



Wayne County, North Carolina Board of Commissioners

April 16, 2024
224 E. Walnut Street
Courthouse 4th Floor
Goldsboro, NC 27530

MINUTES

8:00 A.M. AGENDA BRIEFING

During the scheduled briefing and prior to the regularly scheduled meeting, the Board of Commissioners held an advertised briefing session to discuss the items of business on the agenda.

The briefing began at 8:00 a.m. with Chairman Chris Gurley reviewing the agenda.

Members Present: Chairman Chris Gurley; Vice-Chairman George Wayne Aycock, Jr.; Barbara Aycock; Joe C. Daughtery; Freeman Hardison, Jr.; Antonio Williams.

Members Absent: Bevan Foster

County Manager Chip Crumpler made an adjustment to the agenda, adding budget amendment #466 under the Consent Agenda.

Finance Director Angie Boswell reviewed the budget amendments and answered questions from the board.

Planning Director Berry Gray reviewed the motion to call for a public hearing for rezoning 1.22 acres.

Existing Industry Director Julie Graham reviewed the motion to call for a public hearing for Project 55/Goshen Engineering.

County Manager Chip Crumpler reviewed the request for two additional full-time EMT positions to cover peak hours at the Madison Avenue Station 6; the Sale of Surplus property; and the Genoa Sewer Rehabilitation loan document.

RECESS BOARD OF COMMISSIONERS MEETING

At 8:33 a.m., Chairman Chris Gurley recessed the Board of Commissioners meeting.

8:30 A.M. RECONVENE THE BOARD OF EQUALIZATION AND REVIEW

At 8:33 a.m., Chairman Chris Gurley reconvened the Board of Equalization and Review.

Tax Administrator Alan Lumpkin stated no appeals had been received.

ADJOURN THE BOARD OF EQUALIZATION AND REVIEW

At 8:35 a.m., Chairman Chris Gurley adjourned the Board of Equalization and Review.

RECONVENE WAYNE COUNTY BOARD OF COMMISSIONERS MEETING

At 8:35 a.m., Chairman Chris Gurley reconvened the Wayne County Board of Commissioners meeting.

9:00 A. M. CALL TO ORDER - Chairman Chris Gurley

The Wayne County Board of Commissioners met on Tuesday, April 16, 2024, at 9:03 a.m. in the Commissioners Meeting Room in the Wayne County Courthouse Annex, Goldsboro, North Carolina, after due notice thereof had been given.

Members present: Chairman Chris Gurley; Vice-Chairman George Wayne Aycock, Jr.; Barbara Aycock; Joe C. Daughtery; Bevan Foster; Freeman Hardison, Jr.; and Antonio Williams.

Members absent: None

INVOCATION - Commissioner Bevan Foster

Commissioner Bevan Foster gave the invocation.

PLEDGE OF ALLEGIANCE - Commissioner Joe C. Daughtery

Commissioner Joe C. Daughtery led the Board of Commissioners in the Pledge of Allegiance to the Flag of the United States of America.

APPROVAL OF MINUTES

1. Motion to Approve the April 2, 2024 Minutes.
Upon motion of Commissioner Antonio Williams, the Board of Commissioners unanimously approved the April 2, 2024, minutes.

DISCUSSION/ADJUSTMENT OF AGENDA

2. Motion to Approve the Adjusted Agenda for April 16, 2024.
Upon motion of Commissioner Barbara Aycock, the Board of Commissioners unanimously approved the Adjusted Agenda for April 16, 2024. Added to the agenda:
 - Budget Amendment #466 under the Consent Agenda.
 - Motion to call for a Public Hearing on May 7, 2024, at 9:30 a.m. to receive public comments on an agreement between the City of Goldsboro and the County of Wayne, regarding certain properties at ParkEast.

SPECIAL PRESENTATIONS

3. Employee Anniversary Pins

County Manager Chip Crumpler and Assistant County Manager Ginger Moore presented employee service pins and employee service gifts to those in attendance.

4. Motion to Approve the 2024 Community College Month Proclamation as presented by President Patricia Pfeiffer.

Wayne Community College President Dr. Patricia Pfeiffer and Board Chair Veda McNair presented the 2024 Community College Month Proclamation, attached hereto as Attachment A.

Upon motion of Vice-Chairman George Wayne Aycock, Jr., the Board of Commissioners unanimously approved the 2024 Community College Month Proclamation.

Vice-Chairman George Wayne Aycock, Jr., spoke of the success and accomplishments of the college.

Commissioner Joe C. Daughtery asked Dr. Pfeiffer for a brief overview of the high school program at the college. Dr. Pfeiffer explained the Career and College Promise, as well as the Career and Technical Training program, both offering paid tuition through the state. She stated students are only responsible for fees and books. Dr. Pfeiffer also discussed the new CITE building which will hold all applied technical courses, except for welding, which is housed in a renovated building on the campus. She also told of a recently received state Pinnacle Award for the college's collaboration with Smithfield Foods, and Wayne Community College being a top five finalist at the national level for the same apprenticeship.

5. Motion to Approve Line Worker Appreciation Day Proclamation as presented by County Manager Chip Crumpler.

Upon motion of Commissioner Freeman Hardison, Jr., the Board of Commissioners unanimously approved the Line Worker Appreciation Day Proclamation, attached hereto as Attachment B.

6. Motion to Approve the 2024 National Day of Prayer Proclamation.

Upon motion of Commissioner Antonio Williams, the Board of Commissioners unanimously approved the 2024 National Day of Prayer Proclamation, attached hereto as Attachment C.

7. Motion to Approve 2024 Volunteer Appreciation Proclamation as presented by United Way Executive Director Sherry Archibald.

Upon motion of Commissioner Freeman Hardison, Jr., the Board of Commissioners unanimously approved the 2024 Volunteer Appreciation Proclamation, attached hereto as Attachment D.

8. Recognition of and Motion to Adopt Resolutions for Athletes Rahkeem Faison and Shy Money Ashford. Resolutions 2024-11 and 2024-12, respectively, recognizing their athletic achievements as presented by Commissioner Bevan Foster.

Upon motion of Commissioner Antonio Williams, the Board of Commissioners unanimously approved to Adopt Resolution #2024-11: A Resolution Recognizing Rahkeem Faison for his Win in the 60M Dash Nationals, attached hereto as Attachment E

Upon motion of Commissioner Antonio Williams, the Board of Commissioners unanimously approved to Adopt Resolution #2024-12: A Resolution Recognizing Shy Money Ashford for his 2nd Place Nationals Finish in Boxing, attached hereto as Attachment F.

Commissioner Bevan Foster spoke about Mr. Faison and Mr. Ashford being athletes and students, which requires dedication and hard work. He thanked their parents and coaches.

Mr. Faison thanked God, the Board of Commissioners, his family, teachers, and coaches, for supporting him and believing in him.

Mr. Ashford thanked God, the Board of Commissioners and spoke of his upcoming first professional fight. He also thanked his parents, family, and his lawyer

APPOINTMENT COMMITTEE

Upon motion of Commissioner Freeman Hardison, Jr., the Board of Commissioners unanimously approved the reappointment of Ronald Waters to the Goldsboro Planning Commission.

Upon motion of Commissioner Freeman Hardison, Jr., the Board of Commissioners unanimously approved the appointment of Annette Kirby to the Wayne County Nursing Home Community Advisory Committee.

Upon motion of Commissioner Freeman Hardison, Jr., the Board of Commissioners unanimously approved the reappointments of Jimmie Ford, Linda Harper, and Martha Bryan to the Eastern Carolina Aging Advisory Council.

CONSENT AGENDA

Upon motion of Commissioner Joe C. Daughtery, the Board of Commissioners unanimously approved the Consent Agenda, detailed below.

9. Late Present Use Value Application
10. Budget Amendments
#432-Sheriff/#433-Finance/#434-HD/#435-DSS/#443-EMS/#444-Library/#447-Animal Services/#448-Services on Aging/#451-Finance/#454-Jetport/#456-EMS/#457-911/#462-Finance/#466-Facilities
11. Establish a Public Hearing on May 7, 2024 at 9:30am to receive public comments on a request to rezone 1.22 acres from Light Industry (LI) to RA-20 for property located at 439 and 453 Ruskin Road identified as Tax Parcel 2595159334 and 2595159387.

Attached hereto as Attachment G.

12. Motion to Establish a Public Hearing on Tuesday, May 7, 2024, at 9:30 a.m., in the Commissioner Meeting Room in the Wayne County Courthouse Annex, 224 E. Walnut Street, Goldsboro, NC. The purpose of the public hearing is to receive public comments regarding a proposed economic development incentive grant to Goshen Engineering, Inc., (Project 55). The Board of Commissioners will consider a \$23,000 incentive grant payable over three (3) years in exchange for the company's commitment to invest \$2,856,000 in capital improvements and to create 40 jobs in Wayne County.
Attached hereto as Attachment H.
13. Motion to approve the addition of 2 full-time EMT positions to cover peak hours at Station 6 - Madison Ave.
Attached hereto as Attachment I.
14. Motion to approval Sale of Surplus Property
2010 International Service Truck and 2015 Cat CT660 Rolloff Truck which information is attached hereto as Attachment J.

NEW BUSINESS

15. Introduction of Revised Wayne County Personnel Policy.
Human Resources Director Sara Larson presented the revised Wayne County Personnel Policy, attached hereto as Attachment K.
16. Motion to Approve the Acceptance of NCDEQ-Division of Water Infrastructure Clean Water State Revolving Fund Loan of \$2,877,000 for Genoa Sewer Rehabilitation and to pursue Local Government Commission borrowing approval.
Upon motion of Commissioner Antonio Williams, the Board of Commissioners unanimously approved the Acceptance of NCDEQ-Division of Water Infrastructure Clean Water State Revolving Fund Loan of \$2,877,000 for Genoa Sewer Rehabilitation and to pursue Local Government Commission borrowing approval, attached hereto as Attachment L. The interest rate is 2.04% and the term is 20 years.

COUNTY MANAGER'S REPORT

County Manager Chip Crumpler stated the young men receiving resolutions for their athletic accomplishments were impressive, very courteous, and displayed good manners. He also discussed Wayne Community College and the opportunity they give individuals being invaluable. He said he has a two-year degree from Wayne Community and is very proud of it. He said the personal care and service they give students would not be found at a university.

Mr. Crumpler thanked the Facilities, IT, and Library departments for a successful ribbon cutting and grand opening, and especially thanked the county attorneys for making it happen.

Mr. Crumpler asked everyone to pray for the friends, families, and neighbors deployed from Seymour Johnson Air Force Base in harms way.

BOARD OF COMMISSIONERS COMMITTEE REPORTS

Commissioner Bevan Foster spoke of the Organ Donation event at the library by Dr. Sandra Coley and the need for donated blankets.

Commissioner Freeman Hardison, Jr., had no comment.

Commissioner Barbara Aycock had no comment.

Vice-Chairman George Wayne Aycock, Jr., asked those in attendance to join him in prayer for the men and women from Seymour Johnson Air Force Base.

Commissioner Joe C. Daughtery spoke about the Economic Development Region and Global Transpark sponsoring an EXPO for high school students from Wayne and surrounding counties. He spoke of the success of regional economic development.

Commissioner Antonio Williams spoke of the two young men who received resolutions for their athletic achievements and how impressive they were. He also spoke of the Summer Youth Employment program and the many current projects going on in Wayne County.

Chairman Chris Gurley stated the county was blessed to have talented, dedicated employees who go above and beyond, often not receiving credit. He said he wanted them to know how much they are appreciated, especially some who do not have the option to stay home when the weather is bad or those who work 24/7. He also discussed Seymour Johnson Air Force Base's 335th Fighter Squadron and their importance in the Middle East. He asked Governor Roy Cooper to make a visit to Washington, D.C. to make certain the mission continues at Seymour Johnson Air Force Base.

CLOSED SESSIONS

At 8:18 a.m., upon motion of Vice-Chairman George Wayne Aycock, Jr., the Board of Commissioners unanimously declared itself in closed session to consult with attorneys employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged.

At 8:33 a.m., upon motion of Commissioner Antonio Williams, the Board of Commissioners unanimously declared itself in regular session.

At 8:35 a.m., upon motion of Vice-Chairman George Wayne Aycock, Jr., the Board of Commissioners unanimously declared itself in closed session to consult with attorneys employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged.

At 8:54 a.m., upon motion of Commissioner Freeman Hardison, Jr., the Board of Commissioners unanimously declared itself in regular session.

At 10:14 a.m., upon motion of Commissioner Barbara Aycock, the Board of Commissioners unanimously declared itself in closed session to consult with attorneys employed or retained by the public body in order to preserve the attorney-client

privilege between the attorney and the public body, which privilege is hereby acknowledged.

Members Present: Chairman Chris Gurley; Vice-Chairman George Wayne Aycock, Jr.; Barbara Aycock; Joe C. Daughtery; Bevan Foster (2nd and 3rd sessions); Freeman Hardison, Jr.; Antonio Williams.

Others Present: County Manager Chip Crumpler; Assistant County Manager Ginger Moore; County Attorney E. B. Borden Parker; Staff Attorney Andrew Neal; Finance Director Angie Boswell; Sheriff Larry M. Pierce (3rd session); Facilities Director Kendall Lee (2nd session); IT Director Giorgio Kristev (1st and 2nd sessions); WCDA President Craig Foucht (1st and 2nd sessions); Existing Industries Director Julie Graham (1st and 2nd sessions); Lumos Fiber's Matt Sprouse (2nd session); Deputy Clerk Kayla Whitley; and Clerk to the Board Carol Bowden.

At 11:21 a.m., upon motion of Commissioner Joe C. Daughtery, the Board of Commissioners unanimously declared itself in regular session.

ADJOURNMENT

At 11:21 AM, Chairman Chris Gurley adjourned the meeting of the Wayne County Board of Commissioners.

Carol Bowden, Clerk to the Board

NORTH CAROLINA

WAYNE COUNTY

COMMUNITY COLLEGE MONTH PROCLAMATION

WHEREAS, the United States of America is home to more than one thousand two-year, associate degree-granting institutions that serve nearly 12 million students; and

WHEREAS, community colleges are a uniquely American educational model designed to guarantee access to affordable, high-quality higher education for all people; and

WHEREAS, community colleges guarantee fair admissions for all students, attracting the most demographically and socioeconomically diverse students; and

WHEREAS, without community colleges, many American students would not be able to access higher education; and

WHEREAS, North Carolina's "Great 58" community colleges provide opportunities for more than 575,000 students annually; and

WHEREAS, Wayne County's own Wayne Community College, which regularly proves itself to be "the best of the 58," improves the lives of students with education and training, helps businesses and industries stay current and grow, offers community members cultural experiences, and serves as a vital center of the community, all efforts designed to meet the diverse needs of the people it serves; and

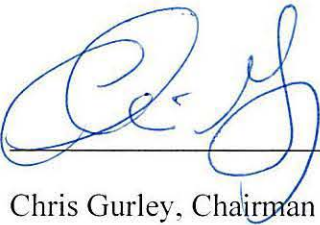
WHEREAS, for every dollar that students invested in their education at Wayne Community College, they received a return of \$5.30 in higher future earnings;

WHEREAS, Wayne Community College not only contributes to the personal growth, health, and success of Wayne County's residents, it also added \$28 million annually to the county's economy; and

WHEREAS, the Congress, by Senate Joint Resolution 158, created National Community College Month to recognize the institutions' significant contributions to the strength, vitality, and prosperity of our nation.

NOW, THEREFORE, BE IT RESOLVED that the Wayne County Board of Commissioners does hereby declare the month of April 2024 as Community College Month in Wayne County, North Carolina.

Adopted this the 16th day of April, 2024.



Chris Gurley, Chairman

Attest:



Carol Bowden, Clerk to the Board

NORTH CAROLINA

WAYNE COUNTY

2024 NATIONAL LINE WORKER APPRECIATION DAY

WHEREAS, on April 10, 2023, a resolution was passed by the United States Senate to recognize April 18th annually as National Lineman (Line Worker) Appreciation Day; and

WHEREAS, the profession of the electrical line worker is steeped in personal, family, and professional tradition; and

WHEREAS, line workers are often first responders during storms and other catastrophic events, working to make the scene safe for other public safety officials, and to expedite the return of vital electrical power to our communities; and

WHEREAS, these brave men and women work with thousands of volts of electricity high atop power lines 24 hours a day, 365 days a year, risking, and sometimes losing, their lives to keep electricity flowing; and

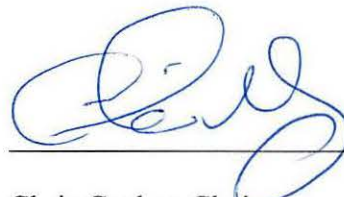
WHEREAS, line workers are often faced with dangerous conditions, far from their families, as they work to construct and maintain energy infrastructure throughout the State of North Carolina and the United States; and

WHEREAS, line workers must use their technical knowledge, physical strength, and ingenuity to achieve success in challenges they face every day; and

WHEREAS, Wayne County thanks these skilled and heroic line workers who brave hurricanes, ice storms, snowstorms, floods, and other natural disasters to maintain our community's energy grid.

NOW, THEREFORE, BE IT RESOLVED that the Wayne County Board of Commissioners does hereby proclaim Thursday, April 18, 2024, as "Line Worker Appreciation Day" in Wayne County.

Adopted this the 16th day of April, 2024.



Chris Gurley, Chairman

Attest:



Carol Bowden, Clerk to the Board



**NORTH CAROLINA
WAYNE COUNTY**

2024 NATIONAL DAY OF PRAYER PROCLAMATION

WHEREAS, May 2, 2024, is the 73rd annual observance of the National Day of Prayer; and

WHEREAS, the Continental Congress in 1775 asked the colonies to pray for wisdom in forming a Nation; and

WHEREAS, the Senate of the United States, devoutly recognizing the supreme authority and just government of Almighty God in all the affairs of men and of nations, has by a resolution requested the President to designate and set apart a day for national prayer and humiliation; and

WHEREAS, in 1863, President Abraham Lincoln proclaimed a day of fasting and prayer; and

WHEREAS, in 1952, President Harry Truman signed a joint resolution by the United States Congress declaring an annual National Day of Prayer; and

WHEREAS, in 1988, President Ronald Reagan signed an amended law, and the United States Congress passed the law, permanently setting the National Day of Prayer as the first Thursday of every May; and

WHEREAS, the Wayne County Board of Commissioners believes prayer is as important to our Nation and community at this time as it was in the 1700's, asking those participating in the National Day of Prayer to pray for the governments, churches, brave men and women serving in our Armed Forces, first responders, families, education, the media, businesses and the economy.

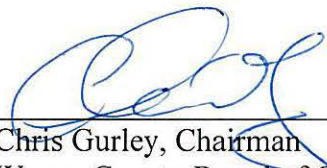
ALL THIS being done in sincerity and truth, let us then rest humbly in the hope authorized by the divine teachings that the united cry of the nation will be heard on high and answered with blessings no less than the pardon of our national sins and the restoration of our now divided and suffering country to its former happy condition of unity and peace.

NOW, THEREFORE BE IT RESOLVED that the Wayne County Board of Commissioners does hereby proclaim May 2, 2024, as

A DAY OF PRAYER IN WAYNE COUNTY

in observance of the National Day of Prayer and commends this observance to our citizens.

Adopted this 16th day of April, 2024.


Chris Gurley, Chairman
Wayne County Board of Commissioners

Attest:


Carol Bowden
Clerk to the Board



NORTH CAROLINA

WAYNE COUNTY

WHEREAS, a sense of caring and a desire to share have motivated many men and women to volunteer their time and services to the needs of others in the Wayne County community; and

WHEREAS, volunteers help the sick, the needy, the disabled, and enrich our lives through the arts, recreation and cultural activities; and

WHEREAS, Wayne County has many dedicated volunteers who give their time and expertise on boards and committees that benefit our citizens; and

WHEREAS, volunteer action is a powerful force for the solution of problems and volunteers are increasingly recognized as an important partner with governmental agencies.

WHEREAS, volunteers have become an essential part of any prosperous community and volunteer services help expand programs and stretch our tax dollars.

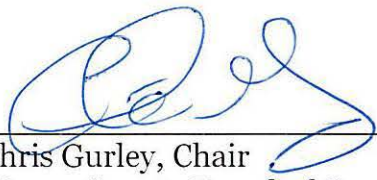
WHEREAS, Governor Roy Cooper and the Volunteer NC recognizes volunteers across the state for their contributions to each 100 counties; and United Way of Wayne County will recognize those recipients and ALL volunteers at the Paramount Theatre, April 16th at 5:30p.m.

NOW, THEREFORE BE IT RESOLVED that the Wayne County Board of Commissioners does hereby proclaim the week of April 21-27, 2024 as

NATIONAL VOLUNTEER APPRECIATION WEEK IN WAYNE COUNTY

and urges all citizens to recognize and thank our volunteers across this country and within Wayne County as we acknowledge the importance of our volunteers and take the time to officially thank them for all they do.

Adopted this the 16th day of April, 2024.


Chris Gurley, Chair
Wayne County Board of Commissioners

Attest:


Carol Bowden
Clerk to the Board



**NORTH CAROLINA
WAYNE COUNTY**

**RESOLUTION #2024-11; A RESOLUTION RECOGNIZING RAHKEEM FAISON FOR
HIS WIN IN THE 60M DASH NATIONALS**

WHEREAS, Rahkeem Faison is the son of Preston & Delavisha Faison, a true believer of God, a volunteer in his community, and a student leader; and

WHEREAS, Rahkeem attends Eastern Wayne High School as a Junior; and

WHEREAS, Rahkeem has an extensive track and field history, including being chosen as an 11-time All-American, NCHSAA medalist and champion, Adidas Nationals Champion, Sportsman of the Year, Sprinter of the Year, and the Wayne County Championship Champion; and

WHEREAS, Rahkeem is currently ranked #7 in North Carolina and #35 Nationally in the 55M, and US Top 75 and #8 in North Carolina in the 60M; and

WHEREAS, Rahkeem is currently ranked in the Class of 2025 Juniors #3 and in the 55M #11 in North Carolina; and

WHEREAS, Rahkeem has competed in the Junior Olympics and has been chosen to compete in several collegiate meets, qualifying to compete against other elite athletes this summer at the Nike Outdoor Nationals at the University of Oregon in Eugene, Oregon; and

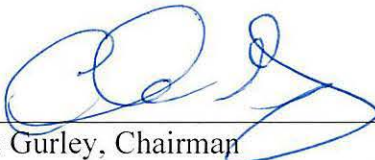
WHEREAS, Rahkeem's dedication and commitment contributed to his recent National Championship in the 60M Dash.

NOW, THEREFORE BE IT RESOLVED the Wayne County Board of Commissioners recognizes the extraordinary athletic accomplishments of

RAHKEEM FAISON

and shares its pride and support for this young man as he pursues his dreams.

Adopted this the 16th day of April, 2024.


Chris Gurley, Chairman
Wayne County Board of Commissioners

Attest:


Carol Bowden, Clerk to the Board



**NORTH CAROLINA
WAYNE COUNTY**

**RESOLUTION #2024-12; A RESOLUTION RECOGNIZING SHY MONEY ASHFORD
FOR HIS 2ND PLACE NATIONALS FINISH IN BOXING**

WHEREAS, Shyheim “Shy Money” Ashford is a native of Goldsboro and the son of Steve Ashford, Jr.; and

WHEREAS, Shy Money has been boxing since the age of 8 years old; and

WHEREAS, Shy Money has a record of 65 wins and 12 losses; and

WHEREAS, Shy Money is ranked #2 119lb. boxer in 2023 and 2024 and is the only ranked boxer in North Carolina; and

WHEREAS, Shy Money is a one-time Thump Yard Champion, Junior Olympic Champion, Lugo Tournament Champion, and a 3-time Nationally ranked boxer; and

WHEREAS, Shy Money aspires to become a World Champion Professional Boxer; and

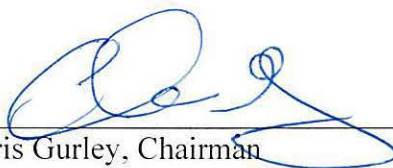
WHEREAS, Shy Money’s dedication and hard work recently won him 2nd place in the Nationals Competition.

NOW, THEREFORE BE IT RESOLVED the Wayne County Board of Commissioners recognizes the extraordinary athletic accomplishments of

SHYHEIM “SHY MONEY” ASHFORD

and shares its pride and support for this young man as he pursues his dreams.

Adopted this the 16th day of April, 2024.


Chris Gurley, Chairman
Wayne County Board of Commissioners

Attest:



Carol Bowden
Clerk to the Board



MEMORANDUM

To: Wayne County Board of Commissioners

From: Berry Gray, Planning Director

Date: April 4, 2024

Re: Zoning Map Change, Z-24-01

Item: Rezoning from Light Industrial (LI) to Residential Agricultural 20 (RA-20)

Size: 1.22 acres

Parcel ID# 2595159334, 2595159387

Property Owner/Applicant: William Preston Oliver and Toneka Lakesha Oliver

Location: 439 and 453 Ruskin Road; Brogden Township

The property was previously rezoned in 2021 from RA20 to Light Industry by the previous property owner. The intent was to build a trucking business on-site which was never completed. However, the previous owner has since sold the property and the new owners wish to down zone back to RA20 so they can use it for residential. The RA-20 District allows for residential uses on a minimum of 20,000 sf while the LI District would allow for smaller scale industrial, non-residential uses.

The property is currently surrounded by RA-20 with non-zoned areas approximately 200' to the east. There is a residence approximately 200' away. The Wayne County Growth Strategies Map identifies this property as being within a Rural Growth area.

The proposed rezoning is consistent with the following Wayne County Comprehensive Plan policy:

Policy 7.6: EXISTING NEIGHBORHOODS should be protected from encroachment by incompatible land uses. At the same time, convenient services designed to be compatible with nearby residential uses may be permitted at an appropriate level of design and scale.

Rural Areas provide for agriculture, forestry, and other allied activities traditionally found in a rural setting. Very low intensity residential development with on-site waste disposal (i.e. septic systems) may be appropriate in Rural Areas where site conditions are good. Premature conversion of Rural Areas to urban level development and the resulting loss of valuable farmland and open space is to be discouraged. Generally, public funds should not be used for planning, programming or installing urban services in these areas that would promote more intensive development. While development densities as high as 2 units per acre may be permitted in these areas, much lower densities and larger lots are preferred.

