

**WALTON COUNTY, GEORGIA
RESOLUTION NUMBER ____**

**A RESOLUTION
BY THE BOARD OF COMMISSIONERS
OF WALTON COUNTY**

A Resolution Amending the Walton County Civil Service
Personnel Rules and Regulations

WHEREAS, the Board of Commissioners of Walton County (hereinafter “Board”) enacted the Walton County Civil Service Personnel Rules and Regulations (hereinafter “Personnel Rules”) for the purpose of establishing as a policy of Walton County “that employment in the county government shall be based on merit and fitness, free of personal and political considerations,” among other things.

WHEREAS, the Board seeks to promote the efficiency of the public services that Walton County provides through its employees and to maintain the effective functioning of Walton County government, while recognizing the constitutional rights of employees;

WHEREAS, the Board seeks to prevent the disruption of the various offices within Walton County government and the destruction of working relationships within such offices which would result from County employees running for office against the elected official(s) under which they are employed and to prevent the loss of efficiency and waste of resources which would result from employees engaging in political activities during working hours or while engaged in County business;

WHEREAS, the Board has determined to amend the Personnel Rules to clarify the requirements for Walton County employees who seek elective office in Walton County; to prohibit employees for running for elective office against the elected official under which they are employed; and to clarify the prohibition on Walton County employees engaging in political campaigning and fundraising during working hours or while on County business;

WHEREAS, the Local Laws governing Walton County created the office of County Manager and confer upon the Board the authority to “vest in such office [such] powers, duties, and responsibilities of an administrative nature as the [B]oard may deem appropriate.”

WHEREAS, the Local Laws governing Walton County confer upon the Board “supervisory authority over all employees within the jurisdiction of the Board” but also provide that the Board may “designate the chairperson...or a county manager the immediate supervisor of such employees as it may deem appropriate.”

WHEREAS, the Board has determined to amend the Personnel Rules so as to reassign, consistent with Local Law, certain responsibilities thereunder with respect to Walton County employees from the Chairperson of the Board to the County Manager and to otherwise clarify such responsibilities;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of Walton County as follows:

1. Paragraph 4 of Section 100 of the Personnel Rules is amended to read as follows: “4. Administration—The County Manager, subject to the oversight of the Board of Commissioners and with the cooperation of the Constitutional Officers, is responsible for administering these rules and regulations.”
2. The second sentence of Paragraph 6(c) of Section 100 of the Personnel Rules is amended to read as follows: “The Board of Commissioners, acting through the County Manager, and the Constitutional and Statutory Officers are the appointing authorities for their respective departments in the County.”
3. Paragraph 1(e) of Section 200 of the Personnel Rules is amended to read as follows: “e. The County Manager, with the assistance of the Director of Personnel, and subject to the oversight of the Board of Commissioners, will be responsible for administering the Position Classification Plan.”
4. In the second to last sentence of Paragraph 2 of Section 200 of the Personnel Rules, the words “Chairman of the Board of Commissioners” are amended to read, “County Manager.”
5. In Paragraph 3 of Section 200 of the Personnel Rules, the words “Board of Commissioners,” are amended to read, “County Manager, subject to the review of the Board of Commissioners,”.
6. The last sentence of Paragraph 5 of Section 200 of the Personnel Rules is amended to read as follows: “The Director of Personnel shall review the evaluations and present the overall results to the County Manager by April 15th of each year for use in budget preparation.”
7. The last sentence of Paragraph 6 of Section 200 of the Personnel Rules, as modified by the Amendment Approved by the Board of Commissioners on November 2, 2021, is amended to read as follows: “Entry Rates above Step 3 must be specifically approved by the County Manager, and shall be subject to review by the Board of Commissioners.”
8. The second to last sentence of Paragraph 12 of Section 200 of the Personnel Rules is amended to read as follows: “The Director of Personnel shall certify to the County Manager that a performance appraisal has been prepared.”

9. The first sentence of Paragraph 4 of Section 300 of the Personnel Rules is amended to read as follows: “A list of exempt job codes and position title shall be prepared by the Personnel Department and approved by the County Manager, subject to the review of the Board of Commissioners.”
10. The second to last sentence in the second paragraph of Paragraph 2 of Section 600 of the Personnel Rules is amended to read as follows: “Employees may accrue up to 344 hours of annual leave.”
11. Paragraph 2 of Section 600 of the Personnel Rules is amended to add the following sentence to the end of the last paragraph: “Whether to grant such a request is within the sole discretion of the Board of Commissioners depending upon the availability of funds.”
12. Section 600 of the Personnel Rules is amended to include the following additional paragraph: “14. Political Leave - An employee who qualifies to run for elective office in Walton County (other than for the office under which such employee is employed, which circumstance shall be governed by Paragraph 9 of Section 700 of these Personnel Rules), shall be required to take a leave of absence for the period beginning when the employee first qualifies to run in a primary, general or special election for said office, and continuing until the conclusion of all of the following in which the employee is a contestant: (a) the primary, (b) any primary runoff, (c) the general election, (d) the special election, and (e) any general or special election runoff. Such a leave of absence shall prevent a break in service, but no benefits such as leave or time toward retirement shall accrue during the leave of absence. In lieu of such a leave of absence, such an employee may use any of the employee’s accrued annual leave for all or part of said period. The employee shall report having so qualified to his department head within twenty-four (24) hours of qualifying.”
13. In Paragraph 6 of Section 700 of the Personnel Rules, the references to the word “Chairman” in the last and second to last sentences are amended to read “County Manager.”
14. Section 700 of the Personnel Rules is hereby amended to include the following additional paragraph: “9. Running for the Walton County Elected Office under which an Employee is Employed-An employee who announces, formally or informally, an intent to run, either in a primary, general or special election, for the Walton County elected office under which such employee is employed shall resign immediately upon such announcement. For purposes of this Paragraph, registering to collect or receive campaign contributions, or soliciting campaign contributions, to run for such office shall constitute an announcement of an

