

## Budget Resolution

**BE IT RESOLVED** that the Rutherford County Board of Commissioners does hereby approve the following:

### **I. Transit**

#### **A. Leave Policy for Part Time Employees**

The Leave Policy for Part Time Employees of the Transit Department (Attachment A) enacted July, 1999 is hereby repealed.

### **II. EMS**

#### **A. Twenty-four Hour Pay Schedule**

The pay rate policy in place for paramedics will be converted from a pay rate of sixteen hours paid, eight hours sleep time during a twenty-four hour shift to a pay rate of all twenty-four hours. (See Attachment B.)

#### **B. EMS Collection Services**

The County Manager is hereby directed to investigate adding a position that could write a software program for the collections at EMS and could write software programs for other departments in the county and make a report to the Board of Commissioners.

### **III. Detention Center**

The County Manager shall work with the Sheriff to develop a report on an unused area in the Rutherford County Detention Center that could be using for housing addition female population.

### **IV. Mental Health**

Western Highlands, Local Management Entity (LME) formed as a result of the merger of three Area Programs—Blue Ridge, Rutherford-Polk, and Trend- began operations January 1, 2004. On June 30, 2012, Rutherford County will have approximately \$229,925 remaining in dissolution funds. In addition, there is a new allocation of \$102,168 in MOE funds budgeted in the Recommended Budget. It is estimated that there will be \$344,445 available in FY2012-2013 for Mental Health projects. The local committee met on May 11, 2012, and made the following recommendations which are hereby adopted:

Community Clinic	\$29,868	– expand substance abuse services within a primary care setting
United Way	\$32,700	– grant writing
Parkway Behavioral	\$18,000	– costs of staff for PAP
Foothills Harvest	\$15,000	– rising utility costs
Drug Treatment Court	\$6,600	– transitional housing \$3000 and enhanced drug testing \$3,600
Total Recommended Projects	\$102,168	

**V. Tax Certification**

A. The County Commissioners do hereby require that the register of deeds not accept any deed transferring real property for registration unless the county tax collector has certified that no delinquent ad valorem county taxes, ad valorem municipal taxes, or other taxes with which the collector is charged are a lien on the property described in the deed. The register of deeds shall accept without certification a deed submitted for registration under the supervision of a closing attorney and containing this statement on the deed: *“This instrument prepared by: \_\_\_\_\_, a licensed North Carolina attorney. Delinquent taxes, if any, to be paid by the closing attorney to the county tax collector upon disbursement of closing proceeds.”*

**VI. Travel Policy**

A. The Rutherford County Travel Policy dated August 1, 2011 is hereby amended as follows (changes in red):

Section I, J, 3

Travel by the County Manager and Fulltime Elected Officials who receive travel allowances – Travel allowances are intended to cover those expenses incurred by these individuals for County business which is conducted on a daily basis within the County. Any other travel will be subject to the provisions of this policy. Trips on county business that involve **personal business at or enroute to the manager’s or elected official’s destination will only be reimbursed from the duty station to the destination of county business and return.**

Section II, A, 5

Unit Vehicles - County vehicles may be used for any authorized travel. The requesting party must obey all laws of the jurisdiction in which the vehicle is being operated. The vehicle will be used in conducting County business only. A de minimis amount of personal use, such as driving the vehicle to and from dinner, may be allowed. Non-County employees may accompany County employees if they have a business interest in the travel. **Employees may request that immediate family members(as defined in the Rutherford County Personnel Policy) accompany them in county-owned vehicles if space is available. This request stating the reason must be made in writing to the employee's department head in a time frame as required by the department head prior to the departure date and a separate request must be submitted for each trip. No multi-trip approvals are allowed. Permission or denial of the request will be given in writing by the department head.**

Section II, C, i

1. Breakfast – Will be reimbursed if departing duty station prior to 7:00 am and returning to duty station after 11:30 am.
2. Lunch – Will be reimbursed if departing duty station prior to 8:00 am and returning to duty station after 4:00 pm.
3. Dinner – Will be reimbursed if departing duty station prior to 2:00 pm and returning to duty station after 8:30 pm

Note: If stopping for a meal or other personal business will cause the employee to return after the deadline for meal reimbursement, the meal will not be reimbursed.

Section II, D, a and b is hereby added and shall read as follows:

D. Travel Not Overnight

- a. The following schedule shall be used for reporting allowable subsistence expenses incurred while traveling on official Rutherford County business. Tips are reimbursable based on the actual tip not to exceed 15% of the meal cost.

Breakfast	\$7.00
Lunch	\$11.00
Dinner	\$23.00

During working hours for an employee to be reimbursed for their meal expenses, the employee must travel 35 miles or over to their destination.

- b. The meal reimbursement guidelines in II. Specific Guidelines, C. Meals, i. Time of Day Restriction will also apply to this section.

## **VII. Transfers**

**BE IT ALSO RESOLVED** that the County Manager is authorized, upon consultation with the Finance Officer, to transfer funds as necessary until June 30, 2012 for the purpose of balancing line items, departments and funds for the closeout of Fiscal Year 2011-12 and that the County Manager will report all such transfers to the Board of County Commissioners on or before their regular July 2 meeting.

**RUTHERFORD COUNTY TRANSIT DEPARTMENT**  
**174 FAIRGROUND ROAD**  
**SPINDALE, NC 28160**  
**828/287-6339**  
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**LEAVE POLICY FOR PART TIME EMPLOYEES**

Upon the completion of a six month probationary period Transit Department part time personnel who average 80 or more hours of work in any four week pay period will accrue sick leave, vacation leave and holiday pay on a prorated basis. Leave will be accrued as follows:

**Holidays**—The following days and such other days as the Board of Commissioners may designate are holidays with prorated pay of 2.5 hours per holiday for part time employees of the Transit Department who have completed a six month probationary period and who has worked a minimum of 80 hours in the pay period preceding the holiday.

- |                               |                             |
|-------------------------------|-----------------------------|
| New Year's Day                | Veteran's Day               |
| Labor Day                     | Thanksgiving day            |
| Martin Luther King's Birthday | Day after Thanksgiving      |
| Good Friday                   | Christmas (2 or 3 workdays) |
| Memorial Day                  | Independence Day            |

**Vacation leave** shall be used for rest and relaxation and may be used for medical appointments. Any part time Transit employee working 80 hours or more in any 4 week pay period shall earn vacation leave as follows:

Years of Aggregate Service	Hours Earned Each Pay Period	Hours Earned In One Year
1) Less than 2 years	2.88	37.5
2) 2 but less than 5 years	3.46	45
3) 5 but less than 10 years	4.33	56.25
4) 10 but less than 15 years	5.19	67.5
5) 15 or more years	6.06	78.75

Received Time Jul. 29. 4:53PM

Sick Leave—Manner of Accumulation

Each qualified part time Transit employee working 80 or more hours in any pay period shall earn sick leave at the following rate:

Hours Earned Each Pay Period

3.46

Hours Earned Each Year

45

All other policies outlined in the Rutherford County Personnel Policies Manual governing employee leave as applicable shall apply.



EMS in conjunction with Finance and Human Resources conducted a study regarding employees' hours and pay rates. Employees will be converted from a pay rate of sixteen hours paid, eight hours sleep time during a twenty four hour shift to being paid for all twenty four hours. Work time goes beyond the sixteen hour limit and the twenty- four hour pay rate is consistent with their actual work duties. Pay rates will be adjusted to account for the full twenty-four hour shift as scheduled. Overtime will be calculated and paid in accordance with the Fair Labor Standards Act.