

Amendment to the second and third paragraph of Section 7.02 of the current Rules of the Shelby County Law Enforcement Personnel Board, adopted November, 2017.

Adopted As Official Rule Change October 15, 2019

**ARTICLE VII. RECRUITMENT AND CLASSIFIED APPOINTMENT**

***Section 7.02 ENTRY LEVEL APPLICATIONS***

Second Paragraph:

Completed applications must be submitted to the Board electronically, by mail, or in person to the business office of the Board in Columbiana, AL, prior to the stated deadline for applications to be received by the Board.

Third Paragraph:

Persons who meet the minimum requirements set forth in the public announcement are eligible to apply for examination upon filing the prescribed forms as required. No person who has applied and has been examined for a particular classification may be examined again for the same classification until ninety (90) days have passed since the results of the prior examination have been certified by the Board.

Amendment to Section 8.02 (h and i) of the Current Rules of the Shelby County Law Enforcement Personnel Board, adopted November, 2017.

Adopted as an Official Rule Change on August 25, 2020

Effective Date September 1, 2020

**ARTICLE VIII. ATTENDANCE, LEAVES, RESIGNATIONS, & RETIREMENTS**

***SECTION 8.02 LEAVE***

**(h) Vacation Leave**

All employees holding regular full-time positions in the classified service shall be allowed to earn and accrue vacation time with pay.

Effective September 1, 2020, vacation will be accrued each month at a rate consistent with the number of years of service completed as shown in the table below. If appropriate, the rate of accrual will change on the employee's anniversary date. The time of such vacation leave shall be determined by the appointing authority with due consideration to seniority.

**(i) Computation of Vacation Leave**

An employee holding a regular position shall earn vacation leave in accordance with the longevity of service as of their anniversary date, as follows:

- Less than 1 year to 5 years of service \_\_\_\_\_ 7 hours per month
- 5 years to 10 years of service \_\_\_\_\_ 10 hours per month
- 10 years to 20 years of service \_\_\_\_\_ 14 hours per month
- 20 years or more of service \_\_\_\_\_ 17 hours per month

Amendment to last sentence, paragraph 2 of Section 6.01 of the Current Rules of the Shelby County Law Enforcement Personnel Board, adopted November, 2017.

Adopted as an Official Rule Change on February 16, 2021

**ARTICLE VI. THE PAY PLAN**

**SECTION 6.01 SALARY AND BENEFIT SCHEDULE FOR THE SHELBY COUNTY SHERIFF'S OFFICE**

Paragraph 2 to read:

All persons beginning employment in the classified service shall receive a salary corresponding to pay step #1 in the classification to which they are appointed. Persons beginning employment in any classification may, upon approval by the appointing authority, receive an advancement of one pay step for every two full years of relevant, similar experience. *However, no person shall begin in a pay step higher than pay step #4 unless a request from the appointing authority provides extraordinary, unique, or special circumstances to justify a higher pay step, is determined by the Board to justify a higher starting pay step than pay step #4.*

Amendment to Article VIII, Section 8.02 (p) of the Current Rules of the Shelby County Law Enforcement Personnel Board, adopted November, 2017.

Proposed May 18, 2021

Revised on May 21, 2021

Adopted as an Official Rule Change on June 15, 2021

## **ARTICLE VIII ATTENDANCE, LEAVES, RESIGNATIONS, & RETIREMENTS**

### ***SECTION 8.02 Leave***

#### ***(p) Reserve Sick Leave***

##### Purpose

The Reserve Sick Leave Bank (RSLB) allows a participating employee to continue to receive pay for time off due to a Serious Health Condition of that employee. This leave can only be requested when all other paid leave has been exhausted.

##### Funding of the RSLB

The total of all days contributed by participating employees will fund the RSLB. All employees will contribute two (2) days annually from their accumulated Sick Leave until they have contributed eight (8) total days of their accumulated sick leave to the RSLB. If the total number of days in the RSLB drops below five hundred (500) days, all participating employees would be required to donate one (1) day of accumulated Sick Leave to replenish the Bank. If this one (1) day per participant did not fund the RSLB at the minimum of 500 days, the process will continue until this threshold is met.

##### Membership

Participation in the RSLB is on a voluntary basis. Only regular employees, with at least one year of service, are eligible to participate in the RSLB.

##### New Employee

At the one-year service date for a new employee, that employee will be eligible to join the RSLB. Upon notification of this eligibility by the LEPB, interested employees should fill out the enrollment form in the Appendix of the Rules and return to the LEPB office within 30 days.

##### Current Employees

All existing employees who meet the eligibility requirements, but are not members of the RSLB, may elect to join the RSLB during the annual open enrollment period of benefits.

##### Termination of Membership

Once an employee becomes a participant, such participation shall continue while the employee remains employed in the classified service. If an employee desires to no longer participate in the RSLB, they must submit a request to the LEPB. Only those employees who have never used days from the RSLB will be eligible to leave the plan. Any time the employee has donated to the RSLB will not be returned to the employee but will remain in the RSLB.

### Requesting days from the RSLB

The Shelby County Law Enforcement Personnel Board will oversee the administration of the RSLB, and all decision made by the Board are final.

Reserve Sick Leave may only be requested due to a Serious Health Condition of the employee; this Serious Health Condition will have made them unable to perform the essential functions of their functions. Reserve Sick Leave shall not be granted to an employee due to the Serious Health Condition of another person.