intent to run for such office requiring resignation. For employees within the jurisdiction of the Walton County Board of Commissioners, the office of Chairman of the Board of Commissioners and each district Board of Commissioners position shall constitute the elected offices under which such employees serve for purposes of this Paragraph. Notwithstanding the foregoing, an employee who has announced an intent to run for the office under which he or she is employed shall not be required to resign if the incumbent holding such office has announced his or her intent not to run for re-election to said office. Failure to resign from Walton County employment when required by this Paragraph shall be grounds for immediate termination without progressive discipline.”

15. Section 700 of the Personnel Rules is hereby amended to include the following additional paragraph: “10. Political Campaigning and Fundraising-No employee shall engage in political campaigning or political fundraising, either on his or her own behalf or on behalf of any person, party, or question, or in connection with any primary, general, or special election, or runoff, in any jurisdiction, during such employee’s working hours at Walton County or while otherwise engaged in Walton County business.”
16. Paragraph 4 of Section 800 of the Personnel Rules is amended to include the following additional sentence at the end thereof: “References in this Section 800 to ‘Appointing Authority,’ ‘appointing authority,’ and ‘named official’ shall mean the County Manager with respect to employees within the jurisdiction of the Board of Commissioners.”
17. The fourth sentence of the fourth paragraph within Paragraph 9 of Section 800 of the Personnel Rules is amended to read as follows: “Subpoenas shall be issued by the County Manager or the Director of Human Resources upon the request of either party.”
18. In the second and third sentences of the first paragraph of the “SEXUAL HARASSMENT POLICY” in the Appendices to the Personnel Rules, the references to “Chairman” in said sentences are amended to read, “County Manger.”
19. Paragraph II(C) of the “PROCEDURES FOR POLICY: PAR. 3.305A SUBSTANCE ABUSE POLICY AND PROCDURES” in the Appendices to the Personnel Rules is amended to read as follows: “C. Collection Site. The designated physician’s office, Piedmont Walton Hospital, or the Walton County employee on-site clinic where individuals present themselves for the purpose of providing a specimen of their urine to be analyzed for the presence of drugs,

or any alternate site authorized by this SUBSTANCE ABUSE POLICY AND PROCEDURES.”

20. In Paragraph III(D) of the “PROCEDURES FOR POLICY: PAR. 3.305A SUBSTANCE ABUSE POLICY AND PROCEDURE” in the Appendices to the Personnel Rules, the second sentence is amended to read as follows: “The specimen will be collected at the office of a County appointed physician, Piedmont Walton hospital, or the Walton County employee on-site clinic.”
21. In Paragraph V(B) of the “PROCEDURES FOR POLICY: PAR. 3.305A SUBSTANCE ABUSE POLICY AND PROCEDURE” in the Appendices to the Personnel Rules, the second sentence is amended to read as follows: “The specimen will be collected at the office of a County appointed physician, Piedmont Walton hospital, or the Walton County employee on-site clinic.”
22. In Paragraph VIII(2) of the “PROCEDURES FOR POLICY: PAR. 3.305A SUBSTANCE ABUSE POLICY AND PROCEDURE” in the Appendices to the Personnel Rules, the last sentence is amended to read as follows: “The County Manager, subject to the review of the Board of Commissioners, shall have the right to alter or amend the program.”
23. In Section 4 of the “WALTON COUNTY, GEORGIA POLICY—Adopted August 6, 2002 Violence in the Workplace Issues, Impact and Action,” as set forth in the Appendices to the Personnel Rules, in the first sentence, the reference to “Chairman of Walton County Board of Commissioners (BOC)” is amended to read, “County Manager.”
24. In the “WALTON COUNTY, GEORGIA POLICY—Adopted August 6, 2002 Violence in the Workplace Issues, Impact and Action,” as set forth in the Appendices to the Personnel Rules, in the section thereof titled “WALTON COUNTY Guidelines for Investigation – Workplace Violence” the reference in the second sentence of the first paragraph thereof to “Chairman of the Walton County Board of Commissioners” is amended to read, “County Manager.”
25. In the “WALTON COUNTY, GEORGIA POLICY—Adopted August 6, 2002 Violence in the Workplace Issues, Impact and Action,” as set forth in the Appendices to the Personnel Rules, in the section thereof titled “WALTON COUNTY Guidelines for Investigation – Workplace Violence” the reference in the second sentence of the fifth bullet point thereof to “Chairman of the Walton County B.O.C.” is amended to read, “County Manager.”
26. In the “WALTON COUNTY, GEORGIA—Adopted August 6, 2002 Violence in the Workplace Issues, Impact and Action,” as set forth in the Appendices to

the Personnel Rules, in the section thereof titled “Violent Workplace Incident Report Form,” the reference in the first line thereof to “Chairman of the B.O.C.” is amended to read, “County Manager.”

SO RESOLVED, this 7th day of February, 2023.

David G. Thompson, Chairman
Walton County Board of Commissioners

Attest: _____
Rhonda Hawk, County Clerk
Walton County, Georgia

[COUNTY SEAL]