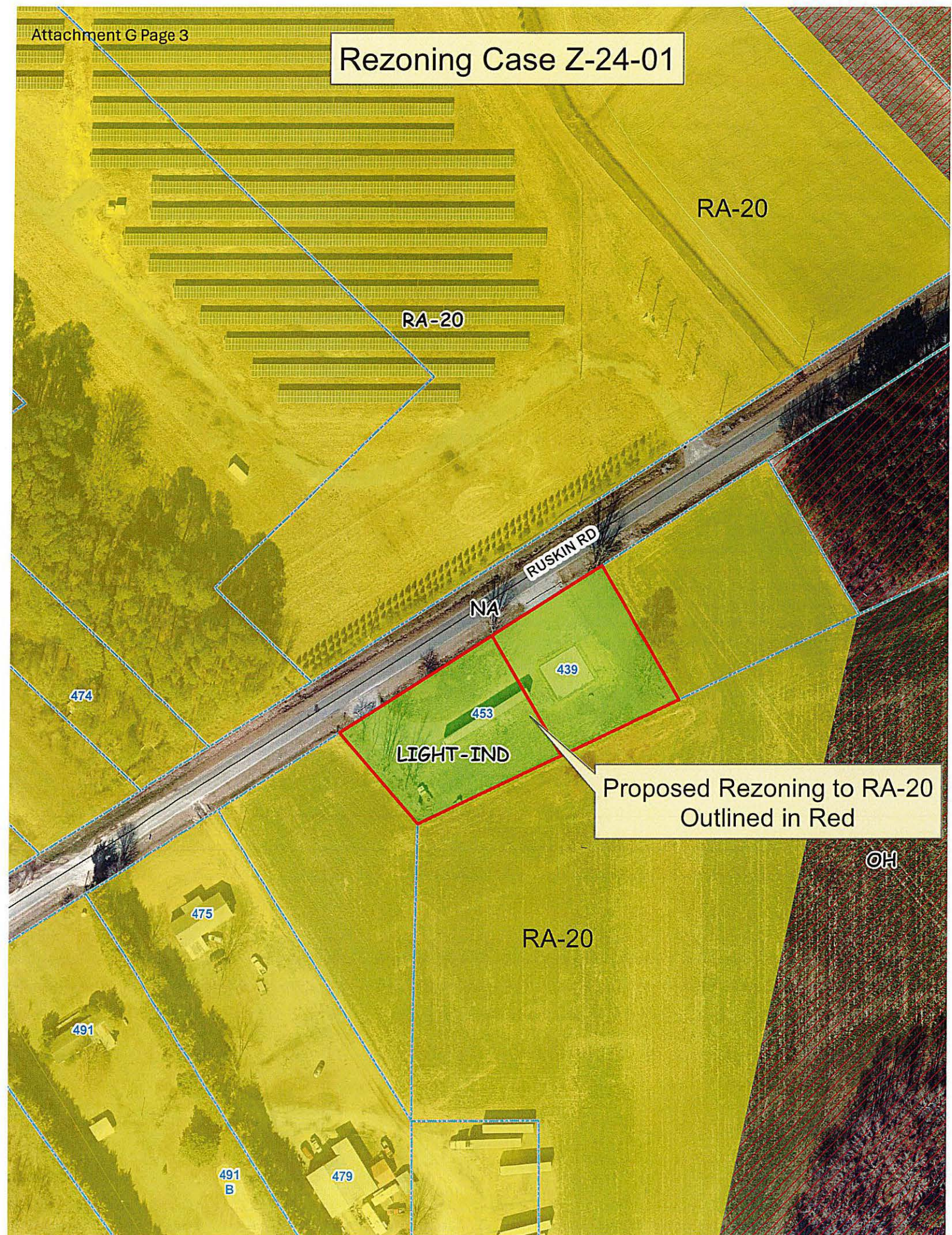
The property is within the following service areas:

Schools – Brogden Primary, Brogden Middle and Southern Wayne High

Water – Southeastern Wayne
Fire – Dudley
EMS – Station 8
Transportation - MPO
Water Supply Watershed – Neuse River (Goldsboro) Watershed
Voluntary Agriculture District – No
Wetlands – No
Board of Commissioners District – 6
AICUZ Area – No
SJAFB Airspace Area – Yes (Outer Horizontal Conical Area)

Recommendation: The Wayne County Planning Staff recommends approval of the rezoning request.

Rezoning Case Z-24-01



Wayne County, North Carolina

Petition for Amendment

Date: 2-23-2024

Name of Applicant: Pamla Oliver Telephone: 919-273-1686

Address: P.O. Box 164 Dudley NC 28333

Name of Owner: Pamla Oliver Telephone: 919-273-1686

Address: P.O. Box 164 Dudley NC 28333

1. Location or address of subject property 453 + 439

Ruskin Rd Dudley NC 28333

439 Ruskin Rd, 453 Ruskin Rd

2. Current zoning classification of subject property: Business

3. Requested reclassification of property: Residential

4. Legal description of the property (metes & bounds, or if subdivided, lot, block, subdivision plat book and page number): _____

5. Owner's intended use of the property in question if it is reclassified: Mobile Home

6. Explain in detail why you think this petition should be approved: _____

7. Names and addresses of owners whose property abuts the property in question: _____

I certify that I, the applicant, have the consent of the owner and act on his behalf in applying for the change in the Wayne County Zoning Ordinance.

Date: 2-23-2024

Signature: Pamla Oliver
Applicant

8. Report of the Zoning Enforcement Officer on the property in question: _____

Fee Paid \$ 300

Date: 2/26/24

Date Public Hearing Scheduled _____ Time _____

Dates Public Hearing Advertised _____

Petition: Approved _____
Denied _____

Petition No. _____

NOTICE OF PUBLIC HEARING
NORTH CAROLINA
WAYNE COUNTY

Notice is hereby given the Wayne County Board of Commissioners will hold a public hearing on Tuesday, May 7, 2024, at 9:30 a.m. in the Commissioners Meeting Room in the Wayne County Courthouse Annex, 224 E. Walnut St., Goldsboro, NC. The purpose of the public hearing is to receive public comments regarding a proposed economic development incentive grant to Goshen Engineering, Inc. (Project 55). The Board of Commissioners will consider a \$23,000 incentive grant payable over three (3) years in exchange for the company's commitment to invest \$2,856,000 in capital improvements and to create 40 jobs in Wayne County.

All interested parties are invited to attend this public hearing and be heard. Written comments may be made in advance to the following:

Carol Bowden, Clerk to the Board
Wayne County Board of Commissioners
P.O. Box 227
Goldsboro, NC 27533-0227
919-731-1445
carol.bowden@waynegov.com

This the 16th day of April, 2024.

Carol Bowden
Wayne County Clerk to the Board

WAYNE COUNTY

Emergency Medical Services

134 N. John St. Goldsboro, NC 27530 Phone: (919) 705-1851



March 26, 2024

To: County Leadership

From: Dave Cuddeback

Subject: Medic 12 (Peak unit)

The following represents the operations that will guide Wayne County EMS Medic 12 (peak) unit.

Medic 12

- Unit hours: 08:00 – 18:00, M-F
- Location: Station 6 (Madison Ave.)
- Operations: Unit will be dispatched to any secondary calls in Medic 6, Medic 4 and Medic 5's district.
- A Supervisor will be dispatched on all calls and must respond and evaluate each patient.
 - Outcome:
 - BLS – Medic 12 will continue transport without a supervisor.
 - ALS – The supervisor will join the team and deliver ALS.

This unit will eventually evolve into a 24/7 Medic 12, timeframe is TBA.

Future Operations

- Vehicles
 - This will put an increased demand on the current Wayne County EMS fleet.
 - Our current maintenance team is top notch, this new unit will put an additional workload on them. They have been updated on addition.
 - This issue should be resolved in early 2025 when we take the delivery of 9 new Type I ambulances.
- Staffing
 - This current scheduling opportunity has been opened to current full-time EMT's.
 - If no interested parties come forward, we have three part-time EMT's that are interested.

WAYNE COUNTY

Emergency Medical Services

134 N. John St. Goldsboro, NC 27530 Phone: (919) 705-1851



- Equipment
 - We are currently prepared to stock this unit at the ALS (Advanced Life Support) level.
 - We are requesting a third computer be placed in the office to allow for timely and efficient charting.
- Staging
 - Medic 6 (Madison Ave.) recently underwent a renovation which will allow for 2 additional providers.
 - Sleeping quarters will not be required as this shift will terminate at 18:00
- Finance

Employee Number	Last Name	Annual Salary	Hourly Rate	Hourly (Time 1/2)	Scheduled OT	CE/HOL	Total Salary
XXXX	EMT	\$ 37,207.00	\$ 17.82	\$ 26.73	\$ 8,553.33	\$ 3,136.22	\$ 48,896.56
XXXX	EMT	\$ 37,207.00	\$ 17.82	\$ 26.73	\$ 8,553.33	\$ 3,136.22	\$ 48,896.56

Respectfully

Dave Cuddeback

Dave Cuddeback



Dave Cuddeback
 Paramedic/Director
 Wayne County EMS
 (919) 705-1851
 David.cuddeback@wayne.gov.com



TO: Wayne County Board of Commissioners
FROM: Mandy Trujillo, Wayne County Procurement Specialist
DATE: April 4, 2024
SUBJECT: Surplus Property

The Landfill has the following equipment to be deemed surplus and to be sold on Gov Deals.

- 2010 International Service Truck
- 2015 Cat CT660 Rolloff Truck

We respectfully request permission to surplus these items and sell to the highest bidder on Gov Deals.

#30

Wayne County Asset Disposal Form

Date 3/28/2024Sequence # 1649

This form is required to be completed prior to the disposal of county assets. Please contact Phil Parry in the Finance Office at 731-1469 to receive the sequence # for this form. Once this form has been completed and signed by your department head, please forward a copy to Phil Parry and Shanna Johnson in Facility Services. If this is an IT-related asset (i.e. computer, printer, camera, etc.), please forward to IT & Phil Parry to receive approval to dispose of the asset.

Asset Disposal Codes:				Receiving Information			
1 - Sell on Govdeals 2 - Surplus 3 - Transfer to another department 4 - Scrap/damaged 5 - Trade on another asset				Date Received: _____ Receiver's signature: _____ Receiving department: _____			
Disposal Code	*Tag #	Item Description	Serial or Model #	Receiving Department (Transfers Only)	Comments (Please describe condition of asset if you are sending it to surplus or scrapping it. If you are trading this asset for another, please give the vendor name and asset description of your new asset)	Track-It #	Location of Item (Building, Floor, & Room #)
1	18487	2010 International Service truck	1HTMKAAN1AH256214		Rusted and faded 7482hrs		

*If noncapital, enter N/A.

Name of person completing form:

Blake Stevens

Department requesting disposal:

Solid Waste

Department head signature:

[Signature]

IT approval (if applicable):

GovDeals Heavy Truck Inspection Form

Inventory ID:	Asset Number:	Fair Market Value: <u>\$50,000</u>
Short Description: Year <u>2010</u> Manufacturer <u>INTERNATIONAL</u> Model <u>Dura Star</u>		

Please fill in or check Primary Use for Vehicle: <u>Service Equipment on site</u> This Vehicle: ☒ Starts ☐ Starts with a boost & ☐ Is Operable ☐ Is Not Operable ☐ For Parts Only Engine Manufacture: <u>INTERNATIONAL</u> Engine: <u>7.6 L, V, 6</u> ☒ Gas ☐ Diesel This vehicle was maintained every <u>5000</u> ☐ Days ☐ Hours ☒ Miles # of Axles <u>2</u> Engine Condition: ☒ Is operable ☐ Needs repair ☐ Is in Unknown Condition Jake Brake: ☐ Yes ☒ No Repairs needed: _____ Transmission Manufacture: <u>ALLISON</u> ☒ Automatic ☐ Manual _____ Speed Transmission Condition is: ☒ Operable ☐ Needs Repair ☐ Unknown ☐ Rebuilt (Date: _____) Repairs Needed: _____	Long Description: Interior: Color <u>Gray</u> ☐ Cloth ☒ Vinyl ☐ Leather Minor damage to: <u>SEATS</u> Major damage to: _____ Radio: Brand _____ ☐ AM ☒ AM/FM ☐ AM/FM Cassette ☐ AM/FM CD ☒ Cruise Control ☒ Tilt Steering ☐ Remote Mirrors Airbags: ☐ Driver's Side ☐ Dual ☒ AC ☐ No AC AC Condition: ☒ Cold ☐ Unknown Power: ☐ Windows ☐ Doorlocks ☐ Steering ☐ Seats Exterior: Color <u>White</u> Windows: ☒ No Cracked Glass ☐ Cracked _____ Minor: ☐ Dents ☒ Scratches ☐ Dings Tire Condition: ☒ Low ☐ Flat _____ Minor Damage to: _____ Major Damage to: _____ Decals: ☐ None ☐ Have been sprayed ☐ Have been removed ☒ Impressions Remain ☐ No impressions Capacity: _____ Loader: ☐ Front ☐ Side Electronic Tarp: ☐ Yes ☐ No Condition: _____ Additional Equipment: Manufacturer: <u>Elliot</u> Model: _____ Serial # <u>4677</u> Description: _____ Equipment Condition: ☒ Is operable ☐ Needs repair ☐ Is in Unknown Condition Other Equipment: _____
--	---

Vehicle Info: VIN # <u>1HTMKAAN1AH25214</u> Mileage: <u>20472</u> Title Restriction: ☐ Y ☒ N	Hes <u>7482</u>
Location of Asset: <u>460 B S. Lands: 11 Rd. Dudley NC, 28333</u>	
For more information contact: <u>Blake Stevens</u>	

Elliot Service Body Serial #4677

120 lb grease drum

4 140 gal oil tanks

85gal waste oil tank

35 gal antifreeze tank

30 gal def tank

1000 gal fuel tank

Atlas Copco EM 30 Hydraulic compressor

#37

Wayne County Asset Disposal Form

Date 3/28/2024Sequence # 1650

This form is required to be completed prior to the disposal of county assets. Please contact Phil Parry in the Finance Office at 731-1469 to receive the sequence # for this form. Once this form has been completed and signed by your department head, please forward a copy to Phil Parry and Shanna Johnson in Facility Services. If this is an IT-related asset (i.e. computer, printer, camera, etc.), please forward to IT & Phil Parry to receive approval to dispose of the asset.

Asset Disposal Codes:				Receiving Information			
1 - Sell on Govdeals 2 - Surplus 3 - Transfer to another department 4 - Scrap/damaged 5 - Trade on another asset				Date Received: _____ Receiver's signature: _____ Receiving department: _____			
Disposal Code	*Tag #	Item Description	Serial or Model #	Receiving Department (Transfers Only)	Comments (Please describe condition of asset if you are sending it to surplus or scrapping it. If you are trading this asset for another, please give the vendor name and asset description of your new asset)	Track-It #	Location of Item (Building Floor, & Room #)
1	19159	2015 Cat CT660 Rolloff Truck	3HTJGTKT0FN715825		Transmission Bad 197,988		

*If noncapital, enter N/A.

Name of person completing form:

Blake Stevens

Department requesting disposal:

Solid Waste

Department head signature:

[Signature]

IT approval (if applicable):

GovDeals Heavy Truck Inspection Form

Inventory ID:	Asset Number:	Fair Market Value: <u>\$20,000</u>
Short Description: Year <u>2015</u> Manufacturer <u>CAT</u> Model <u>CT660S</u>		

Please fill in or check**Long Description:**

Primary Use for Vehicle: Haul Containers

This Vehicle: ☒ Starts ☐ Starts with a boost & ☐ Is Operable ☐ Is Not Operable ☐ For Parts Only

Engine Manufacture: CAT Engine: 12.4L, 6 ☐ Gas ☒ Diesel

This vehicle was maintained every 10,000 ☐ Days ☐ Hours ☒ Miles # of Axles 3

Engine Condition: ☒ Is operable ☐ Needs repair ☐ Is in Unknown Condition Jake Brake: ☒ Yes ☐ No

Repairs needed: _____

Transmission Manufacture: CAT ☒ Automatic ☐ Manual Speed

Transmission Condition is: ☐ Operable ☒ Needs Repair ☐ Unknown ☐ Rebuilt (Date: _____)

Repairs Needed: NO 5th or 6th GEAR.

Interior: Color Gray ☐ Cloth ☐ Vinyl ☒ Leather

Minor damage to: SEATS

Major damage to: _____

Radio: Brand _____ ☐ AM ☒ AM/FM ☐ AM/FM Cassette ☐ AM/FM CD

☒ Cruise Control ☒ Tilt Steering ☒ Remote Mirrors Airbags: ☐ Driver's Side ☐ Dual

☒ AC ☐ No AC AC Condition: ☒ Cold ☐ Unknown Power: ☒ Windows ☒ Doorlocks ☒ Steering ☐ Seats

Exterior: Color white Windows: ☒ No Cracked Glass ☐ Cracked

Minor: ☒ Dents ☒ Scratches ☒ Dings Tire Condition: ☒ Low ☐ Flat

Minor Damage to: _____

Major Damage to: _____

Decals: ☐ None ☐ Have been sprayed ☐ Have been removed ☒ Impressions Remain ☐ No impressions

Capacity: _____ Loader: ☐ Front ☐ Side Electronic Tarp: ☐ Yes ☐ No Condition: _____

Additional Equipment: Manufacturer: Galbreath Model: US-174-08, 22' Long

Serial #: 13436632 Description: Roll off w/ O'Brien TARP System

Equipment Condition: ☒ Is operable ☐ Needs repair ☐ Is in Unknown Condition 60,000 lb.

Other Equipment: _____

Vehicle Info: VIN # 3HTJ6TKT0FN715825 Mileage: 197,988 Title Restriction: ☐ Y ☒ N

Location of Asset: 460B S Landsill Rd. Dudley NC 28335

For more information contact: Blake Stevens 919-440-9283

[back](#)



Wayne County Personnel Policy

Effective 7/23/03

Modified 7/1/24





INTRODUCTION

This Human Resources Resolution is designed to provide employees and management with information about working conditions, benefits, and the policies that govern employment with Wayne County.

All employees, supervisors, managers, and directors are encouraged to read this Human Resources Resolution carefully, as it is a valuable reference for understanding employment with Wayne County. This Resolution supersedes and replaces all prior personnel resolutions and the policies and procedures they contained. It also supersedes and replaces any inconsistent verbal or written policy statements of Wayne County. Unless specifically approved in writing by the County Manager, this Resolution supersedes and replaces any departmental policy that is inconsistent with these policies.

The County may change the policies in this Resolution as deemed necessary in its sole discretion from time to time. The provisions of this Resolution do not create a contract for employment for any specific period. This Resolution does not create contractual obligations with respect to any matters it covers.

Employment with Wayne County is "at-will," which means that employees and the County have the right to terminate employment at any time for any reason, with or without cause or notice. Only the Board of Commissioners can change at-will employment through a signed, written contract.

It is the intention that this Resolution will provide useful and helpful information to management and employees. Use of it is encouraged to resolve questions about employment with Wayne County. If there are questions regarding the application of policy to a particular situation, please feel free to contact the Human Resources Director to resolve it.



RECEIPT OF HUMAN RESOURCES RESOLUTION

This is to acknowledge that I have received a copy of the Wayne County Human Resources Resolution and agree to comply with the policies it contains. I understand that the policies in this Resolution may require changes from time to time and understand that the County reserves the right to revise, delete and add to the provisions of this Resolution at any time.

I understand that this Resolution is not intended to create contractual obligations with respect to any matters it covers. I also understand that the Resolution does not create a contract guaranteeing that I will be employed for any specific time period. I understand that I am an at-will employee, which means that either the County or I can terminate my employment at any time and for any reason unless the North Carolina Human Resources Act covers me. I also understand that only the Board of Commissioners can change at-will employment with the County, in a signed, written contract.

I understand that this Resolution refers to and generally describes current benefit plans provided by the County. However, the actual benefit plan documents and summary plan descriptions are controlling, and I must refer to these documents in the event of any benefits issues or questions.

I understand that I am responsible for reading, understanding, and complying with the provisions of this Personnel Resolution.

EMPLOYEE SIGNATURE: _____

EMPLOYEE PRINTED NAME: _____

DATE OF SIGNATURE: _____



TABLE OF CONTENTS

Article 1: Organization of Personnel System	10
Purpose.....	10
Coverage.....	10
Responsibility of the Board of Commissioners	10
Responsibility of the County Manager.....	11
Responsibility of the Human Resources Director	11
Responsibility of Employees	11
Merit Principle in Wayne County Employment	11
Addendum and Appendix to this Policy.....	11
 Article 2: Equal Employment Opportunity	 12
Equal Employment Opportunity (EEO) Statement.....	12
Purpose.....	12
Policy.....	12
Coverage.....	12
Complaints of Discrimination or Harassment	12
ADA Policy.....	12
Accommodation for Breastfeeding	13
Pregnant Workers Fairness Policy	13
 Article 3: Conditions of Employment with County	 15
Policy.....	16
Employment of Relatives	16
Gifts and Favors	16
Attempt to Influence	16
Political Activity Restricted	17
Outside or Additional Employment	17
Dual Employment	17
Conflict of Interest.....	18
Delinquent Taxes	18
County Decision As To Compensation For Overtime	18
Hours Of Work/Work Week.....	18
Fitness for Duty Examination.....	19
Safety Policy and Drug & Alcohol Policy	19
Electronic Devices/Internet Access/No Expectation of Privacy	20



Social Media 20

Information Technology..... 21

Direct Deposit of Employee Paychecks..... 22

Dress Code for County Employees..... 22

Substance Abuse..... 22

Smoke-Free Workplace Statement..... 23

Job Sharing..... 23

Resignation with Adequate Notice 23

Abuse Prevention and Reporting 23

Disaster Response..... 24

Article 4: Recruitment, Selection and Employment 25

Equal Employment Opportunity Policy..... 25

Recruitment - Responsibility of Human Resources Director..... 26

Department Head Recruitment Responsibility 26

Job Advertisements 26

When Applications Are Accepted 27

Application for Employment..... 27

Application Tracking 27

Qualified Standards 27

Selection 28

Promotion of an employee to fill a vacancy 28

Notification of Appointments 29

Probationary Period of Employment 29

Internal Transfer..... 29

Legal Offenses or Dishonorably Discharged 29

Falsification 29

Article 5: Positions and Classifications 30

Adoption 30

Allocation of Positions..... 30

Administration and Amendment of the Position Classification 30

Article 6: The Pay Plan 32

Adoption..... 32

Maintenance of the Pay Plan..... 34

Administration of the Pay Plan 34



Pay Rates in Promotion, Demotion, Transfer, Reclassification, and Salary Range Revisions 35

Merit Increases and Performance Appraisals 36

Merit Eligibility 37

Salary Adjustment Dates..... 37

Work Against/Trainee..... 37

Pay for part-time work..... 38

Shift Schedules..... 38

Alternative Schedules & Locations 38

Overtime..... 38

Compensatory Time/Bonus Leave..... 39

On-Call and Call-Back Pay 40

Payroll Procedure 40

Timekeeping 41

Payroll Deduction 41

Certification Policy and Appendix..... 41

Article 7: Holidays, Leave and Adverse Weather 43

Definitions Used in This Article 43

Holidays 45

Effect of Work on Holidays and Other Types of Paid Leave 46

Adverse Weather Reporting 46

Annual Vacation Leave 47

Manner of Accumulation 47

Maximum Vacation Leave Accumulation..... 48

Vacation Leave Approval 49

Personal Observance Leave 49

Sick Leave Policy 50

Transfer from Other Agencies 51

Family Medical Leave..... 51

Family and Parental Leave..... 53

Military Caregiver Leave FMLA 53

Non-FMLA Leave Without Pay 53

Military Leave 54

Civil Leave 54

Administrative Leave Options..... 55

Non-Disciplinary Suspension During Criminal Investigations..... 55

Volunteer Policy..... 55

Incoming Volunteer Requirements..... 56

Educational Leave..... 56



Bereavement Leave	57
Article 8: Employee Benefits	58
Policy.....	58
Benefits – Full-time and Part-Time	58
Definitions Used in This Article.....	58
Medical Insurance.....	59
Unemployment Insurance	59
Retirement Benefits.....	59
Law Enforcement Officers Retirement Benefits	60
Insurance After Retirement.....	60
Tuition Assistance	60
Worker’s Compensation	61
Worker’s Compensation – Temporary Light Work Assignments	63
Benefits/Other-Fixed.....	63
Benefits/Other-Flexible.....	63
Longevity Pay.....	64
Shared Leave Programs	65
Article 9: Disciplinary Action and Dismissal.....	66
General	66
Definitions Used in This Article.....	66
Separation of Employees During Probationary Period	67
Basis for Disciplinary Action.....	67
Unacceptable Personal Conduct or Negligent Performance	67
Discipline for Unacceptable Personal Conduct or Negligent Performance	68
Job Performance Discipline and Dismissal	68
Procedure for Implementing Disciplinary Action for Unsatisfactory Job Performance	69
The Pre-Dismissal Conference	70
Failure to Meet or Maintain Required Conditions of Employment	71
Article 10: Grievance Procedure/Complaint Process for Allegations of Discrimination, Harassment or Retaliation.....	73
Policy.....	73
Applicability/Coverage	73
Definitions Used in This Article.....	73
Grievance Procedure for Non-Discriminatory Complaints, Disciplinary Actions (Suspension/Demotion/Dismissal), And Other Issues	74
Filing a Grievance.....	74



Panel Appeal..... 74

Meeting with and Decision by County Manager..... 74

Discrimination/Harassment/Retaliation Complaint Procedure 75

Coverage 75

Filing a Discrimination, Harassment or Retaliation Complaint and Steps in Complaint Policy 75

Article 11: Whistleblower Policy 76

Whistle Blower Policy 76

Protection from Retaliation..... 76

Article 12: Separation from County Employment and Reinstatement..... 76

Types of Separation 76

Resignation..... 77

Disability 77

Death..... 77

Article 13: Privacy of Employee Personnel Records..... 78

Personnel Records Maintenance 79

Access to Personnel Records 79

Confidential Information 79

Records of Former Employees 80

Remedies of Employees Objecting to Inaccurate or Misleading Material in File 80

Penalty for Permitting Access to Confidential File by Unauthorized Person 80

Penalty for Examining and/or Copying Confidential Material without Authorization..... 80

Article 14: Implementation of Resolution 81

Conflicting Policies Repealed..... 81

Separability 81

Violations Of Human Resources Resolution Provision..... 81

Effective Date 81

Appendix to the Certification Policy / Licensure Levels Eligible for Salary Increase 82

Left Blank Intentionally



ARTICLE 1

Organization of Personnel System

Purpose

The Wayne County Board of Commissioners has adopted these Human Resources Policies by Resolution to establish a personnel system that will recruit, select, develop, and maintain an effective and responsible work force. These Human Resources Policies can only be amended by a Resolution adopted by the Board of Commissioners.

Procedures in this Policy describe an employee with a supervisor and a department head. When the individual concerned is a supervisor or a department head, the individual at the next level in the chain of command will be the designated person with supervisory responsibility.

Coverage

This Human Resources Policy shall be binding on all County employees unless otherwise exempted. The County Manager, County Attorney, elected officials, appointed members of the County Board, and advisory boards and commissions will be exempt except in sections of this policy where specifically included.

To the extent that they directly relate to hiring and discharge, this policy shall not apply to the employees in the offices of the Sheriff and Register of Deeds.

