

Chapter 14 PERSONNEL*

***Cross references:** Economic opportunity commission, § 2-20 et seq.

State law references: Authority as to personnel, S.C. Code 1976, § 4-9-30(7).

-----Art. I. In General, §§ 14-1--14-25

-----Art. II. County Vehicle Use Policy, §§ 14-26--14-45

-----Art. III. Reserved, §§ 14-46--14-142

ARTICLE I. IN GENERAL

Sec. 14-1. Policies and procedures--Uniform system established; scope.

Pursuant to the mandate of Article VIII, Section 7, of the Constitution of South Carolina 1985, and in accordance with the provisions of Section 4-9-10 of the Code of Laws for South Carolina of 1976, there is hereby developed, created and established a uniform system of policies and procedures by which all county personnel shall be governed in the recruitment, hiring, promotion, transfer, evaluation, disciplining and termination of employment by the county; by which grievances by county employees may be filed, prosecuted, heard and disposed of; and by which policies and provisions the terms, conditions and benefits of employment by the county are established, prescribed and delineated.

(Res. of 3-13-79, § 1)

Cross references: Personnel policies and procedures, § 14-46 et seq.

Sec. 14-2. Same--Adoption of manual by reference.

The uniform policies and procedures by which all county personnel shall be governed in their recruitment, hiring, promotion, transfer, evaluation, disciplining and termination; by which employee grievances may be filed, prosecuted, heard and disposed of; and by which the terms, conditions and benefits of employment by the county shall be governed, established, prescribed and delineated shall be set forth in the county personnel policies and procedures manual, a copy of which is attached to the resolution from which this section is derived, and the provisions of which are incorporated into and made a part of this Code by reference; subject, however, to the amendments, modifications and deletions prescribed by resolution.

(Res. of 3-13-79, § 2)

Sec. 14-3. Same--May be amended, modified, expanded or rescinded.

The policies and procedures and the terms, conditions and benefits of employment by the county may be amended, modified, expanded or rescinded at any time and from time to time by proper legislative action by the governing body of the county.

(Res. of 3-13-79, § 3)

Secs. 14-4--14-25. Reserved.

ARTICLE II. COUNTY VEHICLE USE POLICY*

***Editor's note:** Sections 1--8 of an ordinance adopted Dec. 10, 1985, enacted the provisions codified as Art. II, §§ 14-26--14-35, above. Since said ordinance did not expressly amend the Code, the manner of codification has been at the editor's discretion.

Sec. 14-26. Provisions of vehicles for persons in their official capacity.

It is the policy of Georgetown County to provide vehicles for those persons requiring them in their official capacity. County-owned vehicles shall be used only for official authorized county business. In general, vehicles shall be used only for the service of time necessary and then returned to departmental headquarters.

(Ord. of 12-10-85)

Sec. 14-27. Necessity for exclusive use.

It may, however, be necessary for certain department heads and other employees to have exclusive use of a vehicle during their tenure in office. Such exclusive use shall be requested in writing by the chairman of county council (chief executive officer).

(Ord. of 12-10-85, § 1)

Sec. 14-28. Personal use prohibited.

Personal use of county-owned vehicles, other than commuting and other *de minimis* use (as defined by the U.S. Treasury Department of Internal Revenue) is prohibited to all employees. Further, the commuting value of use of a county vehicle shall be calculated as a noncash fringe benefit in accordance with Internal Revenue Service Regulations.

(Ord. of 12-10-85, § 1)

Sec. 14-29. Overnight use.

Under normal conditions, employees assigned vehicles shall return those vehicles to their respective departments at the close of the workday. Some employees are required by their duties to have overnight use of their assigned vehicles. When overnight use appears necessary, the appropriate department head shall request such use in writing, along with appropriate documentation. Authorization for such use shall be provided, in writing, by the chairman (CEO).

(Ord. of 12-10-85, § 2)

Sec. 14-30. Daily travel logs.

Complete daily travel logs shall be kept on each vehicle.

(Ord. of 12-10-85, § 3)

Sec. 14-31. Persons other than county employees prohibited in county-owned vehicles.

Persons other than county employees and those having official business with the county shall not be permitted in county vehicles without written authorization from the chairman (CEO). This policy shall not apply to sheriff's patrol vehicles, ambulances or authorized participants in recreational programs.

(Ord. of 12-10-85, § 4)

Sec. 14-32. Service of vehicles.

It shall be the responsibility of the employee permanently assigned a county vehicle to have said vehicle serviced routinely. Any damage due to abuse or neglect of the assigned vehicle shall be cause for disciplinary action.

(Ord. of 12-10-85, § 5)

Sec. 14-33. Recreational items.

Personal recreational items are prohibited in county vehicles.

(Ord. of 12-10-85, § 6)

Sec. 14-34. Law enforcement vehicles.

A separate policy shall be developed for the use of law enforcement vehicles. The contents of this policy shall be mutually agreed upon by the chairman and the sheriff.

(Ord. of 12-10-85, § 7)

Sec. 14-35. Local travel.

Travel by personal auto shall be authorized only when a county vehicle is unavailable for use. Unless local (within Georgetown County), such travel must be authorized in advance by the chairman or department head, as appropriate.

(Ord. of 12-10-85, § 8)

Secs. 14-36--14-45. Reserved.

ARTICLE III. RESERVED*

***Editor's note:** Former provisions of Ch. 14, Art. III, pertaining to the county's personnel policies and procedures, have been removed at the request of the county. Said provisions derived from the personnel policies and procedures ordinance enacted April 9, 1991, and other amending ordinances. These provisions have been printed and updated by the county and can be found on file for inspection in the offices of the county.