A participating employee requesting days from the RSLB must submit the Reserve Sick Leave Request Form to the Board (Form is included in the Appendix to the Rules). This paperwork includes sections that must be completed by the employee, the employee's physician, and the appointing authority. The employee must submit the request in a timely and complete manner with sufficient medical certification to support a request for leave due to their own serious health condition. This request shall include the date the leave should start and the number of days (not to exceed 30 working days) the employee is requesting.

Any unused days will be returned to the Reserve Sick Leave Bank if the condition of the employee no longer qualifies under the circumstances for which the leave was requested.

### Definitions

“Serious Health Condition” is defined as an illness, injury, impairment, or physical or mental condition that involves any period of incapacity or treatment connected with inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical care facility; or a period of incapacity requiring absence of more than three calendar days from work, school, or other regular daily activities that also involves continuing treatment by (or under the supervision of) a health care provider; or any period of incapacity due to pregnancy, or for prenatal care; or any period of incapacity (or treatment therefore) due to a chronic serious health condition (e.g., asthma, diabetes, epilepsy, etc.); or a period of incapacity that is permanent or long-term due to a condition from which treatment may not be effective (e.g., Alzheimer's, stroke, terminal diseases, etc.); or, any absences to receive multiple treatments (including any period of recovery therefrom) by, or on referral by, a health care provider for a condition that likely would result in incapacity of more than three consecutive day if left untreated (e.g., chemotherapy, physical therapy, dialysis, etc.).

Amendment to Section 6.04 Longevity Pay of the Current Rules of the Shelby County Law Enforcement Personnel Board.

Proposed March 15, 2022.

Adopted as an Official Rule Change on April 18, 2020.

Effective Date June 1, 2022.

**ARTICLE VI. THE PAY PLAN**

***SECTION 6.04 LONGEVITY PAY***

In addition to all other benefits provided herein, each eligible classified employee shall receive longevity pay according to the following schedule and eligibility requirements:

As of September 30, service of:

- From 5 years to 9 years ----- \$500.00
- From 10 years to 14 years -----\$600.00
- From 15 years to 19 years -----\$700.00
- From 20 years to 24 years ----- \$800.00
- 25 years or more ----- \$900.00

Amendment to Section 6.03 Educational Incentives of the Current Rules of the Shelby County Law Enforcement Personnel Board.

Proposed September 20, 2022

Adopted as an Official Rule Change on September 28, 2022

Effective Date October 1, 2022

### **Section 6.03 Educational Incentives**

Those classified employees who have completed coursework at an institution that has been recognized as receiving regional accreditation (MSA, NWCCU, NCA-HLC, NCA-CASI, NEASC-CIHE, NEASE-STCI, SACS, WASC-ACCJC, WASC-ACSCU), and who were employed prior to October 1, 2022, will be eligible to receive the following educational incentives:

- Classified employees who have earned an Associate's Degree or Junior Class status shall receive, in addition to their base salary, a one thousand dollar (\$1,000.00) yearly Educational incentive.
- Classified employees who have an undergraduate degree shall receive, in addition to their base salary, a two thousand dollar (\$2,000.00) yearly Educational incentive.
- Classified employees who have earned a Master's Degree shall receive, in addition to their base salary, a three thousand dollar (\$3,000.00) yearly Educational incentive. This advanced degree must be in a field related to the job functions of the Sheriff's Office (Criminal Justice, Education, MBA, Law, and Public Administration). If it meets the selection criteria established by the Board. If an employee is interested in pursuing an advanced degree that is not one of the above-mentioned disciplines, it should be submitted to the approval by the Board on an individual basis. Transcripts must reflect graduation before the classified employee is granted this incentive.
- Classified employees who apply for this educational incentive will be eligible for this incentive if they have (1) completed the requirements prior to being employed by the Shelby County Sheriff's Office, or (2) are currently enrolled in an approved institution seeking a qualified degree.
- No classified employee will be eligible for reimbursement of expenses associated with obtaining any degree that would make them eligible for this incentive.

Classified employees hired on or after October 1, 2022, who have completed coursework at an institution that meets the above stated criteria, will be eligible to receive, in addition to their base salary, a three thousand dollar (\$3,000.00) yearly educational incentive. This advanced degree must be in a field related to the job functions of the Sheriff's Office (Criminal Justice, Education, MBA, Law, and Public Administration). If an employee is interested in pursuing an advanced degree that is not one of the above-mentioned disciplines, it should be submitted to the Board prior to enrollment to determine if it meets the selection criteria established by the Board.

All educational incentives, once verified by the granting institution, are subject to approval by the Board on an individual basis. Transcripts must reflect graduation before the employee is granted this incentive.

All decisions regarding educational incentives made by the Board are not eligible for appeal.  
All educational incentives are to be paid at the end of the first pay period in January.



Amendment to Section 8.02(j) Accumulation of Vacation Leave of the Current Rules of the Shelby County Law Enforcement Personnel Board.

Proposed February 7, 2023

Adopted as an Official Rule Change on March 7, 2023

Effective Date March 7, 2023

**Section 8.02(j) Accumulation of Vacation Leave**

A maximum of 240 hours of Vacation Leave earned but not used may be accumulated and carried over to the next year. Any accumulated Vacation Leave in excess of 240 hours at the end of the day on December 31 shall be forfeited on January 1, except when accumulation was required by the appointing authority in an emergency situation.