Cooperative Extension employees fall under the State Human Resources Act for purposes of earning rates, transfer policies, payout computation, and leave management.

In accordance with the provision of North Carolina General Statutes Section 153A-82, the County Manager shall appoint, suspend, and remove all county officers, employees, and agents. Excluded from this section are officers, employees, and agents who are elected by the people or whose appointment is otherwise provided for by law. As to those officers, employees, or agents who are excluded from this provision, the County Manager, if appropriate, shall recommend individuals for such appointments to the Board of Commissioners.

Responsibility of the Board of Commissioners

The Board of Commissioners shall approve Personnel Policy and the Position Classification and Pay Plan. The Board shall make and confirm appointments when so specified by law.



Responsibility of the County Manager

The County Manager shall be responsible for the administration of the human resources program. The County Manager shall make appointments, dismissals, and suspensions in accordance with 153A-82 of the North Carolina General Statutes and the provisions of this human resources policy.

Responsibility of the Human Resources Director

The County Manager, with the approval and consent of the Board of Commissioners, shall appoint a Human Resources Director. The director shall assist in the preparation and maintenance of the Personnel Policy and the Position Classification and Pay Plan, keep up to date the policy addendums and appendices, and perform other duties in connection with a modern human resources program, as instructed by the County Manager. All actions concerning human resources actions (e.g., hiring, firing, compensation, leave, retirement) shall be brought to the attention of the Human Resources Department immediately so that the necessary records can be maintained. The Human Resources Director's responsibilities include but are not limited to applying and carrying out these regulations and the policies adopted hereunder.

Responsibility of Employees

It is the responsibility of every employee of Wayne County to comply with this Human Resources Manual and all written County policies. If an employee is unsure about a policy or procedure, it is the employee's responsibility to request clarification from the Human Resources Director, Department Head, or supervisors as appropriate.

Merit Principle in Wayne County Employment

All hiring and promotional decisions, and all personnel actions, shall be made based on merit. All positions requiring the performance of the same duties and fulfillment of the same responsibilities shall be assigned to the same class and salary grade. No applicant for County employment or employee shall be deprived of employment opportunities or otherwise be adversely affected as an employee because of an individual's race, color, religion, gender, age, national origin, disability, genetic information, sexual orientation, gender identity, transgender status, or other protected status.

Addendum and Appendix to this Policy

Failure to follow any addendum to this personnel policy is grounds for disciplinary action, up to and including dismissal.

Wayne County Timekeeping Policy
Wayne County Safety Policy
Wayne County Drug & Alcohol Policy
Wayne County Certification Appendix



ARTICLE 2

Equal Employment Opportunity – Discrimination, Harassment and Retaliation

Equal Employment Opportunity (EEO) Statement

Wayne County is committed to providing equal employment opportunity for all employees and applicants based on merit and without regard to race, color, religion, gender, age, national origin, disability, genetic information, sexual orientation, gender identity, transgender status, political affiliation, or other protected status. Wayne County will not condone, permit, or tolerate any form of unlawful discrimination, harassment, or retaliation by or against our employees.

Purpose

Wayne County recognizes the importance of a diverse workforce in providing County services and in applying equal employment opportunity (EEO) principles in all employment practices.

Policy

It is the policy of Wayne County to strictly adhere to the principle of equal employment opportunity in all its personnel transactions and provide equal employment opportunities to all employees and applicants for employment.

Coverage

This policy covers all County employees.

Complaints of Discrimination or Harassment

Any employee or applicant who believes he/she has been discriminated or retaliated against or has been harassed may file a complaint using the procedures set out in Article 11.

ADA Policy

It is the policy of Wayne County to comply with all federal and state laws concerning the employment of individuals with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, it is policy not to discriminate against



qualified individuals and employees with disabilities regarding application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions, and privileges of employment. Every effort will be made to provide reasonable accommodation to assist with completing the essential functions of the job without creating an undue hardship or causing a direct threat to workplace safety.

Contact the Human Resources office with any questions or requests for accommodation. The Human Resources Department is responsible for implementing this policy, including the resolution of reasonable accommodation, safety/direct threat, and undue hardship issues. Depending on the nature of the accommodation, the individual may be requested to submit a statement from a health care provider substantiating the need for the accommodation.

Upon receipt of a request for accommodation, HR will contact the employee or applicant to discuss the request and determine if an accommodation is reasonable and can be provided without significant difficulty or expense, i.e., undue hardship. In the event that the County suspects that an accommodation is necessary, the County may offer an accommodation without the employee specifically requesting one.

Commented [AN1]: Add language about the County offering an accommodation.

An employee may request paid or unpaid leave as a reasonable accommodation under this policy; however, Wayne County will not require an employee to take time off if another reasonable accommodation can be provided that will allow the employee to continue to work.

Accommodation for Breastfeeding

Wayne County shall provide space, privacy, and time for nursing mothers to express breast milk.

Departments will provide a private space that is not a restroom or other common area. The space should have a door that can be secured, adequate lighting, and electrical outlets.

Departments should consider the proximity of space to the staff member's work area and the relation to a source of running water.

The staff members utilizing this accommodation will use their regularly scheduled break time for the purpose of expressing breast milk. If additional time is required beyond the regularly scheduled break period, then staff will use paid leave or unpaid time for this purpose.

The staff member is responsible for the storage of expressed breast milk.

This policy, and the law, prohibits retaliation against staff who participate in this accommodation.

Pregnant Workers Fairness Policy

As required by the federal Pregnant Workers Fairness Act (PWFA) the County of Wayne will provide reasonable accommodations to employees and applicants with limitations related to pregnancy, childbirth, or related medical conditions, unless the accommodation will cause undue hardship to the County.



An employee or applicant may request accommodation due to pregnancy, childbirth, or a related medical condition by submitting the request in writing to human resources (HR). Upon receipt of a request for accommodation, HR will contact the employee or applicant to discuss the request and determine if an accommodation is reasonable and can be provided. The accommodation request should include an explanation of the pregnancy-related limitations, the accommodation needed and any alternative accommodation(s) that might be reasonable. Depending on the nature of the accommodation, the individual may be requested to submit a statement from a health care provider substantiating the need for the accommodation.

An employee may request paid or unpaid leave as a reasonable accommodation under this policy; however, Wayne County will not require an employee to take time off if another reasonable accommodation can be provided that will allow the employee to continue to work.

The County of Wayne prohibits any retaliation, harassment, or adverse action due to an individual's request for accommodation under this policy or for reporting or participating in an investigation of unlawful discrimination under this policy.



ARTICLE 3

Conditions of Employment with Wayne County

Adequate Notice of Separation. Adequate notice of separation is at least two weeks' notice in writing prior to the date of separation.

Business Casual Attire. This is the general dress code for Wayne County employees. Some employees, due to the nature of their jobs, may be required to wear uniforms or follow a different dress code.

Conflict of Interest. A situation created when the interests or concerns (actual or potential) of an individual, may be seen as competing with the interests or concerns of the County. In addition, the individual's judgment or conduct might be affected, or might reasonably appear to be affected.

Contractor. Any person or company who directly or indirectly provides construction, personal services, goods, or equipment to any agency or department of the County.

Electronic and Telephonic Communications Systems. Includes e-mail, voice mail, etc.

Email. Electronic mail. Mail composed, addressed, and sent/received electronically.

Gifts and Favors. Any offering or gratuity including, but not limited to, candy, flowers, free trips, meals, and athletic tickets.

Information Processing Resources. Electronic computing and communications hardware, software, networks, and information.

Immediate Family. Defined as spouse, children, parents, siblings, grandparents, grandchildren and the spouses thereof or an individual similar relationship. In loco parentis relationships, step-relationships, foster care relationships, and other pertinent relationships will be considered immediate family.

Outside Employment/Secondary Employment. Self-employment or any other employment for salaries, wages, tips or commission other than the full-time position held with Wayne County.

Regular Employee. An employee who has successfully completed the probationary period.



Policy

Adherence to the Conditions of Employment outlined in this policy is a fundamental aspect of maintaining a productive, fair, and efficient work environment. These conditions are established to ensure a clear understanding of expectations. Failure to adhere to the Conditions of Employment may result in disciplinary action, up to and including termination of employment, depending on the severity and recurrence of the violation.

Employees are encouraged to seek clarification or address concerns regarding their conditions of employment with their respective supervisors or the Human Resources department.

Employment of Relatives

Members of an immediate family shall not be employed by the County if such employment will result in an employee supervising a member of his/her immediate family, or if one member occupies a position which has influence over the other's employment, promotion, salary administration, or other management or personnel considerations.

This policy is applicable to all new hires, promotions, demotions, transfers, and reinstatements.

In cases of new hires, promotion, demotion, transfer, or other personnel transactions that create a conflict with this policy, it is the responsibility of the Department Head, in consultation with the Human Resources Director, to address the situation and resolve the conflict within thirty (30) days. Separation of an employee under these conditions should be avoided if possible.

Gifts and Favors

No official or employee shall accept any personal gift, favor, or thing of value that may tend to influence that employee in the discharge of duties. No official or employee shall grant in the discharge of duties any improper favor, service, or thing of value.

Attempt to Influence

Any attempt by any person, firm, or corporation to influence the decisions of any County employee regarding County business shall be reported. Any employee who is of the opinion that an attempt is being made by a person, firm, group, or corporation to influence his/her decision with regard to the performance of assigned duties within the County, shall report such attempt to the County Manager. Actions that constitute an attempt to influence include, but are not limited to gifts, favors, coercion, threats, or intimidation.



Political Activity Restricted

Every employee of Wayne County has a civic responsibility to support good government by every available means and in every appropriate manner. Any employee may join or affiliate with organizations of a partisan or political nature, may attend political meetings, may advocate and support the principles or policies of political organizations in accordance with the constitution and Laws of the State of North Carolina and by the Constitution and Laws of the United States of America. However, no employee of Wayne County shall:

- a) Engage in any political or partisan activity while on duty;
- b) Use official authority or influence for the purpose of interfering with or affecting the result of an election or a nomination for office;
- c) Be required as a duty of employment or as a condition of employment, promotion, or tenure of office, to contribute funds for political or partisan purposes;
- d) Coerce or compel contributions for political or partisan purposes by another employee of the County; or
- e) Use funds, supplies, or equipment of the County for political or partisan purposes.

Employees in certain programs that receive federal aid are subject to the Hatch Act as amended in 1975. This federal act, in addition to prohibiting b, c, and d above, also prohibits candidacy for elective office in a partisan election.

Outside or Additional Employment

The work of the County shall take precedence over the other occupational interests of full-time employees.

Secondary employment activities shall not entail the occupation of time or effort while the employee is on duty for the County. No property of the County or property leased or rented by the County shall be used in these pursuits.

No person holding a county job that requires a specialization or knowledge of County business can partake in a private business where this knowledge and influence associated with their county position could play a factor in the success of this endeavor. No officers or employees of the County shall engage in any additional business or job that would involve their receiving funds remitted by the County of Wayne. All employees must have a minimum of eight (8) hours of downtime before their shift begins.

Conflicting outside employment which results in conduct unbecoming a public official may be deemed improper conduct and shall subject each employee to disciplinary action, up to, and including dismissal.

Commented [AN2]: Specify which employees this applies to.

Dual Employment

Persons employed by the County are hired by one department at an appropriate pay grade. No employee will be permitted to perform services for additional compensation (or other benefits) for another department or the same department without prior approval from the County Manager.



Conflict of Interest

Employees should avoid any situation that involves or may involve a conflict between their personal interest and the interest of Wayne County. As in all other facets of their duties, employees dealing with customers, suppliers, contractors, competitors, or anyone doing or seeking to do business with the County are to act in the best interest of Wayne County Government and the county's taxpayers. Each employee shall promptly and fully disclose in writing to their manager any potential situation that may involve a conflict of interest. Such conflicts include:

- Ownership by an employee or by a member of their family of a significant interest in any outside enterprise that does or seeks to do business with Wayne County.
- Serving as a director, officer, partner, consultant, or in a managerial or technical capacity with an outside enterprise that does or is seeking to do business with Wayne County. Exceptions to this can be approved by the County Manager.
- Acting as a broker, finder, go-between or otherwise for the benefit of a third party in transactions involving or potentially involving Wayne County or its interests.
- Any other arrangements or circumstances, including family or other personal relationships, which might dissuade the employee from acting in the best interest of Wayne County.

Employees who regularly oversee the procurement of goods and services for their department may be required to adhere to additional conflict of interest policies and make regular conflict of interest disclosures as prescribed by the Finance Director.

Delinquent Taxes

Taxes collected in Wayne County are used to fund the various offices and agencies that the County supports and administers. Delinquent taxes may be deducted from the employee's paycheck consistent with applicable federal and state law.

County Decision as To Compensation for Overtime

Persons who accept a position with Wayne County that is eligible for overtime compensation under the Fair Labor Standards Act agree as a condition of employment that Wayne County retains at all times the determination of whether to compensate overtime work by awarding compensatory time or by payment of time and a half overtime pay.

Hours Of Work/Work Week

The workweek for Wayne County runs from 12:01 AM Sunday morning through 12:00 AM Saturday night. The following departments work more than 40-hour workweeks and set their own schedule: Sheriff's Office, Detention, 911, and EMS. Some Wayne County employees work four ten- hour shifts. Departments can set their own schedule with approval from the Human Resources Director and/or the County Manager.



Fitness for Duty Examination

Policy

Wayne County is committed to providing a safe working environment and protecting the health and safety of employees and citizens. To provide a safe working environment, employees must be able to perform their job duties in a safe, secure, productive and effective manner, and remain able to do so throughout the entire time they are working. Employees who are not fit for duty may present a safety hazard to themselves, other employees, or to the public. This policy is not a substitute for discipline or confidential counseling.

Fitness for duty covers both psychological and physical fitness for duty.

The County may request a Fitness for Duty examination at any time, for any County employee, when there is a reasonable belief, based on objective evidence, that (1) the employee's ability to perform the essential functions of his/her job is impaired by a medical or psychological condition or (2) that an employee will pose a direct threat due to a medical or psychological condition.

Referral for Fitness for Duty Examination

A supervisor or department head may receive reliable information that an employee may be unfit for duty or may make a personal observation that the employee is unfit for duty. The supervisor or department head will validate and document the information or observations as soon as is practicable.

All requests for a Fitness for Duty exam must be made to the department head. The department head will consult with the Human Resources Director and the County Manager or his/her designee.

The fitness for duty examination will be conducted by an independent, licensed health care professional, designated, and paid for by Wayne County. An employee's failure or refusal to comply with a Fitness for Duty examination and all necessary releases for information may result in disciplinary action up to and including dismissal.

If an employee is deemed unfit for duty, but deemed fit with a reasonable accommodation, the County will make every effort to ensure that accommodation is made in compliance with the ADA, FMLA and the North Carolina Workers' Compensation Act.

Safety Policy and Drug & Alcohol Policy

All Wayne County employees will follow the Safety Policy and the Drug & Alcohol Policy. Copies can be obtained on the Wayne County HR website, the Safety Office, or by contacting Human Resources.



Electronic Devices/Internet Access/No Expectation of Privacy

The County's information technology is considered a resource, available to County employees to conduct and facilitate their work. It is to always be used in a lawful and ethical manner.

Inappropriate and prohibited uses of County-provided electronic devices and internet access include but are not limited to the following:

- Unauthorized and time-consuming recreational activities, such as shopping or game playing;
- Downloading games, music, videos or movies;
- Use unauthorized codes, passwords, or any other means to gain access to confidential County files or the e-mail of other employees;
- Using the system for personal profit or illegal purposes;
- Use email or voice mail to harass or to make defamatory remarks about other employees or to send inappropriate or offensive messages such as racial, sexual, or religious slurs.
- Viewing or receiving websites with pornographic content.

All activity by an employee on the internet is logged and recorded by an IT Department server-based system. An employee's internet session or activity can be re-created when necessary to resolve questions regarding the appropriate use of the Internet.

Wayne County reserves the right to examine files, programs, passwords, accounting information, printouts, or other computing material without notice. Employees have no expectation of privacy in their use of County-owned devices or County-provided internet service. Employees who receive County mobile devices or choose to use a personal mobile device shall comply with the then current IT Mobile Device Management Policy. Employees who opt to use their personal device may be required to provide IT access to the device.

Social Media

Wayne County uses social media as a secondary platform to communicate with the public.

Purpose

Social media is to be used to serve three primary purposes:

- Disseminate emergency information quickly
- Promote county-sponsored events, activities, services and other news
- Refer audiences to content available online at Waynegov.com-the county's primary internet presence and communication platform

Guidelines

- Employees and agents using social media must not disclose any information that is defined as Protected Health Information. This includes: demographic information, any reference to physical or



mental health, or elements thereof, provision of or payment for healthcare or identifiable health information of any kind, even in cases when the individual is not identified by name.

- Employees using social media to communicate on behalf of Wayne County should be mindful that statements made are on behalf of the county government as a whole.
- Non-public, confidential personnel information as defined by NCGS 153A-98
- County employees must not knowingly communicate inaccurate or false information. All reasonable efforts should be made by the county employee or county department to provide only verifiable facts (not unverifiable opinions).

Any of the following forms of content shall not be allowed, and Wayne County reserves the right to remove or hide the posts that contain:

- Profane language or vulgar content;
- Content that promotes, fosters, or perpetuates discrimination on the basis of race, color, religion, gender, age, national origin, disability, genetic information, sexual orientation, gender identity, transgender status, status with regard to public assistance or other protected status;
- Conduct or encouragement of illegal activity;
- Information that may tend to compromise public safety;
- Malicious deception and deliberate spreading of false information that causes harm;
- Personally identifiable information (such as medical information);
- Promote particular services, products, or political organizations;
- Spam or include links to other sites.

Information Technology

All electronic and telephonic communications systems and all information transmitted by, received from, or stored in County owned or provided systems are the property of Wayne County. These systems and their various components are subject to random monitoring of system use and review of messages to determine whether any violations of County policies have occurred.

In the performance of work-related functions, while on the job, or while using County owned or provided information processing resources, employees are expected to use these resources, including the internet, responsibly and professionally and shall make no intentional use of these services in an inappropriate, illegal, malicious, or obscene manner. Employees may make reasonable personal use of County owned or provided resources, including internet access, if there is no negative impact on employee job performance as determined by the employee's supervisor and there is no cost to the County.

Employees of Wayne County are expected to:

- Identify themselves clearly and accurately when sending or forwarding E-mail over the County network or Internet. Anonymous or pseudonymous posting is expressly forbidden.
- Make sure that all County information disseminated via the County network and the Internet is accurate, identifies the source and date of the information, and has an electronic address to allow the recipient to contact the individual/ office responsible for making the information available.



- Be responsible for ensuring all files downloaded from a source external to the County network is scanned for viruses. This includes files obtained as e-mail attachments and by other file transfer mechanisms.
- Follow all applicable software copyright and licensing laws.

Employees of Wayne County are prohibited from:

- Using unauthorized codes, passwords, or any other means to gain access to confidential County files or the e-mail of other employees.
- Using e-mail to send a message to their supervisor that they will be late to work or absent.
- Using e-mail or voice mail to harass or to make defamatory remarks about other employees or to send foul, inappropriate, or offensive messages such as racial, sexual, or religious slurs.
- Using e-mail or voice mail for inappropriate matters, such as arranging political or religious gatherings, requesting contributions; soliciting for political or religious causes, or conducting a privately owned business.

A violation of this policy shall be considered unacceptable personal conduct and shall subject the employee to disciplinary action, up to and including dismissal.

Direct Deposit of Employee Paychecks

As a condition of employment with Wayne County, every full-time and part-time employee shall have their paycheck directly deposited into the bank account of their choice. No paychecks shall be issued except as direct deposit.

Dress Code for County Employees

A minimum expectation of business casual should be adhered to unless explicitly modified or excused by the department's director.

Some County employees, due to the nature of their work, may be required to wear uniforms or other clothing that differs from business casual attire. For these specific positions, the department head may establish a dress code that best suits the required daily or occasional duties of the position.

Substance Abuse

Wayne County will not tolerate the unlawful manufacture, distribution, possession, or use of controlled substances or illegal drugs, and the misuse of alcohol is prohibited for all employees.

The policy and procedures pertaining to Substance Abuse are contained in the Wayne County Drug & Alcohol Policy.



Smoke-Free Workplace Statement

Wayne County maintains a tobacco, smoke, and vape-free policy in all buildings, campuses, county property, and county vehicles. Violation of this policy shall result in disciplinary action.

Job Sharing

In special circumstances, the County Manager may approve a job-sharing arrangement in which two employees share the duties and responsibilities of one job, with both employees working part-time/reduced schedules. Requirements for a job-sharing arrangement are as follows:

- The nature of work is suitable to a job sharing arrangement;
- Although the County will provide assistance, the employee has primary responsibility for finding an employee-partner with whom to job share;
- Both employees desire a job-sharing arrangement and are equally qualified to perform the job at hand;
- Both employees are accountable for performing the job to required standards, communicating with each other, and ensuring a "seamless" transition between "shifts";
- Both employees take responsibility for not only their own performance but also that of their job share "partner."

Depending on the number of hours worked, the employees' status may change to that of part-time, rather than full-time. In that instance, the employees may lose their eligibility for standard benefits or may have their benefits prorated based on the number of hours normally worked. Each case will be evaluated on an individual basis.

Resignation with Adequate Notice

To be eligible for re-employment with Wayne County, an employee that is resigning shall provide at least two weeks' notice in writing to their supervisor or department head. Employees who do not provide the required notice are not eligible for rehire unless approved by the County Manager.

Abuse Prevention and Reporting

Definitions for this Section

Abuse: Because it takes many forms, abuse can be broken down into the following subtypes, all of which are prohibited within the scope of this policy.

- Physical abuse: Physical bodily harm
- Sexual abuse: Contact or activity of a sexual nature between an adult and a non-consenting or vulnerable person



- Emotional abuse: Mental or emotional injury inflicted on a child/youth or vulnerable person
- Neglect: Failure to provide adequate care
- Economic abuse: Deliberate misuse of the money or benefits

Child: A child is defined as anyone under the age of 12.

Youth: A youth is defined as anyone between 12 and 18 years of age.

Vulnerable Adult: Any individual age 18 or older who, for whatever reason, is unable to care for themselves or protect themselves from harm or exploitation.

Screenings

Safeguards in the hiring process will be used to eliminate from consideration any candidates who display characteristics that could classify them at a high risk for violating this policy. The required screenings and background information will depend on the positions and its level of involvement with children, youth, and vulnerable adults.

Reporting

Any employee that suspects, witnesses, or is made aware of any form of abuse should report it to their immediate supervisors and Human Resources. Depending on the nature of the abuse, it will be reported to the appropriate authorities (law enforcement, social services, etc.) for investigation. An employee who fails to report abuse will be subject to disciplinary action up to and including termination.

Disaster Response

When the County Manager has deemed it necessary to enact disaster response, whether declared locally, by the State of North Carolina or by FEMA, all responding employees, exempt and nonexempt, are required to report to duty and work hours sufficient to protect the safety and well-being of Wayne County residents and other individuals who happen to be in Wayne County. Responding employees are designated in the County's safety manual and are briefed on expectations upon employment.



ARTICLE 4

Recruitment, Selection and Employment

Equal Employment Opportunity Policy

It is the policy of the County to maintain a systematic, consistent recruitment program, to promote equal employment opportunity, and to identify and attract the most qualified applicants for all present and future vacancies. This intent is achieved through consistency in open position announcements and evaluating all applicants on the same criteria. Wayne County is committed to providing equal employment opportunity for all employees and applicants based on merit and without regard to race, color, religion, gender, age, national origin, disability, genetic information, sexual orientation, gender identity, transgender status, political affiliation, or other protected status.

Definitions Used in This Article

Applicant. A person who has completed and filed the Wayne County application, together with any required supplements for employment in a specific advertised vacancy.

Employment Application. The online application form completed by applicants interested in employment in a Wayne County agency.

Probationary Appointment. A probationary appointment shall be made at the time of the initial appointment to a regular position. A probationary period of twelve (12) months shall be served by an employee before having a regular appointment.

Probationary Employee. A person appointed to a regular position who has not completed the probationary period. A probationary employee is eligible to use leave accruals after completing his/her first thirty (30) days of County service.

Recruitment/Selection Standards. The job-related minimum qualifications along with the related knowledge, skills and abilities, necessary to perform the duties of a position.

Regular Appointment. A regular appointment shall be made to a regular or a benefited part-time position when the incumbent is expected to be retained in the position on a regular basis. Probationary employees become regular employees following the satisfactory completion of a probationary appointment.

Benefited Part-time Position. A position which has been approved by the Board of County Commissioners where the recurring duties and responsibilities are required to be performed on a continuous and annually recurring basis and which can be performed in less than a regular workday and/or work week. A benefited part-time position requiring 1,000 hours or more on an annual basis earns vacation leave, sick leave, and other benefits on a proportional basis. It also



requires membership in the Local Government Retirement System. A part-time position requiring less than 1,000 hours earns no benefits.

Regular Position. A position which has been approved by the Board of County Commissioners, where the recurring duties and responsibilities are required to be attended on a continuous and annually recurring basis, requiring full-time employment.

Temporary Position. A position which requires the duties and responsibilities to be attended for a specified period of time, not to exceed a maximum duration of twelve (12) consecutive months. An employee in a temporary position earns no benefits.

Temporary Appointment. A temporary appointment shall be made for a regular, regular part-time, or a temporary position when a department needs an employee to perform the duties and responsibilities of the position for a specified period of time. The appointment shall be limited to a maximum duration of twelve (12) months.

Trainee or Work-Against Applicant. This is an applicant that does not meet all minimum qualifications for a particular job, but those deficiencies can be eliminated through orientation and on-the-job training, or formal education.

Recruitment - Responsibility of Human Resources Director

The Human Resources Director shall be responsible for an active recruitment program to meet current and projected manpower needs, through procedures that will assure equal employment opportunities based on reasonable performance related job requirements. To accomplish this, the efforts of the Human Resources Office and all county departments must be coordinated in a timely manner.

External position announcements will be posted for a minimum of five (5) working days through the County's Opportunities web page, which has been designated as the established source of applicants. All vacancy listings must have a closing date beyond which applications will not be accepted. Optional recruiting publicity shall be carried out through media appropriate to the position. In circumstances where a situation requires immediate action, there is a designated succession candidate, or an internal promotion candidate, the posting period requirement may be waived by the HR Director.

Department Head Recruitment Responsibility

Prior to beginning the recruitment process, the Department head should review the current job description for the vacancy to determine if it accurately describes the work to be done. If not, the department head should contact Human Resources and discuss revising the job description.

Job Advertisements

Recruiting announcements shall include information pertinent to the position/work involved, including at minimum, the title, salary grade and starting pay, key duties, knowledge and skill requirements,



minimum education and experience standards, a contact person, special certification or licensing requirements, and application closing date. In addition, assurance of Equal Employment compliance shall be contained on the County application. Department heads are also encouraged to use their special knowledge of their fields to aid in recruiting.

