to the policy of affirmative action by all employees. The county complies with the following statutory requirements:

- _____ (1) Title VII of the Civil Rights Act of 1991.
- _____ (2) The Equal Employment Opportunity Act of 1972.
- _____ (3) Executive Orders 11246 and 11375.
- _____ (4) The Equal Pay Act.
- _____ (5) The Age Discrimination in Employment Act.
- _____ (6) The Rehabilitation Act of 1973.
- _____ (7) The Vietnam Era Veterans Readjustment Act of 1974.
- _____ (8) The Americans with Disabilities Act of 1990.

(Ord. No. 947, § 6, 1-3-95)

Sec. 2-86. Recruitment, selection, and employment.

(a) The county will ensure all persons an equal opportunity to gain employment with the county through open competition by recruiting and selecting candidates without regard to sex, age, race, color, national origin, religion, veteran status, disability, or other factors which cannot lawfully be the basis for employment.

(b) It is the intent of the county government to select the best qualified candidate for any vacant position. In determining the best qualified candidate, the following factors will be considered: work experience, relevant education, demonstrated ability, career objectives, interpersonal skills, communication skills, management style, initiative, and self-confidence.

(c) The county administrator has hiring authority and may delegate that authority. The personnel department shall be responsible for managing the county's recruitment and selection program and shall ensure that departments observe established guidelines, as defined in the following procedures. This policy supports cooperative recruitment efforts between the personnel department and hiring departments for all positions.

(d) The county requires all prospective employees to fulfill applicable employment requirements. Failure or refusal to comply with these requirements may result in withdrawal of the job offer.

(Ord. No. 947, § 7, 1-3-95)

Sec. 2-87. Compensation.

The county recognizes the need to provide a compensation program that adheres to all state and federal legislation regarding hours of work and compensation. The county believes that providing a pay plan that is competitive in the

marketplace and recognizes its employees' skills, efforts, and levels of responsibility will improve its ability to attract and retain quality employees.

(Ord. No. 947, § 8, 1-3-95)

Sec. 2-88. Employee performance.

All employees of the county will perform their duties and responsibilities in an acceptable manner within a reasonable time period after being placed in their positions and continuing throughout their employment with the county. They will be informed as to the expectations regarding their job performance and will be provided with information concerning performance appraisals, disciplinary actions, appeals, recognition, and awards.

(Ord. No. 947, § 9, 1-3-95)

Sec. 2-89. Employee training and development.

The county will encourage its employees to take advantage of opportunities to enhance their professional and personal development. Whenever and wherever possible, the county will support these efforts through providing a variety of training programs and through the implementation of procedures for training and development, tuition incentive, and the law enforcement educational incentive program.

(Ord. No. 947, § 10, 1-3-95)

Secs. 2-90--2-125. Reserved.