When Applications Are Accepted

Applications will only be accepted for advertised, vacant positions. Inquiries, resumes, and letters of intent shall not be considered applications.

Application for Employment

The Wayne County standard application can be found online through the link in the job posting. This will lead applicants to the county's HR Information System where they can apply with any web-enabled device. The Wayne County standard application form should be used for all job applications. The Wayne County Sheriff's Office application form should be used for that department. Wayne County only accepts electronic applications.

All applications submitted will be categorized according to the established job categories for filing purposes.

Application Tracking

The Human Resources Office shall be responsible for maintenance of records of all job announcements, including posting and closing dates, all optional referral sources utilized during the recruitment process, and the specifics on the pool of applicants considered for each vacancy.

Qualified Standards

All appointments shall be made based on merit and without regard to race, color, religion, gender, age, national origin, disability, genetic information, sexual orientation, gender identity, transgender status, political affiliation, or other protected status. Familial relationships shall not be considered in any appointment.

If the duties of the position require operation of county owned/insured vehicles, the department head shall initiate a review of the driving record of the selected candidate, which will become part of the applicant's personnel file.

A review of criminal records and credit records of final candidates may be conducted by the Human Resources Office. Offers of employment are contingent upon a satisfactory background check and credit check (if applicable).

DMV checks for drivers of County-owned vehicles may be performed as needed.

Drug screenings will be performed on all full-time and part-time candidates for employment with Wayne County. Offers of employment are contingent upon passing the drug screen.



Pursuant to NCGS Sec. 153A-103, the Board of Commissioners must approve the appointment by the Sheriff or Register of Deeds of a relative by blood or marriage of nearer kinship than a first cousin or of a person who has been convicted of a crime involving moral turpitude.

Consideration may be given to trainee/work against appointments when there is an absence of qualified applicants from which to make a selection. In this instance, the deficiencies may be eliminated through orientation and on-the-job training.

Selection

Selections shall be based upon the procedures provided by the HR Director and approved by the County Manager. The Human Resources Director shall develop a process that department heads shall use to fill positions. All selection methods developed shall be fair, accurate, and nondiscriminatory.

Upon request, the Human Resources Office will rank the applicants by qualifications and submit the top three to five applicants for the position to the department head. Department heads will then recommend a candidate for the position to the County Manager or an Assistant County Manager for approval and appointment.

Promotion of an employee to fill a vacancy

Candidates for promotion shall be chosen based on their qualifications and their work records without regard to race, color, religion, gender, age, national origin, disability, genetic information, sexual orientation, gender identity, transgender status, political affiliation, or other protected status. Performance appraisals and work records for all applicants meeting minimum qualifications for the position shall be carefully examined when openings for positions occur.

On the recommendation of the Human Resources Director, the County Manager shall accept or reject the appointment. The starting salary of the appointed employee shall be based on the recommendation of the Human Resources Director consistent with the then current pay plan.

Notification of Appointments

As soon as an appointment is made and prior to the employee officially beginning work, the department head shall notify and coordinate with the Human Resources department regarding the appointment. Any test score sheets, rubrics, written notes, when applicable, and any additional supporting documents shall be forwarded to the Human Resources Department immediately for recordkeeping.

Probationary Period of Employment

After being hired, employees will serve a probationary period of 12 months. Any employee serving a probationary period may be separated from employment without this policy's dismissal procedure at any time during the probationary period.

An employee appointed to or transferred to a position will serve a probationary period of twelve months.



During their probationary period, the employee may be separated from employment without the dismissal procedures outlined in this policy.

Employees completing the probationary period will be considered a regular, non-probationary employee unless their department director indicates in writing for the County Manager's approval that the employee should have their probationary period extended. Extensions to probationary periods will only be granted under extenuating circumstances by the County Manager. The extension period shall be at the discretion of the County Manager.

The probationary period of employees who transfer to a new position voluntarily will renew their probationary period for six months and may be separated from employment without the dismissal procedures outlined in this policy. All other post-probationary benefits will continue to apply during a transfer's probationary period.

Internal Transfer

If a vacancy is posted and an employee eligible for transfer from another department wishes to be considered for the appointment, an application for the vacancy must be forwarded to the Human Resources Department during the recruitment period for the position. The request for transfer shall be subject to approval by the County Manager. Any employee transferred without his/ her having requested it may appeal the action in accordance with the grievance procedures in this policy.

Upon voluntary transfer to a new position, the probationary period will be renewed from the date of transfer for a period of six months. See Probationary Period of Employment for more information.

Legal Offenses or Dishonorably Discharged

Persons convicted of a felony are not disqualified from applying to the County for employment. Neither are persons who received a less than honorable discharge by the armed forces of the United States. The circumstances surrounding the crime and conviction, or discharge will be investigated. The Human Resources Director shall review the circumstances and recommend a resolution to the department head and the County Manager, whose decision on this shall be final.

Falsification

Any falsification of the application or other forms required by the application process, such as driving record or information release forms, is cause for the applicant to be disqualified from employment with Wayne County. If discovered after hiring, the employee shall be subject to dismissal.



ARTICLE 5

Classification Plan

Adoption

There shall be a Classification Plan reflecting the classifications of positions to be amended periodically by the Human Resources Director and approved annually by the Board of County Commissioners.

Commented [AN4]: Do we currently require the Board to approve the plan annually?

Definitions Used in This Article

Class. A position or group of positions having similar duties and responsibilities requiring similar qualifications, which can be properly designated by one title indicative of the nature of work performed.

Position. A group of current duties and responsibilities, assigned by a competent authority, requiring the full or part-time employment of one person, but the existence of a position or its identity does not depend upon its being occupied by an Employee.

Position Classification Plan. A plan approved by the Board of Commissioners that assigns positions to the appropriate pay grade.

Reclassification. The reassignment of an existing position from one class to another based on changes in job content such as duty, kind, difficulty, required skill, and responsibility of the work performed.

Allocation of Positions to a Classification

The County Manager shall, with the assistance of the Human Resources Director, allocate each position covered by the classification plan to its appropriate class in the plan.

Administration of Position Classifications

The Human Resources Director shall be responsible for the administration and maintenance of the position classification plan. The goal of this plan is to accurately reflect the duties performed by employees in the classes to which their positions are allocated. Department heads shall be responsible for bringing to the attention of the Human Resources Director or designee any material changes in the nature of duties, responsibilities, working conditions, or other factors affecting the classifications of any existing positions under their control.

However, new position titles and an across-the-board increase in a full-time position's starting salaries shall be established only with the approval of the Board of Commissioners. Once that occurs, the Human Resources Director shall either 1) allocate the new position to the appropriate class within the existing classification plan, or 2) amend the position classification plan to establish a



new class to which the new position may be allocated.

Periodically, the Human Resources Director may find it necessary to enlist the help of sources outside the County offices to ensure that the classification plan accurately reflects the current state of the various jobs required by the County and their relationship to the job market.

When the Human Resources Director finds that a substantial change has occurred in the nature or level of duties and responsibilities of an existing position, the Human Resources Director will do one of the following:

- a) direct that the existing class specification be revised, or
- b) reallocate the position to the appropriate class within the existing classification plan, or
- c) amend the position classification plan to establish a new class to which the position may be allocated.

This approval process will generally only occur annually and will be included in the budgeting process. The change may require written documentation or an updated job description.

Amendment of Position Classification Plan

Entire class designations added to and deleted from the position classification plan will be approved by the Board of Commissioners based on the recommendation of the County Manager and the Human Resources Director.



ARTICLE 6

The Pay Plan

Adoption

The Pay Plan, reflecting both grade and range, is approved by the Board of County Commissioners is hereby adopted as the pay plan for Wayne County.

Definitions Used in This Article

Compensatory Time/Comp Time. Compensation for a non-exempt employee working overtime. Compensatory time is awarded at one and one-half times the overtime worked.

Demotion. The reassignment of an employee from his/her current position to another position having a lower classification. Such reassignment may be within the same or another department.

Exempt Employee. An employee who, by the nature of his/her job duties, is exempt from earning overtime compensation pursuant to the Fair Labor Standards Act.

Full-time Employee. An employee appointed to either a temporary position or a permanently established position that is designated by the board of commissioners as full-time.

Grade Revision. When a position's grade is adjusted to better match the market pay range.

Merit Increase. The advancement or upward movement within the established salary range for work that consistently exceeds the normal performance standards of the job.

Non-exempt Employee. An employee who, by the nature of his/her job duties, must be compensated for working overtime pursuant to the Fair Labor Standards Act.

Overtime. Hours worked beyond 40 hours in a work week (except for law enforcement, detention officers, and EMS staff) that entitle a non-exempt employee to overtime compensation. Overtime for non-exempt law enforcement and detention officers is any time worked over 84 hours in a 14-day work cycle. EMS staff should refer to the timekeeping policy within the finance department.

Overtime Compensation. Time worked beyond 40 hours in a single work week (or beyond 84 hours in a 14-day work cycle for law enforcement and detention officers), for which non-exempt employees must be compensated with either time and a half paid time off (compensatory time/comp time) or by payment of one and one-half times the employee's regular hourly rate.

Part time employees. Employees who work fewer than 1,000 hours per year. This designation includes temporary employees.

Timekeeping Policy for Wayne County under the Fair Labor Standards Act

Policy - Wayne County employees will keep a record of all time worked as required by the Fair Labor Standards Act (FLSA). This policy is intended to promote accurate recordkeeping and orderly maintenance of employee timesheets.

Purpose – The purpose of timesheets is to provide a way for all employees to record their actual time worked according to FLSA guidelines. These policies and procedures are written to assure that you are paid fairly and, in a manner consistent with federal law and County policy. They serve to protect both you and the County from illegal labor practices.

Definitions –

FLSA – A Federal law establishing the minimum wage rate, overtime pay, recordkeeping requirements, prohibiting gender base wage discrimination and child labor standards for full and part-time workers.

Exempt Employee – An employee who is not subject to the overtime provisions of the FLSA.

Non-exempt Employee – An employee who is subject to the overtime provisions of the FLSA and is therefore entitled to overtime pay for all hours worked beyond forty in a workweek, excluding Sheriff's Department, Detention Center, and EMS non-admin.

Work Week (EMS and 911 non-admin) – Begins at 7:00 AM Sunday through 6:59 AM Sunday

Work Week (all other departments) – This period will be from 12:01 am Sunday through 12:00 am (midnight) Saturday.

Timesheet – A record showing actual hours worked each day, total hours worked weekly, any paid non-work benefits (annual leave, sick leave, compensatory time earned or used, etc.) and a total of hours worked and how any overtime hours were compensated.

Record Retention - All employee timesheets are to be retained for 30 years on the departmental level after the employee's separation.

Procedures – Wayne County will provide a timesheet, which is our approved method of recording hours worked in a two-week period.

Timesheets must be completed by the employee daily. You must record your time in and out for the day, the time taken for lunch breaks and any time you are away during the workday.

At the end of the week, if your timesheet total is more than 40 hours worked, eligible employees must be given compensatory time for the additional hours. This time may not be kept "off the books" and should be reported on your timesheet.

At the end of the pay period, on the day specified by the supervisor, both the employee and supervisor must authorize the time worked by signing the timesheet. The supervisor will give the completed and authorized timesheet to the Department Head, or other designated employee for final Payroll submission.

Time Worked

Time worked includes all the time that an employee is required to be performing duties for the county. Time worked is used to determine compensation for nonexempt employees. The following provisions are included as time worked:

- **Work away from premises or at home.** Work performed off the premises or job site or at home by a nonexempt employee will be counted as time worked. A nonexempt employee will not be permitted to perform work away from the premises, job site or at home unless required or permitted to do so by their job description and with approval from their director or designee.

Time Not Worked

The following does not count as time worked:

- **Paid leave.** Approved paid absences, including sick leave, vacation leave, holiday leave, personal observance, Family and Medical Leave Act (FMLA) leave, military leave, jury, and court ordered witness duty, funeral/bereavement leave, and voting time off are not counted as time worked.
- **Lunch or dinner periods.** Uninterrupted time off for lunch or dinner is not counted as time worked.

Timekeeping

All employees must accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period. They must also record the beginning and ending time of any split shift or departure from work for personal reasons.

It is the employee's responsibility to sign his or her time record to certify the accuracy of all time recorded. The department supervisor will review and then initial the time record before submitting it for payroll processing. In the event of an error in reporting time, employees must immediately report the problem to the department supervisor.

Enforcement

Altering, falsifying, tampering with time records or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

Time Sheet Policy and Procedures

All employees are required to fill out a time sheet at the conclusion of each pay period.

General Policies

1. The pay period starts at 12:01 on Sunday and ends at midnight on the following Saturday, with the exception of EMS and 911.
2. Non-exempt employees are entitled to overtime pay at time and a half for any hours worked more than 40 in the pay period. Paid leave does not count toward hours worked.

3. Fractions of hours should be recorded in fifteen (15) minute segments. There is a 6 minute grace period to determine when the next quarter hour should be recorded on the timesheet.
4. Time sheet must always reflect actual hours worked as well as paid leave time (vacation, holiday and sick).
5. Failure of employees to submit a time sheet will result in receiving normal pay; however, an accurate time sheet must be submitted subsequently.
6. Any errors will be corrected in a subsequent pay period.

Timecard Procedure for Non-Exempt employees

1. Enter your name and the pay period week on the top of the form.
2. Under "Department" enter the area in which you work such as library, listers office, senior center, etc.)
3. Fill in the date and the time in and time out for each day worked. Enter an "x" for days off.
4. In the appropriate boxes on your time sheet, enter the appropriate in and out times. Also enter any holiday, vacation, sick leave, personal hours used. Use the "Comments" section for any explanatory notes. If you work on a holiday enter the hours worked in the "hours worked" box and enter your approved hours for holiday pay in the holiday box, such as "8.0" for a full-time employee.
6. Sign and date the time sheet and give it to your immediate supervisor. If you do not have an immediate supervisor, give your time sheet to Finance.
7. Fill out a separate sheet for each pay period.

Timecard Procedure for Exempt employees

Exempt employees are required to complete a record of all hours worked. In accordance with 29 C.F.R. § 541.710, Wayne County requires that the timesheet must include vacation or sick time taken to provide a minimum of 40 hours. Administrative leave, leave without pay, FMLA or Workers Comp leave, volunteer hours worked, holiday hours taken or worked, personal observance leave taken, time-off award or volunteer day taken, and bonus leave earned and taken for exempt employees shall also be included for recording purposes.



Safety Manual

Wayne County Employees, Elected and Appointed Officials

This manual is intended to provide for the safety of county employees, volunteers, and the public, promote understanding of Wayne County safety policies and to assure uniform administration of these policies throughout all County Departments and functions.

Effective: February 2004
Last Modified: July 1, 2024

Table of Contents

ARTICLE I: INTRODUCTION

- Section 1.1 Purpose
- Section 1.2 Elements of an Effective Safety Program
- Section 1.3 Safety Policy Statement

ARTICLE II: ACCOUNTABILITY FOR SAFETY

- Section 2.1 Responsibility for Safety Functions
- Section 2.2 Enforcement of Safety Standards

ARTICLE III: SAFETY PROGRAM STRUCTURE

- Section 3.1 Safety Committee
- Section 3.2 Accident/Injury Reporting, Policy and Procedure
- Section 3.3 Safety and Health Training
- Section 3.4 Safety Orientation of New Employees
- Section 3.5 Facility Inspection Program

ARTICLE IV: FEDERAL COMPLIANCE

- Section 4.1 Hazard Communication Standards (29 CFR 1910.1200)
- Section 4.2 Blood Borne Pathogens (29 CFR 1910.1030)
- Section 4.3 Personal Protective Equipment (PPE) (29 CFR 1910.132)

ARTICLE V: FLEET SAFETY

- Section 5.1 Operation of County Equipment/Vehicles

ARTICLE VI: GENERAL SAFE WORK PRACTICES

- Section 6.1 General Safety Rules
- Section 6.2 Protection to the General Public/Visitors

ARTICLE VII: EMERGENCY ACTION PLANS

- Section 7.1 Gas Leak
- Section 7.2 Serious Injury or Illness
- Section 7.3 Flood
- Section 7.4 Hazardous Materials Accident
- Section 7.5 Fire
- Section 7.6 Bomb Threat
- Section 7.7 Winter Storm
- Section 7.8 Hurricane
- Section 7.9 Severe Thunderstorms/Tornadoes

ARTICLE VIII: EMPLOYEE DISSEMINATION / ACKNOWLEDGMENT

ARTICLE I: INTRODUCTION

Section 1.1: Purpose

A safety program is designed to accomplish one primary purpose: **To Prevent Accidents.** Preventing accidents results in saving lives, eliminating human suffering, increasing efficiency of operations, and saving thousands of dollars for both employees and the general public of our County. A county safety program must provide not only for the safety of the County employees, but also for the safety of the public in regard to operations of the various departments. To be successful, the safety program must have continuous active support of all employees, particularly of those in supervisory positions. The 'push' for an effective safety program must come from the department head to maximize employee support and participation. It should be pointed out that there is nothing new about the common sense and good judgment outlined in this manual because they have always been in effect. ***This manual has been published to provide written policies and procedures for the guidance of our personnel; however, it is not intended to be in derogation of any individual Department policies. Existing policies will take precedence when those policies are more stringent.***

Section 1.2: Elements of an Effective Safety Program

An effective safety program includes, but is not limited to the following functions and responsibilities:

- a) Assigning responsibilities to persons for safety activities
- b) Assigning personnel to jobs for which they are physically qualified to perform safely.
- c) Making equipment, work areas and working methods safe
- d) Searching out hazards and eliminating them immediately
- e) Establishing and maintaining employees' interest in safety
- f) Controlling work habits through adequate and effective supervision
- g) Providing proper protective equipment and making its use mandatory
- h) Educating and training employees as the specific hazards of their jobs
- i) Investigating accidents to determine cause and taking necessary action to prevent reoccurrence.
- j) Preparing and maintaining proper and complete accident records to permit evaluation of the safety program
- k) Adoption and enforcement of safety rules and safety practices

Section 1.3: Safety Policy Statement

It is the policy of the County that accident prevention shall be considered of primary importance in all phases of operation and administration. It is the intention of County management to provide safe and healthy working conditions and to establish and insist upon safe practices at all times by all employees. The prevention of accidents is an objective affecting all levels of our county and its operations. It is, therefore, a basic requirement that each Department Manager makes the safety of all employees an integral part of his or her regular management function. It is equally the duty of each employee to accept and follow established safety policies and procedures.

Every effort will be made to provide adequate training to employees. However, if an employee is ever in doubt about how to perform a job or task safely, it is his or her duty to ask a qualified person for assistance.

Employees are expected to assist management in accident prevention activities. Unsafe conditions must be reported. Employees that need help should be assisted. The County is sincerely interested in the safety of its employees. It is the employees' responsibility to follow the rules of safety as established for their protection. Personal protection, periodic safety inspections of buildings and grounds, and areas of responsibility, including hazard awareness and risk management, shall be fundamental in our daily operations. Department Managers and Supervisors at all levels will continually promote safety and situational awareness.

All employees of the County will be expected to take care of themselves and others. Under no circumstances should an employee leave their work area without reporting an injury. When someone has an accident, everyone is hurt. Please work safely. Safety is everyone's business.

ARTICLE II: ACCOUNTABILITY FOR SAFETY

Section 2.1: Responsibility for Safety Functions

Safety Manager – The Safety Manager shall be delegated by and answer to the Human Resources Director and shall oversee the safety program for the county.

- a) Ensure that Federal, State, and Local laws, regulations, codes, and ordinances are followed
- b) Develop accident prevention methods, procedures and programs
- c) Conduct investigations of accidents and hazardous conditions and recommend corrective actions. Accident investigation teams will consist of at least three members of the Safety Committee, the Safety Manager, and any other individual that may have specific knowledge in the applicable area.
- d) Conduct inspections of all County facilities
- e) Maintain up-to-date records of employee driving records, background checks, and random drug screenings
- f) Maintain up-to-date records of employees that are considered safety-sensitive and/or essential
- g) Conduct or coordinate safety training
- h) Assist in the formation and activities of safety committees
- i) Assist in the maintenance of records and reports concerning safety issues
- j) Establish and maintain all County safety policies and procedures

Safety Committee – The Safety Committee shall consist of one representative from each department designated by that Department Manager who shall have decision making ability for the department. Appointments and deletions from the committee shall be at the discretion of that Department Manager in conjunction with the Safety Manager.

- a) Create and maintain a high level of interest in and awareness of safety among all employees
- b) Review policies and provide oversight of the safety program for the county
- c) Make or supervise periodic inspection of work areas for the purpose of discovering unsafe conditions or unsafe practices and shall report any noted incident to the Department Manager or Supervisor for corrective action.
- d) Assist departments in planning and conducting safety meetings and safety education courses
- e) Follow-up all accident investigations to ensure that corrective actions has been taken by Department Managers or Supervisors to prevent reoccurrence
- f) Review the Safety Manual annually

Department Managers – Department Managers shall be responsible for establishing a safety program within their department to promote safe and healthy working conditions and practices for employees under their supervision.

- a) Assure that employees are properly instructed regarding safe working methods and that Supervisors fulfill their assigned responsibilities in regards to safety instruction and supervision
- b) Assure that required reports pertaining to injuries, accidents, vehicle accidents, and investigations are promptly prepared and forwarded to the appropriate personnel.

- c) Encourage the reporting by employees of all unsafe acts, conditions, equipment, etc. and shall take necessary action to correct them
- d) Require all personnel to comply with safety rules, procedures and policies and shall take or recommend appropriate disciplinary action whenever deemed necessary

Supervisors – Supervisors are responsible to their Department Manager for the safety program so as it pertains to personnel and equipment under their supervision. They are the key personnel of the safety program because they are in the best position to observe the work of their employees.

- a) Shall give job instruction to subordinates with special emphasis on the hazards of their work to be performed
- b) Constantly watch for and immediately correct unsafe conditions and unsafe working practices, reporting to the Department Manager those incidents which are beyond the scope of their authority to correct
- c) Promptly inform their Department Manager of all accidents involving personnel or equipment under their supervision and shall take immediate steps to investigate each accident to determine its cause
- d) Enforce safety rules, policies and procedures and shall require the wearing of protective equipment when necessary
- e) Demonstrate by their actions the importance of safety
- f) Inform all their personnel as to the responsibilities of employees as outlined in this section

Employees – Employees are responsible for exercising care and good judgement in preventing accidents.

- a) Responsible for their own safety, the safety of their fellow employees and the safety of the general public with regards to their work
- b) Required to follow safety work practices and to comply with applicable policies and procedures as a condition of employment
- c) Shall wear all issued protective equipment whenever necessary or required
- d) Promptly inform their Department Manager or Supervisor of any injury received while on the job, no matter how minor this injury is or whether or not medical treatment is required
- e) Promptly inform their Department Manager or Supervisor of any noted items of unsafe equipment, unsafe acts or hazardous conditions
- f) Shall obtain specific instruction from their Department Manager or Supervisor in all cases where conditions are not completely understood

Section 2.2: Enforcement of Safety Standards

The County considers the safety of its employees to be very important. The Department Manager or Supervisor has the responsibility to enforce the Safety Manual. Failure to adhere to the Safety Manual will result in disciplinary action as outlined within the Wayne County Personnel Policy.

ARTICLE III: SAFETY PROGRAM STRUCTURE

Section 3.1: Safety Committee

The Safety Committee shall consist of one representative from each department designated by that Department Manager who shall have decision making ability for the department.

Chair – The Safety Manager will serve as the Chair of the Safety Committee.

Secretary – The Secretary of the Safety Committee shall be elected by the members during the meeting in January.

Meetings – Safety Committee meetings shall be held monthly on the first Tuesday of the month.

- a) Regular attendance is strongly encouraged. Committee members may select a designee to attend a meeting in his/her place, with full voting privileges extended to the designee.
- b) The Secretary will send out notices of meetings to members before the scheduled meeting, along with an agenda, minutes of the last meeting, and any supporting material as needed.

Duties and Responsibilities

- a) Develop and recommend employee safety and health programs that may include education, training, incentive programs, etc.
- b) Discuss, formulate and recommend safety policies and procedures.
- c) Strive to have approved safety and health recommendations placed into practice.
- d) Review accident and injury summary reports, and offer suggestions and recommendations to prevent their recurrence.
- e) Encourage the participation of all County employees by helping them to understand that safety is the responsibility of everyone, not just a few.

Section 3.2: Accident/Injury Reporting, Policy and Procedure

Property Damage Accidents – All accidents involving damage to a vehicle being operated for County Business shall be reported immediately to the employee's Department Manager or Supervisor. Any required police reports are the employee's responsibility. Any other accident causing damage to publicly or privately owned property during official County business shall be reported to the employee's Department Manager or Supervisor.

Injuries – Employees involved in any type of accident while on duty with no injury, no matter how minor the accident, shall submit the '*Report of Accidents/Incidents/Near Miss Situations*' form to their Department Manager or Supervisor within 24 hours or as soon as possible following the incident. Customers/citizens receiving any type of injury, no matter how minor, shall have the '*Customer Accident Form*' filled out and submitted to the Department Manager or Supervisor immediately upon completion. Employees receiving any type of injury while on duty, no matter how minor, shall report the accident/injury to their Department Manager or Supervisor, who will complete and submit the '*Safety and Workers Compensation Reporting Package*' within 24 hours or as soon as possible following the incident.

Exam – At the discretion of the Department Manager or Supervisor, the employee may be required to submit to a physical and/or drug screening following an accident or injury. Refusal to comply with the physical and/or drug screening shall be subject to employee disciplinary action, but the exam shall not waive any objection or rights the employee may have.

Reporting – The following reports shall be completed by the designated individual, when applicable and are available at www.waynegov.com.

- a) **Accident/Incident/Near Miss Situations Form** – Shall be completed by the Supervisor, signed by the Department Manager and submitted to the Safety Manager.
- b) **Safety and Workers Compensation Reporting Package** – Shall be completed by the Supervisor or Department Manager and submitted to the Human Resources Department.

Section 3.3: Safety and Health Training

Training is one of the most important elements of any injury and illness prevention program. Such training is designed to enable employees to learn their jobs properly, bring new ideas to the workplace, reinforce existing safety policies, and put the safety program into action. Training is required for both Supervisors and employees alike. The content of each training session may vary, but each session will attempt to teach the following:

- a) The success of the safety program depends on the actions of individual employees as well as a commitment by the Department Managers and Supervisors.
- b) Each employee's Department Manager and/or Supervisor will review all safe work procedures unique to that employee's job, and how these safe work procedures protect against risk and danger.
- c) Each employee will learn when personal protective equipment is required or necessary, and how to use and maintain the equipment in good condition.
- d) Each employee will learn what to do in case of emergencies occurring in the workplace.

Training videos are available via the Safety Office and should be utilized for all department specific mandatory training as well as any other training that the Department Manager and/or Safety Manager may require.

Section 3.4: Safety Orientation of New Employees

The 'Employee Safety Orientation Checklist' is available at www.waynegov.com. The Supervisor will complete the checklist with the new employee, ensuring the understanding of any possible hazards specific to their job function. The new employee should be checked at frequent intervals, asked about any problems that may have arisen, and be reminded of safe practices. Any tendency to overlook safety procedures should bring a prompt and vigorous warning. The Department Manager or Supervisor is responsible for the documentation of the employee's progress or need for re-training.

Section 3.5: Facility Inspection Program

It is the responsibility of each Department Manager to monitor and complete the Facilities Inspection Checklist. It is available at www.waynegov.com.

This inspection program is designed to identify unsafe conditions within the facility and take necessary steps to correct them to prevent injuries and damage. If properly completed, this inspection program is a very effective tool in managing and maintaining safety within our facilities.

Inspections shall be completed each month and submitted to the Safety Manager. In addition, Department Managers may request an inspection of their facility at any time.

ARTICLE IV: FEDERAL COMPLIANCE

Section 4.1: Hazard Communication Standard (HCS) (29 CFR 1910.120)

The purpose of hazard substance communication is to establish procedures to comply with the OSHA Hazard Communications Standard. This is done by compiling a hazardous chemicals list, using Safety Data Sheets (SDS), ensuring that containers are labeled, and providing employees with training.

This program applies to all work operations where employees may be exposed to hazardous substances under normal working conditions or during an emergency situation.

Under this program, employees will be informed of the contents of the Hazard Communication Standard, the hazardous properties of chemicals with which they work, safe handling procedures, and measures to take to protect themselves from these chemicals. Employees will also be informed of the hazard associated with non-routine tasks and the hazards associated with chemicals in unlabeled containers.

Department Managers or their designee are responsible for:

- a) Ensuring all hazardous substance containers are labeled.
- b) Requesting a SDS every time a hazardous substance is purchased.
- c) Maintaining a SDS file for all such hazardous substances.
- d) Training all new employees on the Right-to-Know and Hazardous Substances requirements.

List of Hazardous Chemicals – A list of hazardous chemicals used in the facility will be kept and updated as necessary. The list of chemicals identifies all of the chemicals used in the work areas. A separate list is available for each location. Each list shall also identify the corresponding SDS for each chemical.

Safety Material Sheets (SDS) – SDS's provide the specific information concerning the chemicals used. The Department Manager or their designee will maintain a binder with an SDS on every substance on the list of hazardous chemicals. The SDS will be a fully completed OSHA Form 174 or equivalent. The Department Manager or their designee will ensure that each worksite maintains an SDS for hazardous materials at that location. SDS's will be made readily available during all shifts.

Labels and Other Forms of Warning – Labels, as defined in the HCS, are an appropriate group

of written, printed, or graphic informational elements concerning a hazardous chemical that are affixed to, printed on, or attached to the immediate container of a hazardous chemical, or the outside packaging. The HCS requires chemical manufacturers, importers, or distributors to ensure that each container of hazardous chemical leaving the workplace is labeled, tagged or marked with the following information:

- a) Product identifier
- b) Signal word
- c) Hazard Statement(s)
- d) Precautionary Statement(s)
- e) Pictograms
- f) Name, Address, Telephone Number of Manufacturer, Importer, or other Responsible Party

If there are a number of stationary containers within a work area that have similar contents and hazards, signs will be posted on them to convey the hazard information. Written materials (SDS) that correspond with labeled containers will be made readily available to employees during their work shift.

If chemicals are transferred from a labeled container to a portable container that is intended only for immediate use, no labels are required on the portable container. Pipes or piping systems will not be labeled, but their contents will be described in training sessions.

If an employee discovers an unlabeled container they suspect might contain a hazardous substance, they should immediately advise the Department Manager or Supervisor. The Department Manager or Supervisor shall review the container's label and the SDS for that substance. If appropriate, they shall prepare a hazardous substance label for that container.

The Department Manager or their designee will ensure that all hazardous chemicals at the locations are properly labeled and updated as necessary.

Training – Everyone who works with or is potentially exposed to hazardous chemicals will receive training on the Hazardous Communication Standard and the safe use of those hazardous chemicals either by the Department Manager or their designee. Whenever a new hazard is introduced, additional training will be provided.

Contractor Employees – The Department Manager or their designee will advise outside contractors in person of any chemical hazard that may be encountered in the normal course of their work on the premises, the labeling system in use, the protective measures to be taken, and the safe handling procedures to be used. They will also inform these individuals of the location and availability of SDS's. Each contractor bringing in chemicals on site must provide the County with the appropriate hazard information on these substances, including labels used and the precautionary measures to be taken in working with these chemicals.

Additional Information – All employees may obtain further information on the hazard communication standard, applicable SDS's and chemical information lists from their Department Manager or their designee.

Section 4.2: Blood Borne Pathogens (29 CFR 1910.1030)

PURPOSE

Wayne County is committed to providing a safe working environment and to inform employees about health hazards associated with the workplace.

POLICY

This policy is designed to eliminate or minimize employee occupational exposure to blood and certain other body fluids, in accordance with Occupational Safety and Health Administration (OSHA) Bloodborne Pathogens Standard.

DEFINITIONS

1. Bloodborne Pathogens (BBP): Pathogenic microorganisms that are present in human blood that can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV), Hepatitis C virus (HCV) and human immunodeficiency virus (HIV).
2. Engineering Controls means controls (e.g., sharps disposal containers, self-sheathing needles, safer medical devices, such as sharps with engineered sharps injury protections and needleless systems) that isolate or remove the bloodborne pathogens hazard from the workplace.
3. Needleless Systems means a device that does not use needles for:
 - (1) The collection of bodily fluids or withdrawal of body fluids after initial venous or arterial access is established;
 - (2) The administration of medication or fluids; or
 - (3) Any other procedure involving the potential for occupational exposure to bloodborne pathogens due to percutaneous injuries from contaminated sharps.
4. Other Potential Infectious Materials (OPIM): Includes the following human body fluids: semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures and any body fluid that is visibly contaminated with blood.
5. Occupational Exposure: Actual or potential parenteral, skin, eye or mucous membrane contact with blood or other potentially infectious materials that may result from the performance of an employee's duties.
6. Sharps with Engineered Sharps Injury Protections means a non-needle sharp or a needle device used for withdrawing body fluids, accessing a vein or artery, or administering medications or other fluids, with a built-in safety feature or mechanism that effectively reduces the risk of an exposure incident.
7. Standard Blood and Body Fluid Precautions: An approach to infection control which requires the employer and employee to assume that all human blood and other potentially infectious materials as described in 2 are infectious for HIV, HBV and other bloodborne pathogens. Where differentiation of types of body fluids is difficult or impossible, all body fluids are to be considered as potentially infectious.

I. EXPOSURE RISK DETERMINATION

- A. All job classifications shall be assessed for occupational exposure to bloodborne pathogens.

Category I =Tasks that involve potential mucous membrane or skin contact with blood, body fluids, tissues or potential for spills or splashes.
Category II = Tasks that involve **no** exposure to blood, body fluids or tissues but employment may require performing unplanned Category I tasks.
Category III = Tasks that involve **no** exposure to blood, body fluids or tissues and Category I tasks are **not** a condition of employment.

B. Below is a list of those jobs identified as including reasonably-anticipated risk of exposure and require training.

CATEGORY I

JOB CLASSIFICATION	JOB CLASSIFICATION
Clinical Health Assistant	Physician
Dentist	Physician Extender II
Dental Assistant	Public Health Nurse I
Dental Hygienist	Public Health Nurse II
Environmental Health Specialist	Public Health Nurse III
(Tattoo Parlor Inspector)	Public Health Nursing Director I
Licensed Practical Nurse II	Public Health Nursing Supervisor I
Medical Lab Technician II	Public Health Nursing Supervisor II
Medical Lab Supervisor I	Nutritionists (WIC)
Community Health Assistant	Processing Assistants III & IV (WIC)
Positions that help in Ortho Clinic	

CATEGORY II

Environmental Health Specialists	Health Educators
Social Workers	Dental Processing Assistant III

ENGINEERING AND WORK PRACTICE CONTROLS (Categories I and II)

- A. Follow universal blood and body fluid precautions, as described by Center for Disease Control and Prevention (CDC). Treat all body fluids/materials as if known to be infectious for Human Immunodeficiency Virus (HIV), Hepatitis B Virus (HBV), Hepatitis C virus (HCV) and other bloodborne pathogens.
- B. Use aseptic procedures to obtain fluids for diagnostic or therapeutic purposes.
- C. Wash hands thoroughly with soap after removing gloves and immediately after contact with blood or other potentially infectious materials. Use a waterless hand washing product if water is not available, according to product instructions. Wash hands with

soap and water as soon as possible.

- D. Place all sharps (i.e.: needles, slides, lancets...etc.) in a **nearby** puncture-proof, labeled container after activating the safety devices. Contaminated needles and other contaminated sharps must not be bent, recapped or removed before disposal.
- E. Refrain from all direct patient care, screening and handling patient care equipment if employee has exudative lesions or weeping dermatitis until the condition resolves
- F. Perform all procedures involving blood or other potentially infectious materials in such a manner to minimize splashing, spraying, spattering and generation of droplets of these substances.
- G. Remove all uniforms, lab coats, other fabric items, or non-disposable clothing that become blood-soaked immediately and handle as contaminated laundry.
- H. Place test tubes and other collection receptacles containing specimens of blood or other potentially infectious materials in a biohazard-labeled container that prevents leakage during collection, handling, processing, storage, transport or shipping. Avoid contamination of the outside of the container and of the laboratory form.

NOTES: If the outside of the container becomes contaminated, employees must handle the container with gloves while placing the contaminated container inside a second leak proof, biohazard-labeled container with a secure lid. Contaminated forms should be disposed of with regulated waste.

SUPERVISORS

Solicits input from clinical staff concerning safer needle devices, and implement changes as needed.

Compares and evaluate new safer needles devices, such as safety lancets, safety syringes, and safety needles. Evaluations of safe needle devices must be done annually.

WORKPLACE RESTRICTIONS

Eating, drinking, smoking, applying cosmetics or lip balm and handling contact lenses shall be prohibited only in **designated areas**. Eating, drinking, smoking, applying cosmetics or lip balm and handling contact lenses shall be prohibited in laboratories, rooms where injections are administered, clinical exam room and any room that has potential exposure to blood and body fluids. Food or drink must not be stored in refrigerators, freezers or cabinets or on shelves or counter tops where blood or other potentially infectious materials are present.

PERSONAL PROTECTIVE EQUIPMENT

Personal protective equipment (PPE) must be used to prevent exposure to blood or other potentially infectious materials. It should not permit blood or other bloodborne pathogens to pass through or reach the employee's work clothes, street clothes, undergarments, skin, eyes, mouth or other mucus membranes under normal conditions of use and for the duration of time which the protective equipment will be used. Task assessment is completed for each category I

and II position in order to determine the proper PPE.

All Employees

Wear uniforms or lab coats in clinical work areas.

Wear gloves (disposable) when handling all specimens of blood and other body fluids. A glove which has been used for handling infectious material should not be used for handling equipment, opening doors, answering telephones, or handling reports.

Change gloves between each patient contact.

Discard gloves immediately after use, in appropriate trash containers.

Wear gloves, gowns, masks, masks with face shields, and protective eye wear such as glasses with side shields or goggles or use biohazard shields if mucus membrane contact with blood or other potentially infectious material (which includes splashing, spraying, spattering, and generation of droplets of these substances) can be reasonably anticipated.

Remove PPE and wash hands prior to leaving clinical area.

Agency

Provide PPE at no cost to the employee and will be available from the supply room. PPE must be appropriate for type of exposures reasonably anticipated.

Gloves – hand contact

Mask – eye wear – splashing, spraying to face

Gown or apron – splashing to clothing

Hold PPE training as needed for new employees (before requiring employee to perform duties that have risk for exposure to Bloodborne Pathogens) or employees whose task requires new PPE, and submit training documentation to personnel office.

Training includes:

Donning and removal of personal protective equipment (validation of skills on checklist)

Care of personal protective equipment

Viewing of Bloodborne Pathogens video

HOUSEKEEPING

All Personnel

Spills

Do not pick up broken glassware that may be contaminated directly by hand. Clean up by mechanical means (i.e. dust pan and brush, tongs or forceps).

Clean liquid spills, such as vomitus and urine, (using gloves) by first soaking up the liquid with an absorbent material, then washing the surface with a 1:10 bleach solution or an

Environmental Protection Agency (EPA) approved disinfectant such as phenolic or quaternary ammonium germicidal detergent solution.

Maintain a clean and sanitary worksite at all times. Places all gauze pads left in clinic area by clients in waste container using gloves.

Sterilize all metal or heat stable instruments by steam autoclave or chemical vapor.

Disinfect (low-level) non-critical items that do not come in contact with mucous membranes or non-intact skin when contaminated. Items include: stethoscopes, blood pressure cuffs, scales, measuring tapes, flashlights, ultrasound units and other therapy equipment. Examines equipment for contamination, and if contaminated, washes with soap and water and disinfects. Decontaminates by wiping with alcohol or a 1:10 to a 1:100 dilution of bleach or an EPA-approved disinfectant, such as phenolic or quaternary ammonium germicidal detergent solution.

Wear heavy utility gloves during routine, non-contaminated cleaning procedures.

Decontaminates these gloves for reuse with a 1:10 to a 1:100 dilution of bleach or an EPA approved disinfectant as long as the integrity of the gloves is not compromised.

Clean and decontaminate all equipment, work and environmental surfaces with a 1:10 to 1:100 dilution of bleach or an EPA approved disinfectant that is antimicrobial with HIV efficacy claims, such as phenolic or quaternary ammonium germicidal detergent solution, at the end of each work shift and after any spill of potentially infectious material.

Work surfaces must be impervious and easily cleanable. Remove any material used to cover equipment and environmental surfaces and replaces as soon as possible when they become overtly contaminated or at the end of the work shift if they become contaminated during the shift.

Waste: Fill sharps containers to level recommended in order to secure lid tightly and places in a waste collection area.

SIGNS AND LABELS

Biohazard labels should be on sharps container, and on equipment that cannot be decontaminated before being sent for servicing.

TRAINING PROGRAM

Supervisor

Training is provided at the time of assignment to job classification according to exposure potential. Retrain annually, using a variety of training methods. Tailor training content and materials to the literacy and language of the employee. Initiate disciplinary action when monitoring reveals failure to follow precautions.

All Employees

Adhere to recommended procedures, which shall be monitored regularly.

PRE-EMPLOYMENT HEPATITIS B DOCUMENTATION

Agency

Offer Hepatitis B vaccine within 10 days of employment or has employee sign a Declination form releasing the Wayne County Health Department from all responsibility should they contract the disease. Category I and II employees and Wayne County Facilities Services that work in the County Office Building are covered by this plan at no cost to the employees.

See the staff Immunizations policy for follow up to vaccine series. Document names of those employees who have received the vaccine as well as those who have refused in the Administrative office.

EXPOSURE PROCEDURE

Employee immediately reports exposure to blood, body fluids, etc. to supervisor immediately after exposure occurs. Do not allow the client to leave the agency prior to submitting to an HIV test.

Supervisor

Complete and give to the employee (if applicable) all forms, as noted, in the "Incident/Accident Report Policy" steps 1-12 and forwards the forms as noted in "Incident/Accident Report Policy" to the Wayne County Personnel Office.

If exposure has caused transmission of blood, body fluids, etc. into employee, then complete the WCHD Employee Exposure to Bloodborne Pathogens Report and place in employee's confidential medical record. Include the following information: date and time of exposure, job duty being performed by employee at time of exposure, brand and type of device involved in the incident, details of exposure, including amount of fluid or material, and severity of exposure (e.g., for a percutaneous exposure, depth of injury and whether fluid was infected; for skin or mucous-membrane exposure, the extent and duration of the contact and the condition of the skin, e.g., chapped, abraded, intact), description of source of exposure -including, if known, whether the source material contained HIV, HBV, or HCV, details about counseling, post-exposure management and follow-up.

Report any sharps injury to the health department Safety Officer immediately; who will complete sharps injury log.

Inform the source individual of the incident, and if consent is obtained, tests for serological evidence of HIV infection. (If the source individual refuses testing, the local health director may order testing).

Refer the employee to the appropriate health care provider for counseling and evaluation for the possible initiation of anti-retroviral therapy. Initiate this therapy should be initiated within two hours of the exposure if possible. (See MMWR Vol. 54/RR9 Recommendations). See next page.

TABLE 1. Recommended HIV postexposure prophylaxis (PEP) for percutaneous injuries

Exposure type	Infection status of source				
	HIV-positive, class 1*	HIV-positive, class 2*	Source of unknown HIV status†	Unknown source‡	HIV-negative
Less severe§	Recommend basic 2-drug PEP	Recommend expanded ≥3-drug PEP	Generally, no PEP warranted; however, consider basic 2-drug PEP** for source with HIV risk factors††	Generally, no PEP warranted; however, consider basic 2-drug PEP** in settings in which exposure to HIV-infected persons is likely	No PEP warranted
More severe§§	Recommend expanded 3-drug PEP	Recommend expanded ≥3-drug PEP	Generally, no PEP warranted; however, consider basic 2-drug PEP** for source with HIV risk factors††	Generally, no PEP warranted; however, consider basic 2-drug PEP** in settings in which exposure to HIV-infected persons is likely	No PEP warranted

* HIV-positive, class 1 — asymptomatic HIV infection or known low viral load (e.g., <1,500 ribonucleic acid copies/mL). HIV-positive, class 2 — symptomatic HIV infection, acquired immunodeficiency syndrome, acute seroconversion, or known high viral load. If drug resistance is a concern, obtain expert consultation. Initiation of PEP should not be delayed pending expert consultation, and, because expert consultation alone cannot substitute for face-to-face counseling, resources should be available to provide immediate evaluation and follow-up care for all exposures.

† For example, deceased source person with no samples available for HIV testing.

‡ For example, a needle from a sharps disposal container.

§ For example, solid needle or superficial injury.

** The recommendation "consider PEP" indicates that PEP is optional; a decision to initiate PEP should be based on a discussion between the exposed person and the treating clinician regarding the risks versus benefits of PEP.

†† If PEP is offered and administered and the source is later determined to be HIV-negative, PEP should be discontinued.

§§ For example, large-bore hollow needle, deep puncture, visible blood on device, or needle used in patient's artery or vein.

TABLE 2. Recommended HIV postexposure prophylaxis (PEP) for mucous membrane exposures and nonintact skin* exposures

Exposure type	Infection status of source				
	HIV-positive, class 1†	HIV-positive, class 2†	Source of unknown HIV status‡	Unknown source§	HIV-negative
Small volume¶	Consider basic 2-drug PEP††	Recommend basic 2-drug PEP	Generally, no PEP warranted§§	Generally, no PEP warranted	No PEP warranted
Large volume¶¶	Recommend basic 2-drug PEP	Recommend expanded ≥3-drug PEP	Generally, no PEP warranted; however, consider basic 2-drug PEP†† for source with HIV risk factors§§	Generally, no PEP warranted; however, consider basic 2-drug PEP†† in settings in which exposure to HIV-infected persons is likely	No PEP warranted

* For skin exposures, follow-up is indicated only if evidence exists of compromised skin integrity (e.g., dermatitis, abrasion, or open wound).

† HIV-positive, class 1 — asymptomatic HIV infection or known low viral load (e.g., <1,500 ribonucleic acid copies/mL). HIV-positive, class 2 — symptomatic HIV infection, AIDS, acute seroconversion, or known high viral load. If drug resistance is a concern, obtain expert consultation. Initiation of PEP should not be delayed pending expert consultation, and, because expert consultation alone cannot substitute for face-to-face counseling, resources should be available to provide immediate evaluation and follow-up care for all exposures.

‡ For example, deceased source person with no samples available for HIV testing.

§ For example, splash from inappropriately disposed blood.

¶ For example, a few drops.

†† The recommendation "consider PEP" indicates that PEP is optional; a decision to initiate PEP should be based on a discussion between the exposed person and the treating clinician regarding the risks versus benefits of PEP.

§§ If PEP is offered and administered and the source is later determined to be HIV-negative, PEP should be discontinued.

¶¶ For example, a major blood splash.

Evaluate after occupational exposure, both the exposed employee and the source to determine possible need of employee to receive prophylaxis against Hepatitis B and Hepatitis C. Hepatitis B immune globulin (HBIG) may be indicated, particularly if source client or material is found to be positive for Hepatitis B surface antigen. Test source for Hepatitis B Surface Ag and Hepatitis C antibody. Test employee for Hepatitis B surface Antigen, Hepatitis B antibody and Hepatitis C antibody. (See Tables I and II). The turn around time for the Hepatitis tests are one to four (1-4) days. The immune globulin should be given within seven (7) days of exposure.

Table I: Managing Hepatitis B Exposure

If...	Then...
the healthcare individual has been successfully vaccinated...	...no further treatment is needed.
the exposed individual has not been vaccinated...	...the source client should be tested for the presence of the hepatitis B surface antigen (HBsAg).
the exposed individual's immune status unknown...	...the source client should be tested for the presence of the hepatitis B surface antigen (HBsAg).
the client tests positive...	...the exposed healthcare individual should receive hepatitis B Immune Globulin (HBIG).
the healthcare professional has not yet received the hepatitis B vaccine...	...the series should be initiated at this time.
the source client tests negative for the HBsAg...	...no preventative medication is required.
the individual is currently undergoing the series of hepatitis B immunizations at the time of the exposure	... consideration may be given to baseline testing to determine if the immunizations have been successful. This may prevent the unnecessary administration of HBIG.
the source of the exposure is unknown...	...the exposure should be treated as if it were from a client who has HBV.

Table II: Managing Hepatitis C Exposure

If...	Then...
the source client tests positive for anti-HCV...	...the healthcare individual should be tested at the time of the exposure for a baseline anti-HCV and again after six months. Monitor for symptoms.
the source client tests negative for anti-HCV...	... the possibility of the healthcare individual contracting the disease is greatly lessened.
the source of exposure is not known...	...the healthcare individual should be tested at the time of the exposure for a baseline anti-HCV and again after six months. Monitor for symptoms.

Test the employee for HIV (baseline) at time of accident. Send the serum for HIV test to the NCSLPH. Tests the employee for a Complete Blood Count (CBC) and Comprehensive Panel and Hepatitis B surface antigen, Hepatitis B surface antibody, Hepatitis C and Hepatitis B core Igm, blood urine nitrogen (BUN) and Creatinine) as a baseline level for initiation of antiretroviral drug therapy if indicated. These tests will be performed at nearby facilities (e.g. Wayne Memorial Hospital). Request a urine pregnancy test to be performed at Wayne County Health Department, if applicable.

Communicable Disease

Provide pre-test and post-test counseling. Directs employee to physician for medical and psychological services if source results are positive, or the source's HIV status is unknown.

Inform the exposed employee of the results of the risk assessment and the HIV tests of the source individual. Inform exposed employee of the need for confidentiality regarding this information. Confidentiality of the source individual should be maintained at all times.

Retest the employee, if seronegative, for Hepatitis B, HIV and Hepatitis C at 6 months. (Hepatitis B testing is not necessary if immunity is shown at the original incident). If employee

terminates employment at WCHD, notify the former employee by registered mail of time for follow-up. NOTE: The former employee's cost of continued follow-up is paid for under worker's compensation claim and is the former employee's responsibility to return to WCHD for follow up.

Advise the employee to report and seek medical evaluation for any acute illness (e.g. fever, rash, myalgia, fatigue, malaise, or lymphadenopathy) that occurs during the follow-up period, especially the first six to twelve (6-12) weeks after exposure when most infected persons are expected to seroconvert, exposed employees should follow CDC recommendations for preventing transmission of HIV:

1. Refrain from blood, semen or organ donation.
2. Abstain from or use measures to prevent HIV transmission during sexual intercourse.
3. Do not breastfeed during this period.

During all phases of follow-up, confidentiality of the employee will be protected.

Contract Physician

Decide the appropriate follow-up, if the source individual can not be identified, based on factors such as whether potential sources are likely to include a person at risk for HIV infection. Provide or refer appropriate psychological counseling if indicated.

RECORD KEEPING

Maintain records accurately and keeps up to date and keep for the duration of employment plus thirty (30) years and include documentation of Hepatitis B vaccine status, circumstances surrounding exposure follow up.

Establish and maintain a sharps injury log for the recording of percutaneous injuries from contaminated sharps. The information in the sharps injury log shall be recorded and maintained in such manner as to protect the confidentiality of the injured employee. The sharps injury log shall contain, at a minimum: The type and brand of device involved in the incident, the department or work area where the exposure incident occurred, and an explanation of how the incident occurred. The sharps injury log shall be maintained for the period required by 29 CFR 1904.6.

Keep training records for three (3) years which must contain the name(s) and qualifications of the person conducting the training, a brief summary of the training, data provided and the names and job titles of those attending.

Section 4.3: Personal Protective Equipment (PPE) (29 CFR 1910.132)

The objective of this section is to protect employees from the risk of injury by creating a barrier against workplace hazards. Personal protective equipment is not a good substitute for good engineering or administrative controls or good work practices, but should be used in conjunction with these controls to ensure the safety and health of employees. Personal protective equipment will be provided, used and maintained when it has been determined that its use is required and that such use will lessen the likelihood of occupational injury and/or illness.

When it is impractical or impossible to place a guard over the source of the hazard, then it

becomes necessary to place the guard over the employee. This is done by wearing approved personal protective apparel such as hard hats, safety belts, safety goggles, face shields, gloves, aprons, toe guards, respirators, etc. Department Managers and/or Supervisors shall ensure that all employees are properly protected. Local dress codes may be established within a particular department, or work area, and each employee is expected to know and follow these codes where applicable.

Every possible effort will be made to select protective clothing and equipment that is acceptable for comfort, appearance and utility and still afford the desired protection. Once appropriate safety equipment has been issued to an employee, that employee is responsible for having the equipment during work hours. Any person reporting to work without the required safety equipment will not be permitted to work until such equipment is obtained.

The following are recommended used for personal protective equipment per OSHA General Industry Standards and is not an all-inclusive list of recommended PPE:

- a) **Hard Hats** – When working in areas where there is a potential for injury to the head from falling objects.
- b) **Safety Vests or High Visibility Clothing** – High visibility is one of the most prominent needs for employees who must perform tasks near moving vehicles or equipment.
- c) **Protective Footwear** – When working in areas where there is a danger of foot injuries due to falling or rolling objects piercing the sole, and where such employees' feet are exposed to electrical hazards.
- d) **Hand Protection** – To use appropriate hand protection when employees' hands are exposed to hazards such as those from skin absorption of harmful substances; severe cuts or lacerations; severe abrasions; punctures; chemical burns; thermal burns; and harmful temperature extremes.
- e) **Eye and Face Protection** – Use of appropriate eye or face protection when exposed to eye or face hazards from flying particles, molten metal, liquid chemicals, acids or caustic liquids, chemical gases or vapors, or potentially injurious light radiation.
- f) **Hearing Protection** – Protection against the effects of noise exposure shall be provided when employees are exposed to extended noise levels.

Employees should wear clothing suitable for the job to be performed. Suitable clothing means clothing that will minimize the possibility of damage from moving machinery, hot or injurious substances, weather conditions, or harmful agents.

The personal protective equipment selected should meet applicable standards, such as those of Occupational Safety and Health Administration (OSHA), the Mine Safety and Health Administration (MSHA), National Institute for the Occupational Safety and Health (NIOSH), American National Standards Institute (ANSI), or the National Fire Protection Association (NFPA).

ARTICLE V: FLEET SAFETY

Section 5.1: Operation of County Equipment/Vehicles

The operation of County vehicles or any moveable County equipment on the roadways and streets is indispensable in conducting County business, and a loss of any vehicle due to an accident and/or abuse will affect the overall mission capability of the County. This section provides employee guidelines for the use of County equipment/vehicles.

Compliance with Federal, State and Local Laws – All drivers of County vehicles, and those using their personal vehicle in pursuit of County business, shall comply with all applicable Federal, State, and Local laws. All County drivers should keep themselves abreast of any changes in State law and County policies regarding driving, such as seat belt requirements.

Driving Under the Influence – No person shall drive or be required or permitted to drive a County owned vehicle while under the influence of any alcoholic beverage or narcotic drug. Employees who are taking prescription drugs which may cause drowsiness or may affect the safety of the employee or others, shall receive authorization for their Department Manager before operating equipment or driving a vehicle while on duty with the County.

Accountability for Actions – Since all County drivers are working for the public, they should remember that they are being observed by the public and will be held accountable for their actions. County vehicles are easily identified as such, and thus they constitute a direct reflection upon the County. By demonstrating courteous and considerate driving habits, and the safe operation of county vehicles, employees can reflect well upon the County and build good public relations. Therefore, employees should always make every effort to avoid incidents which may aggravate citizens, and to apply the principles of defensive driving to prevent accidents and avoid endangering citizens.

ARTICLE VI: GENERAL SAFE WORK PRACTICES

Section 6.1: General Safety Rules

The following guidelines are general in nature and should help employees carry out responsibilities safely. It is not a complete list and could be amended by need or suggestion as well as specific to the department.

- a) Report and take care of injuries at once. Small cuts and scratches can become infected unless care was immediate.
- b) Work at a safe, sane pace.
- c) Do not attempt to first aid to an injured person unless trained to do so. Do not move a seriously injured person unless absolutely necessary. Call 911 immediately.
- d) Obey all warning tags and signs on equipment. Read instruction manuals or seek instruction before operating any machine or equipment.
- e) Do not horseplay on the job. Workers' Compensation coverage benefits could be negated for horseplay related injuries.
- f) The use or possession of intoxicating beverages or narcotics on the job is prohibited.
- g) Correct all unsafe conditions or report them to your Department Manager or Supervisor.
- h) Keep work areas clean and orderly at all times. Good housekeeping can help prevent accidents.
- i) Use the correct tools and equipment for the job.

- j) Wear proper safety equipment such as eye and ear protection and hard hats as specified by policy.
- k) Be considerate and concerned at all times for the safety of fellow employees and the general public.
- l) Obey safety rules and practices and take an active part in the safety of co-workers. Remind co-workers if they are working unsafely.

Section 6.2: Protection of the General Public – Visitors

Protection of the general public and public property is the duty of every employee. It is the responsibility of every employee to recognize the types of risks affecting each operation and to take proper action to prevent property damage and/or the loss of life.

- a) Keep work areas compact with adequate protection from employees.
- b) Make every effort to protect and minimize inconvenience to the public while executing County responsibilities.
- c) Arrange tools and equipment neatly within work areas. Promptly clear away excess materials and equipment.
- d) Ensure work area present no unmarked hazards or inconveniences to the public.
- e) Account for all tools and equipment used at the work area at the end of the work shift.

ARTICLE VII: EMERGENCY ACTION PLANS

Section 7.1: Introduction

Wayne County is dedicated to maintaining a safe working environment for all employees and citizens occupying any County building. This is achieved by taking appropriate actions to mitigate, prepare for, respond to, and recover from all natural, technological, and human caused hazards that may affect Wayne County buildings, personnel and property therein.

The purpose of this section is to prescribe actions to take during emergency situations that may affect the area within or immediately surrounding County departments. It is written for the protection of life and property and to provide information on operations associated with most emergency situations.

These Emergency Action Plans should not be considered to be comprehensive or sufficient as training materials for all emergency situations that may be encountered. They are intended for use as a quick reference during and emergency situation or when such a situation appears to be imminent. Department Managers and Supervisors must include specific emergency action plans for their area of responsibility as part of their safety plan. All employees are charged with the knowledge of how to respond appropriately in an emergency.

The Department Manager shall assign a Building Manager (individual Floor Managers if a multi-story building) that will oversee the execution of the Emergency Action Plan and be the point of contact during an emergency activation.

Section 7.2: Gas Leak

I. Introduction

If natural gas or liquefied petroleum is allowed to escape into the atmosphere, there is an immediate danger of fire, explosion or asphyxiation. For this reason, natural gas or liquefied petroleum, which is normally odorless, is given an odor to aid in the detection of leaks through a distinctive smell. If you smell gas, ACT FAST!

II. Actions/Procedures

- a) If the gas odor is strong, a gas main may be broken. Employees should evacuate the building, using the building's evacuation procedures.
- b) DO NOT turn any electrical switches on or off. Eliminate all open flames.
- c) After evacuation, call 911 and report the leak.
- d) If possible, turn the gas main off. The shut-off valve is usually next to the meter. Using a wrench, give the valve a one-quarter turn in either direction to stop the flow of gas in the pipe. The shut-off valve for liquefied petroleum gas is located on top of the tank, under the protective dome.
- e) Check all gas taps and turn them off.
- f) Open all windows immediately (applicable only to those buildings where windows can be opened).

III. Building/Floor Manager

- a) Ensure that the area assigned to you has been cleared of all personnel.
- b) Report to the evacuation point or command post.

IV. General Information

- a) Do not go back into the building until the gas company or the Fire Department issues an 'All Clear'.
- b) The gas company will turn the service back on to the building.
- c) Gas main is located: _____
- d) Shut-off valve is located: _____
- e) Gas Company is: _____

Section 7.3: Serious Illness or Injury

I. Introduction

In the event of a serious injury or illness to an employee, the immediate concern is to aid the injured or ill person. Proceed according to the following plan.

II. Actions/Procedures

- a) Treat life-threatening emergencies in order of priority.
- b) Get the victim out of any dangerous environment.
- c) Call 911 for assistance.
- d) Notify a qualified first aid person in the facility.

Impaired Breathing – work efficiently. The average person will die in six minutes or less if the oxygen supply is cut off. Place the victim on their back and loosen their collar. Remove any obstruction to the airway and apply mouth-to-mouth resuscitation. After the

victim is breathing on his/her own, treat for shock.

Heart/Circulatory Failure – Work quickly. If possible, get trained help and work as a team. Begin Cardiopulmonary Resuscitation (CPR) and send someone to get the AED. While continuing CPR, apply the AED and follow the instructions. If successful, treat for shock.

Severe Bleeding – Act quickly. A victim may lose consciousness or go into shock when losing blood, continued bleeding will result in death. Apply direct pressure on the wound, using a clean cloth if one is available. If there is no fractures, elevate the wound. If bleeding is a pumping action, apply the pressure to the appropriate arterial pressure point. Never use a tourniquet except as a last resort.

Shock – If there is no head or chest injury, keep head lower than the rest of the body. Loosen clothing and cover victim with blankets. Encourage fluids if the victim is conscious and there is no abdominal injury or nausea.

Other injuries/illnesses – Should be treated in priority with respect to critical needs.

Section 7.4: Floods

I. Introduction

Flooding due to water and the potential for flash flooding are usually forecast sufficiently in advance for appropriate preparation to be affected.

II. Actions/Procedures

Flood Watches

- a) Monitor radio, television or the weather radio for forecast s and updates
- b) If you're building is likely to be flooded, move records, equipment and furniture to upper floors or to higher locations. Also, store chemicals where flood waters cannot reach them and cause contamination.
- c) Check conditions of batteries in flashlights and radios. Replace batteries if weak.
- d) Prepare vehicles for the possibility of evacuation. Check fuel, tires, etc.
- e) Check supplies of water and non-perishable food in the event evacuation becomes necessary.
- f) Remember that electricity may not be available for some time. Check money on hand as ATM machines may be inoperable.

Flood Warnings

- a) If you are in an area threatened and vulnerable to a flash flood (low ground), evacuate immediately.
- b) Building/Floor Managers should contact their Department Managers for further instructions.
- c) Evacuate the area by a route that is safe. Take valuables and necessities with you that may be needed.
- d) Disconnect any electrical appliances that cannot be moved, unless you are already wet or standing in water.

III. Evacuation Procedures

- a) Follow official county instructions
- b) Leave early enough to avoid being marooned by flooded roads
- c) Turn electricity and gas off.
- d) Lock doors
- e) Listen to radio, television or weather radio for recommended routes of evacuation.
- f) Drive slowly and do not drive through flood waters.
- g) If on foot, do not cross flooded areas.

Section 7.5: Hazardous Materials Accident

I. Introduction

Hazardous materials accidents may occur in a variety of ways and can involve an almost infinite number of different toxic or hazardous materials, each of which have different characteristics, reactions, levels of toxicity, and other effects on human health.

The variety of potential accidents and materials makes it impossible to present comprehensive procedures on this subject. Nevertheless, some basic procedures are generally applicable.

II. Actions/Procedures

- a) Evacuate the area immediately. All personnel will cooperate with management and evacuate the building or area as soon as possible.
- b) Observe wind direction and evacuate crosswind or upwind to the assembly site or alternate site.
- c) Do not turn any electrical switches on or off. Eliminate all open flames.
- d) Call 911 and report the accident.
- e) DO NOT rescue persons overcome by fumes unless you have the proper respiratory protection to do so.
- f) If contact has been made with hazardous materials, flush skin with water, unless otherwise advised by warning labels, if available. Consult a physician as soon as possible.
- g) Re-entry into the area should not be attempted until the authorities have advised that it is safe to do so.

III. Transportation Accidents

- a) Observe wind direction and move to a crosswind or upwind location
- b) Call 911 immediately and report the accident.
- c) Return to a crosswind or upwind location close enough to the accident to warn others that may approach the scene.
- d) Upon arrival of the Fire Department, withdraw as instructed.

IV. Hazardous Materials in the Workplace

Employees should be aware of the location of all hazardous materials in the building where they work. Additionally, they should be aware of the health hazards of these materials. Under the NC Community Right to Know Law and the OSHA Hazcom Rules, employees have a right to know this information.

Section 7.6: Fire

I. Introduction

In the event a fire is detected within any part of the workplace, the following actions should be taken.

II. Actions/Procedures

- a) Evacuate the area of the fire. DO NOT use elevators.
- b) Activate the fire alarm.
- c) Call 911 and report the fire and its location.
- d) If the fire is small, an attempt can be made to put it out using a fire extinguisher located in the building.
- e) Close doors and windows to confine the fire.
- f) If smoke is present, you should keep low to the floor while exiting the building.
- g) Prior to opening a door to a room where the fire is suspected, you can place the back of your hand against the door to check for heat. If the door is hot, do not open.
- h) All personnel will cooperate with management and evacuate the building as soon as possible, using the evacuation procedures as prepared by the building/floor manager.

III. Building/Floor Manager

- a) Determine the evacuation status of the threatened area. Do not allow re-entry.
- b) Check to be sure the elevators are empty. Turn lock controls to OFF.
- c) If toxic or hazardous materials are involved in the fire, cease all firefighting and security activities and evacuate immediately.
- d) Prevent the return of personnel to affected areas until re-entry is authorized by the Fire Department.
- e) Designate personnel to go to the nearest main intersection(s) to direct fire department vehicles to the scene.
- f) Upon arrival of the fire department, establish contact with the senior fire department officials and coordinate subsequent activities with them.
- g) Designate teams of personnel to secure valuable or irreplaceable item and information, if feasible.

Section 7.7: Bomb Threat

I. Introduction

Bomb threats and actual bombings have increased in recent years and have created a need for practical procedures to be followed. The majority of bomb threats are actually the work of pranksters, the mentally disturbed or those who harbor ill feelings toward a person or institution. The seriousness of the threat must never be underestimated.

The first concern must always be for the safety of employees and for the public. A secondary, but important aspect is the effect on employees' morale and the disruption of

productivity. Advance planning reduces the potential for panic and injury and is the best assurance that proper action will be taken.

II. Actions/Procedures

- a) The employee receiving the threat shall notify the Department Manager or Supervisor immediately following receipt of the call and provide the documentation (bomb threat checklist) of all information received. Do not create panic by informing everyone in the department that you have received a threat.
- b) If a bomb threat is received by handwritten/typed note: Minimal handling of the note is essential. Notify your Supervisor immediately.
- c) If a bomb threat is received by e-mail: Do not delete the message and notify your Supervisor immediately.
- d) If while evacuating, personal belongings, such as purses and briefcases are located in close proximity to employees and can be readily retrieved, employees should take these items with them as they leave the building. These items can pose a problem to search crews. However, if these items are not readily available, they should not be retrieved and the employees are to exit the building immediately. **Safety comes first.**

III. Building/Floor Managers

- a) The decision to evacuate a facility is based on either the assumption that a bomb has been placed in the facility, there is a credible threat of terrorism, or the fact that an unknown device has been discovered in the building.
- b) Words and phrases such as BOMB, EXPLOSION, BLOW-UP, etc. can produce panic. To clear people from the building, use more acceptable phrases such as, "Please clear the building immediately, we have an emergency." Repeat as often as necessary.
- c) Ensure that all personnel are assembling at the pre-designated area and all are accounted for. If anyone is missing, advise the Department Manager or Supervisor.
- d) During evacuation activities, look around for any suspicious objects or items not usually present.
- e) If a suspicious object or item is located, **DO NOT TOUCH IT; DO NOT MOVE IT; DO NOT USE CELL PHONES OR RADIOS!** In all instances when a suspected object or item is located, the area in close proximity to the suspicious package is to be cleared of personnel and the public immediately. Advise Command and await instructions.
- f) If a device or other hazardous object or item has not been found after a thorough search and a reasonable time has passed, the decision to allow evacuated personnel back into the building will be left to the official in charge of the facility, after consultation with the Incident Commander.

Section 5.8: Inclement Weather

I. Introduction

Wayne County can and does experience a variety of weather events, from small rain showers to severe thunderstorms to winter storms. When the weather is severe, all efforts

will be made to listen for weather reports regarding the changing weather conditions in our area. The first step to preparedness is to be aware of the terminology of severe weather key terms.

Weather ‘Watch’ – A watch is used when the risk of a hazardous weather or hydrologic event has increased significantly, but its occurrence, location, and/or timing is still uncertain. It is intended to provide enough lead time so that those who need to set their plans in motion can do so.

Weather “Warning” – A warning is issued when a hazardous weather or hydrologic event is occurring, is imminent, or has a very high probability of occurring. A warning is used for conditions posing a threat to life or property

Weather “Advisory” – Highlights special weather conditions that are less serious than a warning. They are for events that may cause significant inconvenience, and if caution is not exercised, it could lead to situations that may threaten life and/or property.

II. Actions/Procedures

Winter Storm – Winter storms vary widely in intensity, from brief snow flurries to blizzards lasting many days. Severe winter storms are usually forecast far enough in advance to allow for preparation.

Winter Storm Warning

- a) Issuance of a winter storm warning indicates some form of frozen precipitation (snow, sleet, freezing rain, etc.) is occurring, or will soon occur within Wayne County which will provide significant accumulation of frozen precipitation.
- b) Remain indoors. County administration will make a decision in regards to closing.

Severe Thunderstorms – Thunderstorms can occur at any time of the year in Wayne County. They are most frequent in spring and summer and least frequent in winter. Any thunderstorm may have gusty winds and a possibility of dangerous lightning strikes, damaging winds, large hail, and heavy rains. When a thunderstorm occurs, do not panic.

Severe Thunderstorm Warning

- a) If outside, return to the building for protection and shelter.
- b) If inside, stay away from windows in case high gusty winds occur with the storm, which may cause windows to break.

Tornadoes – Tornadoes are a possibility whenever a severe thunderstorm occurs. Tornadoes may strike with little to no warning, leaving a path of almost destruction, moving at a speed from 30 to 75 miles per hour.

Tornado Warning

- a) Proceed to the designated safe area within your building
- b) If outside, return to the building and proceed to the safe area.
- c) If you are outside and no shelter is available, find the lowest ground point, such as a ditch, and lie prone with hands over your head.
- d) Stay away from windows and skylights.
- e) Use “head tuck” position when appropriate to protect yourself from flying objects.

- f) Remain in the designated safe area until cleared by the Department Manager.

Section 7.9: Active Shooter

I. Introduction

An Active Shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearm(s) and there is no pattern or method to their selection of victims. Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims.

Because active shooter situations are over within 10 to 15 minutes, before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active shooter situation.

II. Actions/Procedures

In the event of a threat of violence, employees who believe that a situation exists which may jeopardize the safety or security of anyone within the building should immediately call 911 or contact their Supervisor. The employee should give a description of the person(s), and if possible, describe the nature of the threat or give a description of any weapons if known.

If an active shooter is in your area, remember to follow these steps to safely exit – **RUN, HIDE, FIGHT.**

RUN – If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

- a) Have an escape route and plan in mind
- b) Evacuate regardless of whether other agree to follow
- c) Leave your belongings behind
- d) Help others, if possible
- e) Prevent others from entering an area where the active shooter may be
- f) Keep your hands visible
- g) Follow the instructions of any law enforcement officer
- h) Do not attempt to move wounded people
- i) Call 911 when you are safe

HIDE – If evacuation is not possible, find a place to hide where the active shooter is less likely to find you.

- a) Your hiding place should be out of the active shooters view and provide protection if shots are fired in your direction.
- b) To prevent and active shooter from entering your hiding place, lock and blockade the door with heavy furniture.
- c) In the active shooter is nearby, silence your cellphone and turn off any sources of noise. Hide behind large items and remain quiet.

FIGHT – As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter.

- a) You must commit to fighting for your life and act as aggressively as possible against him/her.
- b) Use anything that you can to disable, disarm or disorient the shooter. DO this by yelling and screaming, throwing items and improvising weapons.

The first officers to arrive on the scene will not stop to help injured persons. Expect rescue teams of additional officers and emergency medical personnel to follow the initial officers. These rescue teams will treat and remove any injured persons. They may also call upon able-bodied individuals to assist in removing the wounded from the premises.

The officers may not know the location of the shooter, so do not let them mistake you for the shooter.

- a) Remain calm and follow the officers' instructions.
- b) Put down any item in your hand and immediately raise your hands and spread your fingers.
- c) Avoid making quick movements towards the officers as well as avoid pointing, screaming and/or yelling.

Once you have reached a safe location or assembly point, you will likely be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned. Do not leave until law enforcement authorities have instructed you to do so.

ARTICLE VIII: EMPLOYEE DISSEMINATION / ACKNOWLEDGEMENT

Each Department Manager or their designee shall be responsible for reviewing the Safety Manual with each employee. Each employee must sign an acknowledgement form indicating the employee has received a copy of the Safety Manual. This acknowledgement form shall be kept in the employee's personnel file. All new hires will receive the instructions on the Safety Manual as part of his/her orientation.

Employee Safety Manual Acknowledgement Form

I, as an employee of Wayne County, hereby acknowledge the receipt of the Wayne County Safety Manual.

Also, I acknowledge that it is my responsibility as an employee of Wayne County to read and follow the guidelines outlined in the Wayne County Safety Manual. I understand that safety is a condition of my employment and that failure to observe the guidelines of the Safety Manual may result in possible disciplinary action or termination.

Print Name _____

Signed _____ Date _____

Witness _____ Date _____

Two copies should be made of this form. The original should be kept in the employee's file, one copy should stay with the Department Manager, and the remaining copy should be returned to the employee to be kept in this manual.



Drug & Alcohol Policy

Wayne County

North Carolina

Subject: Drug & Alcohol Testing

Effective Date: 07/01/24

I. General Statement and Scope of Policy

A. It is Wayne County's policy that the workplace shall be free of the presence of alcoholic beverages or unlawful controlled substances and that employees shall perform their job assignments safely, efficiently, and without the adverse influence of alcohol or controlled substances. This policy governs all County employees who hold a position that has been deemed Safety Sensitive.

B. Employees should be aware of the harmful effects, dangers, and impacts of the use and abuse of alcohol and controlled substances in the workplace. Employees working under the influence of alcohol or controlled substances:

1. May create unsafe conditions for themselves, their co-workers, and the general public;
2. May perform unsatisfactorily and adversely affect the performance of others;
3. May discredit Wayne County and cause disrespect for the employee, the County, and the citizens we serve.

C. The County believes an employee who comes forward to report a substance abuse problem should be given every encouragement to participate in a counseling, treatment, or rehabilitation program for drug and/or alcohol use or abuse. However, employees who violate



this policy shall be subject to disciplinary action in accordance with the Wayne County Personnel Policy and as outlined in this policy.

D. In order to ensure consistent application of this policy, the Director of Human Resources will be consulted when determining any discipline being imposed.

E. Supervisors and/or other employees will be trained to recognize the symptoms of possible substance use and abuse, and the appropriate actions to take to ensure the safety of employees and the public's confidence in the County government.

II. Acronyms & Definitions

A. Accident - An incident that results in injury, illness, death or damage to property.

B. Adulterated Specimen - A specimen that has been altered, as evidenced by test results showing either a substance that is not a normal constituent for that type of specimen or showing an abnormal concentration of an endogenous substance.

C. Alcohol - The intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols including methyl and isopropyl alcohol.

D. Alcohol Concentration or Content - The alcohol in a volume of breath expressed in terms of grams of alcohol per 210 liters of breath as indicated by an evidential breath test under this part.

E. Alcohol Confirmation Test - A subsequent test using an EBT, following a screening test with a result of 0.02 or greater, that provides quantitative data about the alcohol concentration.



- F. Alcohol Screening Device (ASD) - A breath device, other than an EBT, that is approved by the National Highway Traffic Safety Administration (NHTSA) and placed on a conforming products list for such devices.
- G. Alcohol Screening Test - An analytic procedure to determine whether an employee may have a prohibited concentration of alcohol in a breath specimen.
- H. Alcohol Testing Site - A place or facility selected by the employer where employees present themselves for the purpose of providing breath or saliva for an alcohol test.
- I. Alcohol Use – The drinking or swallowing of any beverage, liquid mixture or preparation (including any medication), containing alcohol.
- J. Breath Alcohol Concentration Test (BACT) - The Alcohol test administered to determine the concentration of alcohol present in an individual's system
- K. Breath Alcohol Technician (BAT) - A trained/certified individual in accordance with Part 40 who instructs and assists individuals in the alcohol testing process and operates an Evidential Breath Testing Device which has been calibrated on the EBT approved for confirmatory devices for EBT. The internal and external calibration checks are performed in accordance with the device's manufacturer.
- L. Custody & Control Form (CCF) - DOT approved form for both PHMSA and FMCS employees references a document or paper trail showing the seizure, custody, control, transfer, analysis, and disposition of physical and electronic evidence of a human specimen test.
- M. Chain-of-Custody - The procedure used to document the handling of the urine specimen from the time the employee gives the specimen to the collector until the specimen is destroyed. This procedure uses the Federal Drug Testing Custody and Control Form (CCF) as approved by the Office of Management and Budget.
- N. Confirmation or Confirmatory Drug Test - A second analytical procedure performed on a different aliquot of the original specimen to identify and quantify the presence of a specific drug or drug metabolite.



- O. Designated Employer Representative (DER) - The County appointed DER is the Occupational Health Nurse. The Safety Officer will be designated as the co-DER. The DER will coordinate efforts to remove employees from safety sensitive functions. The co-DER will serve as the DER when the DER is unavailable. Both parties will receive all testing communication and information
- P. Department of Transportation (DOT) - Responsible for planning and coordinating federal transportation projects. It also sets safety regulations for all major modes of transportation.
- Q. Direct Observation - The process in which an observer will witness the urine pass from the donor's body into the collection container.
- R. Drugs - The drugs for which tests are required under Part 40 and DOT agency regulations are: marijuana metabolites, cocaine metabolites, amphetamines, phencyclidine (PCP) and opiate metabolites.
- S. Evidential Breath Testing Device (EBT) - A device approved by NHTSA for the evidential testing of breath at the .02 and .04 alcohol concentrations, placed on NHTSA's Conforming Products List (CPL) for "Evidential Breath Measurement Devices" and identified on the CPL as conforming with the model specifications available from NHTSA's Traffic Safety Program.
- T. Illegal Use of Drugs and Controlled Substance - Use of any illegal drug, misuse of legally prescribed drugs, use of illegally obtained prescription drugs, and improper use of other substances which might impair performance.
- U. Laboratory - Any U.S. laboratory certified by HHS under the National Laboratory Certification Program as meeting the minimum standards of Subpart C of the HHS Mandatory Guidelines for Federal Workplace Drug Testing Programs; or in the case of foreign laboratories, a laboratory approved for participation by DOT under this part.
- V. Medical Review Officer (MRO) (DOT 49 CFR Part 199.109, Part 40.123, Part 40.163)
The licensed physician designated by the County to receive laboratory results.
- a. The MRO role is to interpret and evaluate the drug testing results.
 - b. Reports results to DER
 - c. The MRO shall review confirmed positive test results.



- W. Reasonable Suspicion - A reasonable belief that an employee is using or may have used drugs or alcohol in violation of this policy based upon specific, articulable observations concerning the appearance, behavior, odors, performance or speech of the employee.
- X. Retaliatory Actions - The discharge, suspension, demotion, relocation, or other adverse employment action taken against an employee in the terms, conditions, privileges, and benefits of employment.
- Y. Substance Abuse Professional (SAP) - A professional that meets the requirements of DOT 49 CFR Part 40.281. They monitor employees' participation in rehabilitation programs and certify employees as ready to return to work following completion of treatment programs.
- Z. Safety Sensitive Position - Positions with duties that involve such a significant risk of injury to others that even a momentary lapse of attention can have disastrous consequences. These positions are identified by the Director of Human Resources or designee based on duties and responsibilities of the employee, and are identified in the job description for Safety Sensitive positions.
- AA. Service Agent - Person or entity, other than an employee of the employer, who provides services to employers or employees under the testing program.
- BB. Screening Test Technician (STT) - A person who instructs and assists employees in the alcohol testing process and operates an evidential breath testing or alcohol screening device, respectively.
- CC. Split Specimen collection - A collection in which the urine collected is divided into two separate specimen bottles, the primary specimen (Bottle A) and the split specimen (Bottle B).
- DD. Substance abuse - Refer to any of the following:
- a. The excessive use or misuse of lawfully obtained prescription drugs, over the counter drugs, or alcohol which impairs job performance, alters behavior, and/or creates a risk to the health and/or safety of the employee or others.
 - b. The use of unlawfully obtained illegal drugs or controlled prescription drugs.
- EE. Substance Abuse and Mental Health Services Administration (SAMHSA) - The agency within the U.S. Department of Health and Human Services that leads public health efforts to



advance the behavioral health of the nation. SAMHSA's mission is to reduce the impact of substance abuse and mental illness on America's communities.

FF. Unannounced Follow-up Testing – Testing that is conducted on a periodic, unannounced basis, following his/her return to work from an approved drug or alcohol rehabilitation program.

GG. Urine Specimen Collector - A trained person who instructs and assists employees at a collection site, who receives and makes an initial inspection of the urine specimen provided by those employees, and who initiates and completes the custody and control form (CCF). To be permitted to act as a collector in the DOT drug and alcohol testing program, the collector must meet qualifications outlined in §40.31 and §40.33.

HH. Verified Test - A drug test result or validity testing result from an HHS-certified laboratory that has undergone review and final determination by the MRO.

III. Prohibited Conduct

A. Employees are prohibited from reporting for duty or remaining on duty when using drugs, except when the use is pursuant to the instructions of a medical doctor who has advised the employee that the substance will not adversely affect the employee's ability to perform his or her job duties safely.

B. Employees are prohibited from reporting for duty or remaining on duty with an alcohol concentration of 0.02 or greater. Employees found to have an alcohol concentration of 0.02 or greater, but less than 0.04, are prohibited from performing any covered functions for at least 8 hours from the time of the test. The County will ensure that an employee who engages in conduct prohibited by does not return to duty to perform a safety sensitive until the employee undergoes a return-to-duty alcohol test with a result indicating an alcohol concentration of less than 0.02. ***The exception to this policy is any employee as defined in NCGS 20-138.2B - A person commits the offense of operating a school bus, school activity bus, child care vehicle, ambulance, other emergency medical services vehicle, firefighting vehicle, or law enforcement vehicle after consuming alcohol if the person drives a school bus, school activity bus, child care vehicle, ambulance, other emergency medical services vehicle, firefighting vehicle, or law***



enforcement vehicle upon any highway, any street, or any public vehicular area within the State while consuming alcohol or while alcohol remains in the person's body. This section does not apply to law enforcement officers acting in the course of, and within the scope of, their official duties.

- C. Employees are prohibited from using alcohol in any form (including medications containing alcohol) while performing driving.
- D. Employees are prohibited from performing driving within four (4) hours after using alcohol. On-call employees who are not at work but could be called in to perform safety sensitive functions, are subject to this pre-duty alcohol prohibition. This means an employee who is on-call must decline a call to work if his or her acceptance requires the employee to perform driving within four (4) hours after consuming alcohol. An on-call employee who is required to decline work because of his/her use of alcohol in violation of the four-hour rule is subject to discipline up to and including termination.
- E. Employees are prohibited from using alcohol for eight (8) hours following an accident in which his or her performance of driving has not been discounted by the County as a contributing factor to the accident, or until the employee takes a post-accident alcohol test (and tests negative), or the County determines that the employee's performance could not have contributed to the accident.
- F. Employees may not "refuse to submit" to any drug or alcohol test required under this policy.
- G. Employees are prohibited from performing or continuing to perform a safety sensitive if they have tested positive for drugs (i.e., a positive test result verified by an MRO), or alcohol.
- H. During an employee's workday, an employee is prohibited from engaging in the unlawful or unauthorized manufacture, distribution, dispensation, sale, purchase, solicitation, transfer,



possession, use or transport of drugs or alcohol. These prohibitions do not include the authorized distribution, dispensation, sale, purchase, solicitation, transfer, possession, use or transport of alcoholic beverages in connection with County-sponsored functions or events.

I. Employees are prohibited from failing to stay in contact with the County or its medical review officer ("MRO") while awaiting the results of a drug test.

J. No supervisor or manager who has actual knowledge that an employee has engaged in or is engaging in conduct prohibited under this policy shall permit the employee to work or continue working under such circumstances. Any employee who has been directed not to work or directed to stop working under such circumstances must immediately comply.

K. The lawful use of any medication (therapeutic drugs) while performing a safety sensitive is prohibited to the extent such use may affect the employee's ability to perform his/her job duties safely.

IV. Types of Tests

- A. Pre-Employment Drug Testing -All applicants must complete a pre-employment drug test prior to their first day of employment. The candidate must produce a negative drug test result prior to first performing employment functions. If the test is canceled, the applicant must take and pass the test before being hired. Any employee or applicant who has previously failed a pre-employment drug test administered under this part must provide proof of having successfully completed a referral, evaluation, and treatment plan by a substance abuse professional.



B. Post-Accident Drug and Alcohol Testing. Together with other accident testing which may be required by the County, the safety sensitive employee(s) must complete drug and alcohol tests as soon as possible after they are involved in an accident or incident, if the accident or incident involves:

1. A death, or personal injury necessitating in patient hospitalization
2. Damage to equipment in excess of \$1,000

All surviving employees whose performance either contributed to the accident or cannot be completely discounted as a contributing factor to the accident must be tested. The County may decide not to test but this decision must be based on specific information that the employee's performance had no role in the cause(s) or severity of the accident. This must be documented using the County's Safety Center.

The County will ensure that all safety sensitive drug and alcohol tests are separate from all DOT drug and alcohol tests in all respects.

Alcohol testing must be done as soon as possible following an accident, but not more than eight (8) hours after the accident. Drug testing must be done as soon as possible after the accident, but not more than thirty-two (32) hours after the accident. If a post-accident alcohol test is not administered within two (2) hours following the accident, the employer shall prepare and maintain on file a record stating the reasons for the delay. If a post-accident drug test is not administered within thirty-two (32) hours following the accident, the supervisor shall prepare and maintain on file a memorandum for record stating the reasons for the delay. If the County does not administer an alcohol test within 8 hours following a post-accident, the County will ensure that it ceases attempts to administer the test and prepares and maintains on file a record stating the reasons the test was not administered.



If the County decides not to conduct a post-accident alcohol or drug test of an employee, the County will ensure it makes that decision based on specific information that the employee's performance had no role in the cause(s) or severity of the accident.

All safety-sensitive employees must remain readily available for testing after an accident, including notifying the employer representative of the employee's whereabouts. Failure to do so will be considered a test refusal. Testing may be conducted as soon as practical while the employee assists in the resolution of the accident or receives medical attention. This may be documented on the Memorandum for Record: Statement Why a Reasonable Suspicion or Post-Accident Test Was Not Given.

C. Random Drug Testing. Safety-sensitive employees must complete random drug tests from a selection pool. Random selections will be made at a minimum of four times a year by a scientifically valid computer program such as a random number table or a computer-based random number generator. The annual random drug testing rate of 25% will be utilized for this pool of employees. The random tests will be spread reasonably throughout the year. All employees will have an equal chance of being selected each time selections are made. Testing will be unannounced, and the employee must proceed to the service provider immediately after being notified of the testing requirement.

1. The County will ensure that an employee removed from the random drug test pool (for any length of time) passes a pre-employment drug test before being placed back into the random drug test pool. Removal of the drug screening pool is for employees on an extended leave without pay -typically greater than 90 days.

D. Reasonable Suspicion Drug and Alcohol Testing. Safety sensitive employees will also be subject to reasonable suspicion drug and alcohol testing upon reasonable suspicion of probable drug or alcohol use. An employee who is directed to take a reasonable suspicion drug and/or alcohol test must submit to the test as directed. The County shall transport or ensure transport of the employee both to and from the collection site. An employee who is requested to submit to a reasonable cause/suspicion drug and alcohol test will be removed from duties including driving County vehicles pending receipt of the test results.



1. Any employee can initiate a Stop Work Authority based on an observation that an employee may be impaired or under the influence of a controlled substance. The observation must be documented based on the Reasonable Suspicion checklist.
2. Reasonable suspicion drug and alcohol testing shall be conducted when there is reasonable cause to believe the employee is using a prohibited drug or alcohol. The decision to test must be based on a reasonable and articulable belief that the employee is using a prohibited drug or alcohol on the basis of specific, contemporaneous physical, behavioral, or performance indicators of probable drug use. At least two of the employee's supervisors, both are EAP trained in detection of the possible symptoms of drug use, shall substantiate and concur in the decision to test an employee. The concurrence between the two supervisors may be by telephone. Their observations will be documented on the Reasonable Suspicion Checklist.
3. The County will ensure that an employee is directed by the operator to undergo reasonable suspicion testing for alcohol only while the employee is performing safety sensitive tasks; just before the employee is to perform safety sensitive tasks; or just after the employee has ceased performing safety sensitive tasks.
4. If the County does not administer an alcohol test within 2 hours following the determination of reasonable suspicion, the County will ensure that it prepares and maintains on file a record stating the reasons the test was not promptly administered.
5. If the County does not administer an alcohol test within 8 hours following the determination of reasonable suspicion, the County will ensure that it ceases attempts to administer the test and prepares and maintains on file a record stating the reasons the test was not administered.
6. Regardless of whether a reasonable suspicion alcohol test is conducted, the County will not permit an employee to report for duty or remain on duty performing safety sensitive tasks while the employee is impaired, as shown by the behavioral, speech, or performance indicators of alcohol misuse.



E. Return-to-Duty Testing

1. The County will ensure that an employee who refuses to take a drug test, or has a positive drug test, does not return to duty until the employee completes an SAP evaluation, referral, and education/treatment process.
2. The County will ensure that an employee does not return to duty in any safety-sensitive position until the employee successfully completes a return-to-duty drug test.
3. The County will ensure that an employee who engages in conduct prohibited may not return to duty to perform safety-sensitive tasks until the employee has complied with the SAP's evaluation, referral, and education/treatment process.
4. The County will ensure that an employee who engages in conduct prohibited does not return to duty to perform a safety-sensitive position until the employee undergoes a return-to-duty alcohol test with a result indicating an alcohol concentration of less than 0.02.
5. The County will ensure that all return-to-duty testing is performed under direct observation by the service provider.

F. Follow-up Drug Testing -optional

1. The County will ensure that an SAP establishes a follow-up testing plan for an employee who refused to take a drug test, or had a positive drug test, before allowing the employee to return to duty.
2. The County will ensure that follow-up testing is performed on an unannounced basis, at a frequency established by the SAP, for a period of not more than 60 months and that at least six tests must be conducted within the first 12 months following the employee's return to duty.



3. The County will ensure that all follow-up drug testing is performed under direct observation by the service provider.

G. Follow-up Alcohol Testing -optional

1. The County will ensure the SAP has established a written follow-up testing plan after the SAP determined that the employee successfully complied with the SAP's return-to-duty recommendations for education and/or treatment and that a copy of the follow-up testing plan is presented directly to the DER.

2. The County will ensure that follow-up testing is conducted on an unannounced basis, at a frequency established by the SAP, for a period of not more than 60 months. At least six tests must be conducted within the first 12 months following the employee's return to duty.

3. The County will ensure that follow-up testing is conducted when the employee is working; just before the employee is to perform work; or just after the employee has ceased work.

H. All required drug and alcohol testing shall comply with the procedures set forth at 49 CFR Part 40.

1. All applicants and employees whose primary urine specimen results in a verified positive, adulterated or substituted test result have the right to request that their split-specimen be analyzed in a different DHHS certified laboratory, selected by the County, at the applicant's or employee's expense regardless of the test result. The request must be made to the MRO within 72 hours of being notified by the MRO of a verified positive, adulterated or substituted test result.

2. The County will not delay the test due to lack of payment.



3. All County employees will be administered an oral fluid test or urine drug test except for Sheriff's Office personnel. Sheriff's Office applicants and employees must provide a urine specimen of at least 45 milliliters of urine for a drug test. If the tested individual is unable to provide such a quantity of urine, then the tested individual will be instructed to drink a set amount of fluids and after a set period of time, again attempt to provide a complete specimen. If the applicant or employee refuses to attempt to provide a new urine specimen, this will constitute a refusal to submit to a test.

If the applicant or employee has not provided a sufficient specimen within three hours of the first unsuccessful attempt to provide the specimen, the collection will be discontinued. The DER, after consulting with the MRO, will then direct the applicant or employee to obtain, within five working days, a medical evaluation. Failure to undergo such an evaluation constitutes a refusal to test. The purpose of the evaluation is to determine whether the applicant or employee has a medical condition that has, or with a high degree of probability could have, precluded the applicant, or employee from providing a sufficient amount of specimen.

4. Alcohol screening tests will be performed by a Screening Test Technician (STT) using a non-evidential screening device, or by a Breath Alcohol Technician (BAT) using an Evidential Breath Testing device (EBT). The County ensures that the STTs are proficient in the operation of non-evidential screening devices and that the BATs are proficient in the operation of EBTs. In addition, the County will use only non-evidential alcohol screening devices and EBTs which are listed on the conforming products list issued by the ODAPC. If the result of the screening test is an alcohol concentration of 0.02 or greater, a confirmation test will be performed using an EBT. The confirmation test will be conducted within 30 minutes from the end of the screening test. The confirmation test result is the final result upon which any discipline or other action taken under the County's policy shall be based.

5. If an employee fails to provide or claims that he or she is unable to provide a sufficient amount of breath to permit a valid breath test, the County will direct the employee to obtain, within five days, an evaluation from a licensed physician who is acceptable to the County and who has expertise in the medical issues raised by the employee's failure to provide a sufficient specimen. Failure to undergo such an evaluation constitutes a refusal to test. If the physician concludes that a medical condition has, or with a high degree of probability could have,



precluded the employee from providing a sufficient amount of breath, the employee's test will be canceled. If the physician concludes that there is not an adequate basis for determining that a medical condition has, or with a high degree of probability could have, precluded the employee from providing a sufficient amount of breath, the employee will be considered to have refused to test.

6. Any employee who violates this policy in any way will be immediately removed from performing safety-sensitive functions. A result of 0.04 or higher on the alcohol test is a positive test result. Safety-sensitive employees with an alcohol test result between 0.02% and 0.039% are prohibited from performing their driving for a period of eight hours. The exception to this policy is any employee as defined in NCGS 20-138.2B - A person commits the offense of operating a school bus, school activity bus, child care vehicle, ambulance, other emergency medical services vehicle, firefighting vehicle, or law enforcement vehicle after consuming alcohol if the person drives a school bus, school activity bus, child care vehicle, ambulance, other emergency medical services vehicle, firefighting vehicle, or law enforcement vehicle upon any highway, any street, or any public vehicular area within the State while consuming alcohol or while alcohol remains in the person's body. This section does not apply to law enforcement officers acting in the course of, and within the scope of, their official duties.

7. Safety-sensitive regulated employees who receive a positive drug or alcohol test result:

- a) May be terminated or receive disciplinary action;
- b) Will be informed of educational and rehabilitation programs available (including the names, addresses, and telephone numbers of Substance Abuse Professionals and;
- c) Will be referred to a Substance Abuse Professional (SAP) for assessment if he/she is not terminated.

8. The safety-sensitive employee is responsible for any incurred costs associated with educational and rehabilitation programs or SAP assessments. An employee may not return to performing safety-sensitive duties unless the employee:

- a) Is evaluated by a Substance Abuse Professional;



- b) Successfully complies with the SAP's recommendations;
- c) Takes a return-to-duty drug test and receives a negative result, and/or a return-to-duty alcohol test and receives a result of less than .02% BAC; and,
- d) Participates in a follow-up program recommended by the SAP, which may include mandatory follow-up testing.

9. If an applicant or employee provides a negative dilute test result, he/she will be required to undergo a second test. If the second test is negative dilute, it will be considered negative, and no further testing is required upon MRO review.

V. Refusal to Test

A. Refusal to submit to a drug/alcohol test will be considered a positive and shall lead to termination. For applicants, a refusal will lead to withdrawal of the offer of employment. A test refusal includes the following circumstances:

- Failure to promptly notify the County that the employee was in an accident or not being readily available for testing after an accident (except as necessary to obtain assistance or medical care).
- Failure to provide a sufficient volume of urine specimen or breath sample without a valid medical explanation. The medical evaluation shall be provided by the employee's physician within 5 (five) days of the initial test attempt.
- The provided urine sample has been verified by the MRO as substitute or adulterated.
- Failure to appear for any test (except pre-employment) within a reasonable time, as determined by the County, after being directed to do so.
- Failure to remain at the testing site until the testing process is complete; however, an applicant who leaves the testing site before the pre-employment testing process commences is not deemed to have refused to test.
- Failure to provide a urine specimen for any drug test or breath specimen for any alcohol test.



- Failure to permit the observation or monitoring of a specimen collection if required.
- Failure or declination to take a second test as directed by the County DER or collector.
- Failure to undergo a medical examination or evaluation, as directed by the MRO as part of the verification process, or as directed by the County.
- Failure to cooperate with any part of the testing process such as delaying, manipulating, obstructing, or including the use of any type of device and attempts thereof.
- Refusing to empty pockets when so directed by the collector.
- Behaving in a confrontational way that disrupts the collection process.
- Failure to sign the certification at Step 2 of the Custody Collection Form.
- Failure to follow the observer's instructions during a direct observation collection to include raising and lowering all clothing and turn around.
- Admit to the collector or MRO that you adulterated or substituted the specimen.

B. Direct Observations

1. If a safety sensitive applicant or employee is directed to submit to a collection under direct observation, the DER, supervisor, or collector must explain to the covered applicant or employee the reason for a directly observed collection. Direct observations must be performed by the same gender or a medical professional. Circumstances requiring direct observation include:
 - a) All return to duty tests.
 - b) All follow-up tests.
 - c) Anytime temperature on the original specimen was out of the acceptable temperature range.
 - d) Anytime the original specimen appeared to have been tampered with.
 - e) Anytime a collector observes materials brought to the collection site or conduct that clearly indicates an attempt to tamper with a specimen.



- f) When the MRO determines the original specimen was positive, adulterated, or substituted and a new specimen must be provided.
- g) The laboratory reported to the MRO that the specimen was negative-dilute with a creatine concentration greater than or equal to 2 mg/dL but less than or equal to 5 mg/dL, and the MRO reported the specimen to the County as negative-dilute and that a second collection must take place.

The County will provide employees with information concerning the effects of alcohol and drug use on an individual's health, work, and personal life; signs and symptoms of an alcohol or drug problem; and available methods of intervention when an alcohol or drug problem is suspected, including confrontation, referral to an employee assistance program and/or referral to management.

The EAP will provide education and training on drug and alcohol abuse. Education will include display and distribution of informational material and a service hot-line telephone number for employee assistance. In addition, all supervisors of safety sensitive employees will be trained to make reasonable suspicion determinations, including the specific, contemporaneous physical, behavioral, and performance indicators of probable drug and/or alcohol impairment.

VI. Test Results

Laboratory drug test results are reported directly and only to the MRO. Test results must not be reported to or through the DER or a service agent. Before reporting a positive drug test result to the County, the MRO will give the employee/applicant an opportunity to discuss the test results and to provide any information that may explain the test result to the MRO. If the applicant or employee fails to respond to the MRO's contact, the MRO will verify the test is positive and report it to the County's DER. The DER and the Human Resources Director will notify the affected employee in writing using the Post Notice form (Appendix D). The MRO reports the drug test results within the time constraints and in a confidential manner. The



laboratory transmits a semi-annual statistical summary, by operator, of the drug test data listed in Part 40, Appendix B to the operator on a semi-annual basis to the DER.

A. MRO Review

1. The County will ensure its MRO provides quality assurance reviews of the drug testing process, including ensuring the review of the Custody and Control Form (CCF) on all specimen collections for the purposes of determining whether there is a problem that may cause a test to be canceled.
2. The County will ensure its MRO performs the review functions for negative drug test results received from a laboratory, prior to verifying the result and reporting it to the operator's Designated Employer Representative (DER).
3. The County will ensure its MRO performs the review functions for confirmed positive, adulterated, substituted, or invalid drug test results received from a laboratory, prior to verifying the result and reporting it to the DER.
4. The County will ensure when its MRO has verified a drug test as positive for a drug or drug metabolite, or as a refusal to test because of adulteration or substitution, the MRO notifies the employee of his or her right to have the split specimen tested and how to request the test.
5. The BAT or STT will transmit alcohol screening test results to the DER in a confidential manner for concentrations of less than 0.02 using the DOT procedures.
6. The BAT immediately transmits alcohol confirmation test results directly to the DER in a confidential manner.

B. For a DOT positive test result:

1. The MRO and DER will contact applicants and employees, before reporting a positive test result;
2. The MRO will notify the employee of his/her rights and procedures to have the split specimen tested;
3. The employee has 72 hours from the time of this notification to request a test of the split specimen;



4. The interview between the employee, the DER and MRO must be documented. Time starts upon conclusion of the interview.

5. The County will not stand down an employee based on laboratory tests results before the Medical Review Officer (MRO) completes the drug test verification process unless an approved waiver has been granted.

C. Employees.

1. If the test is negative, the DER or designee informs the Division head or supervisor.
2. If the test is confirmed as positive, the Division head or supervisor schedules a private meeting with the employee to inform the employee of the test results with a Human

Resources representative present.

D. Applicants.

1. If the test is negative, the selection process continues.
2. If the test is confirmed as positive, the Human Resources representative will notify the applicant of the test results.
3. An applicant who receives a confirmed positive test shall not be considered for employment for any position he or she is currently seeking and is ineligible for County employment for a period of six months from the testing date.
4. Employment decisions based on drug screening test results are irrevocable and appeals will not be considered.

VIII. Discipline and Consequences

All disciplinary actions and dismissals will be decided and carried out in accordance with disciplinary and dismissal procedures contained in the Wayne County Personnel Policy.



X. Voluntary self-referral

Employees who admit to alcohol misuse or controlled substances use are subject to the referral, evaluation and treatment requirements and may not be subject to adverse action provided that:

- a) The employee does not self-identify in order to avoid testing;
- b) The employee makes the admission of alcohol misuse or controlled substances use prior to driving (i.e., prior to reporting for duty); and
- c) The employee does not drive until the County has received documentation from the service agent and successfully completes the return to duty and follow-up process. [Part 199.105.e]

An employee who admits to drug and/or alcohol problems will be given an opportunity to obtain an assessment from the County's Employee Assistance Program (EAP). Prior to the assessment, the County will require the employee to sign a release of information that will enable the County's DER to receive the results of the assessment, and to receive subsequent reports related to the assessment, and the employee's successful completion of all recommendations for assistance.

An employee who self-identifies under this policy and who then fails to comply with the EAP's recommendations will not be permitted to return to safety sensitive functions until he/she has successfully complied with the SAP return-to-duty process. Once in compliance with the SAP return-to-duty process, prior to returning to safety sensitive functions, the employee will be required to provide a negative DOT drug and/or alcohol test result on a return-to-duty test.

Prior to the employee driving, the employee shall undergo a return to duty test with a result indicating an alcohol concentration of less than 0.02; and/or the employee shall undergo a return-to-duty controlled substance test with a verified negative test result for controlled substances use.



In addition, the County may require employee monitoring and include follow-up testing, based on the recommendations of the EAP or the recommendation of a Substance Abuse Counselor.

If an employee approaches the County for assistance through rehabilitation for drug abuse or alcohol abuse prior to a testing request by the County; all possible and positive consideration for a medical leave of absence for treatment and/or counseling will be pursued. If an employee is terminated, County will not be obligated to provide assistance beyond the last day of employment.

XI. Effects of Alcohol and Drugs on the Body

These summaries are provided in order to assist with the identification of objective factors indicating alcohol or drug abuse in the workplace.

Alcohol You may observe slurred speech, bloodshot and watery eyes, poor balance, odor on breath, and involuntary or sudden movement of the eyes.

Marijuana You may observe bloodshot eyes, muscular tremors, involuntary quivering, impaired time and distance perception, short attention span, disoriented behavior and inability to divide attention.

Cocaine You may observe uncontrolled talkativeness, difficulty in focusing the eyes, dilated pupils, excitable behavior, sniffles and/or runny nose, body tremors, teeth grinding, and distorted thinking.

Amphetamines You may observe dilated pupils, distorted thinking, and exaggerated reflexes, hallucinations, teeth grinding, anorexia, loss of coordination and physical collapse.

Opioids You may observe constricted pupils, droopy eyelids, dry mouth, low raspy speech, depressed reflexes and poor coordination.

PCP You may observe impaired driving ability, thick, slurred speech, poor coordination, violent, combative behavior, behavior recurring in cycles, involuntary eye movement, confusion, loss of memory and disorientated to time and environment.



XII. Confidentiality and Recordkeeping

1. Any tests for the presence of alcohol or controlled substances authorized by this policy shall be designed to protect the privacy of the applicant or employee being required to undergo testing.
2. No sample obtained for the purpose of conducting tests for the presence of alcohol or controlled substances pursuant to this policy shall be used to perform any diagnostic examination that would detect any hidden or latent physical or mental infirmity, disease, or condition. Rather, the analysis of such sample shall be confined to such procedures as are devised to detect the presence of alcohol or controlled substances.
3. All information obtained in the course of testing, examining, counseling, rehabilitating, and treating applicants or employees pursuant to this policy shall be protected as confidential information. Documents or data concerning this information shall not be open to inspection by persons other than the affected applicant or employee and shall be disseminated only on a need-to-know basis and at the express direction of the Director of Human Resources or to comply with applicable laws. Alcohol or drug test results may be disclosed in connection with legal proceedings related to the applicant or employee (including but not limited to unemployment and workers' compensation) and to the County's retained attorney.
4. Drug test results from the County's drug testing program may not be used as evidence in a criminal action against an applicant or employee tested except by order of a court of competent jurisdiction.
5. Records are retained in a secure location with controlled access. Records are retained as outlined in the table below.
6. Upon a signed written request from an employee, the County provides the employee with all records of drug and alcohol use, testing results, and rehabilitation.



Record Type Retention in Years

5

- Records of verified positive drug test results.
 - Records of alcohol test results indicating an alcohol concentration of 0.02 or greater
 - Documentation of refusals to take required drug tests (including substituted or adulterated drug test results)
- Documentation of refusals to take required alcohol tests.
- SAP reports, including compliance with SAP recommendations, all follow-up tests and schedules for follow-up tests.
- Calibration documentation MIS Annual report data
- All follow-up drug test results and schedules for follow-up drug tests
- All follow-up alcohol test results and schedules for follow-up alcohol tests.
- Documentation of employee participation in training and receipt of written policies

4

- Information obtained from previous employers concerning drug and alcohol test results of employees.
- Records confirming that supervisors and employees have been trained
- Records that demonstrate the collection process
- Records of decisions not to administer post-accident employee drug tests.

3

- Records related to the alcohol and controlled substances collection process (except calibration of EBT devices) including records of the inspection and maintenance of EBT's.
- Records of negative and canceled drug test results.
- Records related to the collection process (except calibration of EBT devices)



2

- Records of negative and canceled drug test results
- Records of alcohol test results with a concentration of less than .02

1

- The employer shall maintain records related to drug and alcohol education and training while the individual performs the functions that require the training and for at least one year after ceasing to perform those functions.

XIII. Drug Free and Alcohol Misuse Awareness Program

A. Human Resources shall provide information regarding this policy and a drug and alcohol-free workplace to employees that includes the following:

1. The dangers of drug abuse and alcohol misuse in the workplace;
 2. The County's policy of maintaining a drug and alcohol free workplace;
 3. The penalties that may result for violations of this policy; and
- a. The assistance program(s) available to all employees relating to alcohol or drug counseling, rehabilitation services, and Substance Abuse Professionals through the County's Employee Assistance Program:

MYgroup

1-800-633-3353

www.mygroup.com

Confidential professional counseling and assistance 24 hours/7 days

- b. Contact information for Wayne County Human Resources Department:-Employee Health Center 919-988-6475.
- c. Supervisors shall receive information on this policy and training on detecting the use or abuse of alcohol and controlled substances.



4. The County will make this policy available to each employee via the County's intranet and the Safety Center's Document Library. The County will provide educational materials that explain alcohol misuse requirements and the operator's policies and procedures with respect to meeting those requirements. The County will provide a copy of these materials to each employee prior to the start of alcohol testing and to each person subsequently hired or transferred into a covered position. The County will provide written notice to representatives of employee organizations of the availability of this information.

XIV. Training

All supervisors of employees working in safety sensitive functions will participate in training designed to educate them on the indication of alcohol and/or drug use and on the functions of the Employee Assistance Program.

All non-supervisory employees working in regulated activities and safety sensitive positions will participate in training on the County's policy against alcohol and/or prohibited drugs, and on the services available through the EAP.

This training shall include:

New employee orientation –

- An overview, distribution, and acknowledgment of the County's written policy on alcohol and/or drug testing
- Information regarding the County's EAP services.

Documentation of employee participation in training and receipt of written policies, and copies of materials used in the training will be kept on file for 5 years.



XV. Service Agents

Service agents such as the sample collection site(s) and the laboratory are contracted through the County.

Service agents will not require an employee to sign a consent, release, waiver of liability, or indemnification agreement with respect to any part of the DOT drug and alcohol testing process, including but not limited to collections, laboratory testing, MRO, and SAP services.

The service agents may be inspected by designated personnel from the County to ensure standards are met. Failure to meet protocol requirements will result in non-compliance. If non-compliant the service agent will be issued a deadline to make corrections to their process in order to become compliant with the PHMSA standard.

Service agents will not act as an intermediary, in the transmission of lab drug test results, direct from the lab to the MRO, operator, or to another service agent, or in the transmission of alcohol test results of 0.02 or higher direct from the STT or BAT to the DER.

Service agents do not make decisions to test an employee based upon reasonable suspicion/cause, post-accident, return-to-duty, and follow-up determination criteria. While a service agent may provide advice and information, these are duties the operator cannot delegate to a C/TPA.

Service agents do not make determinations that an employee has refused a drug or alcohol test. While a service agent may provide advice and information, these are duties the operator cannot delegate.

Service agents do not impose conditions or requirements on the operator, such as the DOT D&A testing of non-employees, that DOT regulations do not authorize.



Service agents do not intentionally delay the transmission of drug or alcohol testing-related documents concerning actions the service agent performed because of a payment dispute or other reasons.

APPENDIX A – Contact Listing

Designated Employer Representative

Charlene Anderson, RN

134 North John Street

Goldsboro, NC 27530

919-731-1363

Charlene.anderson@waynegov.com

Co- Designated Employer Representative

Michael Dawson

Safety and Risk Manager

134 North John Street

Goldsboro, NC 27530

919-988-6556

Michael.dawson@waynegov.com



Acknowledgment of and Agreement With Policy 10.92

I have been provided a copy of, or access to the Wayne County Drug & Alcohol Testing. I have read and fully understand the policy and consent to all the provisions of that policy, including, if applicable, alcohol and/or drug test(s). I fully understand and agree that a violation of this policy will result in my termination from employment.

I further acknowledge that Wayne County has provided me with the opportunity to ask questions related to its alcohol and drug testing program and that all my questions have been answered.

Employee's Printed Name: _____

Employee's Signature: _____

Date: _____

Attachment L Page 1

ROY COOPER
Governor

ELIZABETH S. BISER
Secretary

SHADI ESKAF
Director



NORTH CAROLINA
Environmental Quality

March 8, 2024

Mr. Chip Crumpler, County Manager
Wayne County
PO Box 227
Goldsboro, NC 27533

Subject: Letter of Intent to Fund
Wayne County
Genoa Sewer Rehabilitation - Phase I
September 2023 Application Cycle
Project No.: SRF-W-0013

Dear Mr. Crumpler:

The Division of Water Infrastructure (Division) has reviewed your application, and the State Water Infrastructure Authority (SWIA) has approved your project as eligible to receive Clean Water State Revolving Fund (SRF) loan of up to \$2,877,000 repayable at 2.04% interest. A fee of 2% will be invoiced after bids have been received.

Please note that this intent to fund is contingent on approval of the loan through the Local Government Commission and on meeting **all** of the following milestones:

<u>Milestone*</u>	<u>Date</u>
Engineering Report Submittal	July 1, 2024
Engineering Report Approval**	December 2, 2024
Bid and Design Package Submittal	June 2, 2025
Bid and Design Package Approval	October 1, 2025
Advertise Project, Receive Bids, Submit Bid Information, and Receive Authority To Award	February 2, 2026
Execute Construction Contract(s)	March 2, 2026

*Failure to meet any milestone may result in the forfeiture of funding for the proposed project.

**Funding offer will be prepared after Engineering Report approval.

The first milestone is the submittal of an Engineering Report on July 1, 2024 via the Laserfiche link below. The Engineering Report must be developed using the guidance found on our website (<https://deq.nc.gov/about/divisions/water-infrastructure/i-have-funding/engineering-reportenvironmental-information>). Failure to meet any milestone may result in the forfeiture of funding for the proposed project.



North Carolina Department of Environmental Quality | Division of Water Infrastructure
512 N. Salisbury Street | 1633 Mail Service Center | Raleigh, North Carolina 27699-1633
919.707.9160

Attachment L Page 2

Mr. Chip Crumpler, County Manager

March 8, 2024

Page 2 of 3

Upon detailed review of the project during the funding process, it may be determined that portions of your project are not eligible for funding and the total funding amount may be reduced. Additionally, changes in the scope or priority points awarded – based on additional information that becomes apparent during project review – may also result in changes to the total funding amount and loan terms.

All project documents are to be submitted via Laserfiche at the following link:
<https://edocs.deq.nc.gov/Forms/DW-Document-Upload-Form>.

Engineering Services Procurement

All projects must comply with North Carolina General Statute 143-64.31, Article 3D Procurement of Architectural, Engineering, and Surveying Services. Projects cannot be exempted from qualification-based selection of these services under N.C.G.S. 143-64.32. Any services provided that were not selected in compliance with federal requirements will be ineligible for reimbursement.

Disbursement of Funds

Funds are disbursed to the recipient for eligible costs that are documented as part of the project only after the costs have been incurred by the Recipient and all necessary documentation has been received and approved by the Division beforehand. Prior to requesting the first disbursement on your project, you will be asked to submit to the Division several required documents, including but not limited to:

1. One copy of the original funding offer-and-acceptance document, executed by the Authorized Representative for the project, along with the signed “Standard Conditions and Assurances”.
2. A resolution adopted by the governing body accepting the funding offer and making the applicable assurances contained therein.
3. Federal Tax ID/Unique Entity ID (UEID) Form (attached).
4. Sales Tax Certification, if applicable (attached).
5. One copy of all executed service agreements and/or contracts.

The Division will communicate with you when these documents will be required. In addition, loans (if applicable) must be approved by the Local Government Commission prior to disbursement. Once all documents have been received and approved, the Recipient will request disbursements using the Division's Disbursement Request form. If the Recipient requests funds prior to paying contractors, the Recipient will have three business days to pay contractors upon receipt of funds.

Davis-Bacon Requirements and American Iron and Steel Provisions

Projects funded through the State Revolving Fund (SRF) programs must comply with Davis-Bacon wage requirements and American Iron and Steel provisions. You can find standard specifications covering these requirements on our website.

Attachment L Page 3

Mr. Chip Crumpler, County Manager

March 8, 2024

Page 3 of 3

Build America, Buy America Act (BABA)

SRF-funded projects may be required to comply with the Federal Build America, Buy America Act (BABA). The Build America, Buy America Act (BABA) requires that iron, steel, manufactured products, and construction materials used in infrastructure projects are produced in the United States. You can find additional information at the following link:

<https://www.epa.gov/cwsrf/build-america-buy-america-baba>

Approval of Debt by Local Government Commission

Projects funded with a Division of Water Infrastructure (Division) loan component must receive approval from the Local Government Commission (LGC). Final approval of debt must be coordinated directly with the LGC after construction bids are received. Materials must be emailed to srf@nctreasurer.com

Joint Legislative Committee on Local Government Notification Requirements

In accordance with G.S. 120-157.2, local government units with projects that require debt to be issued greater than \$1,000,000 **must** submit a letter to Committee Chairs, Committee Assistant, and the Fiscal Research Division of the General Assembly at least 45 days prior to presentation before the Local Government Commission. You are responsible for submitting that letter and providing a copy to the Division.

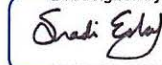
Extended Term Loan

Projects that qualify for a targeted interest rate and demonstrate in the Engineering Report a weighted average design life for the major components of the project greater than 20 years are eligible for an extended loan term up to the calculated weighted average design life, but not to exceed 30 years. Request an extended term by contacting your project manager and provide the necessary calculation (see design life workbook here <https://deq.nc.gov/about/divisions/water-infrastructure/i-have-funding/engineering-reportenvironmental-information>).

Upon receipt of your letter of intent to fund, please fill out the attached Federal ID & Unique Entity ID (UEI) form and email it to DEQ.DWI.FundingOffer@deq.nc.gov. If you choose to decline this funding, the Authorized Representative as declared in the application must directly contact the Division project manager via email or letter on the applicant's letterhead.

If you have any questions, please contact Logan Kluttz at logan.kluttz@deq.nc.gov or by phone at (919) 618-6064.

Sincerely,
DocuSigned by:



6300A872077B4C5

Shadi Eskaf, Director

Division of Water Infrastructure, NCDEQ

Enclosures: Federal Tax ID/Unique Entity ID (UEID) Form

EC: Kara Gromicko, CDM Smith (via email)

Logan Kluttz (via email)

SRF (COM_LOIF) (Agreement ID 2000075118)

SAMPLE LOAN AMORTIZATION

NC STATE WATER INFRASTRUCTURE AUTHORITY LOAN V. DIRECT BANK LOAN LEVEL PAYMENT V. DIRECT BANK LOAN LEVEL PRINCIPAL

SWIA Amortization - 20 years LP at 2.04%				Direct Bank Loan - 20 years LDS at 5.0%				Direct Bank Loan - 20 years LP at 5.0%			
Year	Principal	Interest	Total								
Total	\$2,877,000	\$616,253	\$3,493,253	Total	\$2,877,000	\$1,510,425	\$4,387,425	Total	\$2,877,000	\$1,510,425	\$4,387,425
1	\$143,850	\$58,691	\$202,541	1	\$87,008	\$143,850	\$230,858	1	\$143,850	\$143,850	\$287,700
2	\$143,850	\$55,756	\$199,606	2	\$91,358	\$139,500	\$230,858	2	\$143,850	\$136,658	\$280,508
3	\$143,850	\$52,822	\$196,672	3	\$95,926	\$134,932	\$230,858	3	\$143,850	\$129,465	\$273,315
4	\$143,850	\$49,887	\$193,737	4	\$100,723	\$130,135	\$230,858	4	\$143,850	\$122,273	\$266,123
5	\$143,850	\$46,953	\$190,803	5	\$105,759	\$125,099	\$230,858	5	\$143,850	\$115,080	\$258,930
6	\$143,850	\$44,018	\$187,868	6	\$111,047	\$119,811	\$230,858	6	\$143,850	\$107,888	\$251,738
7	\$143,850	\$41,084	\$184,934	7	\$116,599	\$114,259	\$230,858	7	\$143,850	\$100,695	\$244,545
8	\$143,850	\$38,149	\$181,999	8	\$122,429	\$108,429	\$230,858	8	\$143,850	\$93,503	\$237,353
9	\$143,850	\$35,214	\$179,064	9	\$128,550	\$102,308	\$230,858	9	\$143,850	\$86,310	\$230,160
10	\$143,850	\$32,280	\$176,130	10	\$134,978	\$95,880	\$230,858	10	\$143,850	\$79,118	\$222,968
11	\$143,850	\$29,345	\$173,195	11	\$141,727	\$89,131	\$230,858	11	\$143,850	\$71,925	\$215,775
12	\$143,850	\$26,411	\$170,261	12	\$148,813	\$82,045	\$230,858	12	\$143,850	\$64,733	\$208,583
13	\$143,850	\$23,476	\$167,326	13	\$156,254	\$74,604	\$230,858	13	\$143,850	\$57,540	\$201,390
14	\$143,850	\$20,542	\$164,392	14	\$164,066	\$66,792	\$230,858	14	\$143,850	\$50,348	\$194,198
15	\$143,850	\$17,607	\$161,457	15	\$172,270	\$58,588	\$230,858	15	\$143,850	\$43,155	\$187,005
16	\$143,850	\$14,673	\$158,523	16	\$180,883	\$49,975	\$230,858	16	\$143,850	\$35,963	\$179,813
17	\$143,850	\$11,738	\$155,588	17	\$189,927	\$40,931	\$230,858	17	\$143,850	\$28,770	\$172,620
18	\$143,850	\$8,804	\$152,654	18	\$199,424	\$31,434	\$230,858	18	\$143,850	\$21,578	\$165,428
19	\$143,850	\$5,869	\$149,719	19	\$209,395	\$21,463	\$230,858	19	\$143,850	\$14,385	\$158,235
20	\$143,850	\$2,935	\$146,785	20	\$219,865	\$10,993	\$230,858	20	\$143,850	\$7,193	\$151,043

Journal Proof Report



Journal Number: 182 Year: 2024 Period: 10

Description:

Reference 1: Reference 2: Reference 3:

Source	Account	Account Description	Line Description	OB	Debit	Credit
BUA	1104130-532500	Postage			\$2500.00	
BUA	1104130-575100	Service Charges				\$2500.00
			Journal 2024/10/182	Total	\$2500.00	\$2500.00

Journal Proof Report



Journal Number: 183 Year: 2024 Period: 10

Description: IT

Reference 1: 455 Reference 2: Reference 3:

Source	Account	Account Description	Line Description	OB	Debit	Credit
BUA	4908100-599110	Contingency-Capital Outlay				\$65610.79
BUA	4908100-598000	Transfers to Other Funds			\$65610.79	
BUA	1104210-552000	Capital Outlay-Computers			\$65610.79	
BUA	1104210-398400	Transfers from Other Funds-CPF				\$65610.79
			Journal 2024/10/183	Total	\$131221.58	\$131221.58

Journal Proof Report



Journal Number: 184 Year: 2024 Period: 10

Description:

Reference 1: Reference 2: Reference 3:

Source	Account	Account Description	Line Description	OB	Debit	Credit
BUA	1165608-512600	Part Time or Extra Help				\$271.03
BUA	1165608-518000	Social Security-FICA				\$17.32
BUA	1165608-518100	Social Security-Medicare				\$4.32
BUA	1165608-518600	Workers Compensation				\$493.00
BUA	1165606-523100	Program Supplies			\$785.67	
Journal 2024/10/184				Total	\$785.67	\$785.67

Journal Proof Report



Journal Number: 185 Year: 2024 Period: 10

Description:

Reference 1: Reference 2: Reference 3:

Source	Account	Account Description	Line Description	OB	Debit	Credit
BUA	1165606-512600	Part Time or Extra Help				\$3500.00
BUA	1165606-518000	Social Security-FICA				\$217.00
BUA	1165606-518100	Social Security-Medicare				\$51.00
BUA	1165606-518600	Workers Compensation				\$500.00
BUA	1165606-522000	Food & Provisions			\$2500.00	
BUA	1165606-523100	Program Supplies			\$1768.00	
			Journal 2024/10/185	Total	\$4268.00	\$4268.00

Journal Proof Report



Journal Number: 186 Year: 2024 Period: 10

Description:

Reference 1: Reference 2: Reference 3:

Source	Account	Account Description	Line Description	OB	Debit	Credit
BUA	1104311-526100	Office Supplies-NonCaptl FF&E			\$3000.00	
BUA	1104311-521200	Uniforms				\$3000.00
			Journal 2024/10/186	Total	\$3000.00	\$3000.00

Journal Proof Report



Journal Number: 187 Year: 2024 Period: 10 Description: Reference 1: Reference 2: Reference 3:

Source	Account	Account Description	Line Description	OB	Debit	Credit
BUA	1104310-532500	Postage			\$2500.00	
BUA	1104310-523200	Audio Visual Supplies				\$2500.00
			Journal 2024/10/187	Total	\$2500.00	\$2500.00

Journal Proof Report



Journal Number: 348 Year: 2024 Period: 10

Description:

Reference 1: Reference 2: Reference 3:

Source	Account	Account Description	Line Description	OB	Debit	Credit
BUA	1104911-539500	Training				\$700.00
BUA	1104910-539500	Training			\$700.00	
Journal 2024/10/348				Total	\$700.00	\$700.00

Journal Proof Report



Journal Number: 349 Year: 2024 Period: 10 Description: Reference 1: Reference 2: Reference 3:

Source	Account	Account Description	Line Description	OB	Debit	Credit
BUA	1104380-549100	Dues & Subscriptions			\$110.00	
BUA	1104380-532900	Other Communications			\$600.00	
BUA	1104380-519500	Prof Services-Lab Services				\$710.00
			Journal 2024/10/349	Total	\$710.00	\$710.00

Journal Proof Report



Journal Number: 350 Year: 2024 Period: 10

Description: IT

Reference 1: 463 Reference 2: Reference 3:

Source	Account	Account Description	Line Description	OB	Debit	Credit
BUA	4908100-599110	Contingency-Capital Outlay				\$3960.00
BUA	4908100-598000	Transfers to Other Funds			\$3960.00	
BUA	1104210-552000	Capital Outlay-Computers			\$3960.00	
BUA	1104210-398400	Transfers from Other Funds-CPF				\$3960.00
Journal 2024/10/350				Total	\$7920.00	\$7920.00

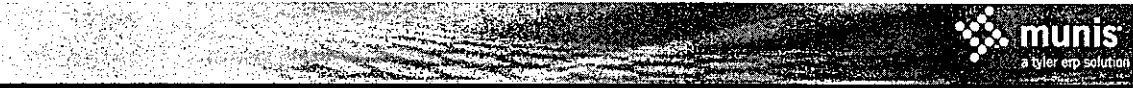
Journal Proof Report



Journal Number: 351 Year: 2024 Period: 10 Description: Reference 1: Reference 2: Reference 3:

Source	Account	Account Description	Line Description	OB	Debit	Credit
BUA	1315167-526000	Office Supplies				\$2000.00
BUA	1315167-531100	Travel-Meals & Lodging			\$2700.00	
BUA	1315167-549750	Incentive Payments				\$700.00
			Journal 2024/10/351	Total	\$2700.00	\$2700.00

Journal Proof Report



Journal Number: 352 Year: 2024 Period: 10 Description: Reference 1: Reference 2: Reference 3:

Source	Account	Account Description	Line Description	OB	Debit	Credit
BUA	1104311-526000	Office Supplies			\$2000.00	
BUA	1104311-522100	Kitchen Supplies				\$2000.00
			Journal 2024/10/352	Total	\$2000.00	\$2000.00

Journal Proof Report



Journal Number: 353 Year: 2024 Period: 10 Description: Reference 1: Reference 2: Reference 3:

Source	Account	Account Description	Line Description	OB	Debit	Credit
BUA	1104310-526200	Non-Capital Computer Equipment			\$1049.00	
BUA	1104310-531100	Travel-Meals & Lodging				\$1049.00
			Journal 2024/10/353	Total	\$1049.00	\$1049.00

Journal Proof Report



Journal Number: 354 Year: 2024 Period: 10

Description:

Reference 1: Reference 2: Reference 3:

Source	Account	Account Description	Line Description	OB	Debit	Credit
BUA	1104140-519000	Professional Services				\$1100.00
BUA	1104140-535300	Repairs & Maint-Vehicles			\$1100.00	
Journal 2024/10/354				Total	\$1100.00	\$1100.00

Journal Proof Report



Journal Number: 355 Year: 2024 Period: 10

Description:

Reference 1: Reference 2: Reference 3:

Source	Account	Account Description	Line Description	OB	Debit	Credit
BUA	1104311-543100	Rental of Copier Equipment			\$2300.00	
BUA	1104311-539500	Training				\$2300.00
Journal 2024/10/355				Total	\$2300.00	\$2300.00

Journal Proof Report



Journal Number: 506 Year: 2024 Period: 10 Description: Reference 1: Reference 2: Reference 3:

Source	Account	Account Description	Line Description	OB	Debit	Credit
BUA	1104370-539600	Imaging & Shredding	EMS		\$350.00	
BUA	1104370-526000	Office Supplies	EMS			\$350.00
			Journal 2024/10/506	Total	\$350.00	\$350.00

Journal Proof Report



Journal Number: 507 Year: 2024 Period: 10 Description: Reference 1: Reference 2: Reference 3:

Source	Account	Account Description	Line Description	OB	Debit	Credit
BUA	1104325-539500	Training	911			\$1500.00
BUA	1104325-523100	Program Supplies	911		\$1500.00	
			Journal 2024/10/507	Total	\$1500.00	\$1500.00

Journal Proof Report



Journal Number: 508 Year: 2024 Period: 10 Description: Reference 1: Reference 2: Reference 3:

Source	Account	Account Description	Line Description	OB	Debit	Credit
BUA	1315110-518210	401K Retirement Contribution	HD			\$150.00
BUA	1315151-518210	401K Retirement Contribution	HD		\$150.00	
Journal 2024/10/508				Total	\$150.00	\$150.00

Journal Proof Report



Journal Number: 556 Year: 2024 Period: 10

Description:

Reference 1: Reference 2: Reference 3:

Source	Account	Account Description	Line Description	OB	Debit	Credit
BUA	6287140-533510	Sewer-Goldsboro WWTP Charges	Sewer			\$1160.00
BUA	6287140-549100	Dues & Subscriptions	Sewer		\$1160.00	
Journal 4/22/24 01:55:56 Total					\$1160.00	\$1160.00

Journal Proof Report



Journal Number: 637 Year: 2024 Period: 10 Description: Reference 1: Reference 2: Reference 3:

Source	Account	Account Description	Line Description	OB	Debit	Credit
BUA	6287140-533510	Sewer-Goldsboro WWTP Charges	Sewer			\$1160.00
BUA	6287140-549100	Dues & Subscriptions	Sewer		\$1160.00	
			Journal 2024/10/637	Total	\$1160.00	\$1160.00

Journal Proof Report



Journal Number: 759 Year: 2024 Period: 10 Description: Reference 1: Reference 2: Reference 3:

Source	Account	Account Description	Line Description	OB	Debit	Credit
BUA	1104310-539600	Imaging & Shredding	Sheriff		\$1180.00	
BUA	1104310-529900	Miscellaneous Supplies	Sheriff			\$1180.00
			Journal 2024/10/759	Total	\$1180.00	\$1180.00

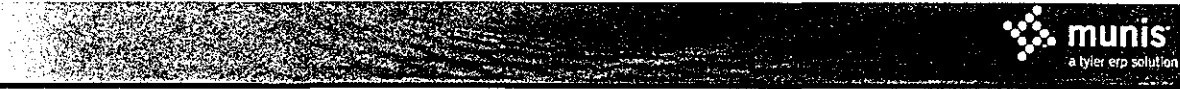
Journal Proof Report



Journal Number: 760 Year: 2024 Period: 10 Description: Reference 1: Reference 2: Reference 3:

Source	Account	Account Description	Line Description	OB	Debit	Credit
BUA	1104370-535200	Repairs & Maint-Equipment	EMS			\$1625.24
BUA	1104370-535300	Repairs & Maint-Vehicles	EMS		\$1625.24	
			Journal 2024/10/760	Total	\$1625.24	\$1625.24

Journal Proof Report



Journal Number: 761 Year: 2024 Period: 10 Description: Reference 1: Reference 2: Reference 3:

Source	Account	Account Description	Line Description	OB	Debit	Credit
BUA	1106110-541200	Rental of Buildings	Library			\$2601.53
BUA	1106110-526100	Office Supplies-NonCaptl FF&E	Library		\$2601.53	
			Journal 2024/10/761	Total	\$2601.53	\$2601.53

Journal Proof Report



Journal Number: 762 Year: 2024 Period: 10

Description:

Reference 1: Reference 2: Reference 3:

Source	Account	Account Description	Line Description	OB	Debit	Credit
BUA	1315124-523850	Lab Supplies	HD		\$2000.00	
BUA	1315124-526200	Non-Capital Computer Equipment	HD			\$1400.00
BUA	1315124-535200	Repairs & Maint-Equipment	HD			\$400.00
BUA	1315124-537000	Advertising	HD			\$200.00
BUA	1315192-523850	Lab Supplies	HD		\$2000.00	
BUA	1315192-539500	Training	HD			\$2000.00
			Journal 2024/10/762	Total	\$4000.00	\$4000.00

Journal Proof Report



Journal Number: 763 Year: 2024 Period: 10 Description: Reference 1: Reference 2: Reference 3:

Source	Account	Account Description	Line Description	OB	Debit	Credit
BUA	1315167-523100	Program Supplies	HD			\$3000.00
BUA	1315167-523900	Other Medical Supplies	HD		\$3000.00	
			Journal 2024/10/763	Total	\$3000.00	\$3000.00

Journal Proof Report



Journal Number: 764 Year: 2024 Period: 10

Description:

Reference 1: Reference 2: Reference 3:

Source	Account	Account Description	Line Description	OB	Debit	Credit
BUA	1315110-512100	Salaries and Wages	HD			\$4000.00
BUA	1315110-518210	401K Retirement Contribution	HD			\$820.00
BUA	1315152-512100	Salaries and Wages	HD		\$4000.00	
BUA	1315152-518210	401K Retirement Contribution	HD		\$70.00	
BUA	1315160-518210	401K Retirement Contribution	HD		\$50.00	
BUA	1315167-518210	401K Retirement Contribution	HD		\$125.00	
BUA	1315191-518210	401K Retirement Contribution	HD		\$575.00	
			Journal 2024/10/764	Total	\$4820.00	\$4820.00