



Cumberland County Personnel Policy Changes approved 3/16/2020

Page 5 – OVERTIME/COMPENSATORY TIME-First sentence should read “Overtime is defined as time worked in excess of 40 hours in a workweek (106 for Firemen and 86 hours for Patrolmen and Correction Officers in a pay cycle). Non-exempt employees, as defined herein, who work over 40 hours (106 hours for Firemen, 86 hours for Patrolmen and Correction Officers in a pay cycle) in a workweek...”

Page 9 – FMLA The second paragraph should read: “Under the federal Family and Medical Leave Act of 1993, county employees are entitled to up to twelve (12) workweeks of unpaid leave during each 12 month period (*a rolling 12-month period measured backward from the date an employee uses FMLA leave -each time an employee takes FMLA leave, the remaining leave is the balance of the 12 weeks not used during the immediately preceding 12 month*) for...”

Page 10 – FMLA Add the paragraph that follows this paragraph

“It is the policy of Cumberland County to grant its employees leave in accordance with the requirements of the Family and Medical Leave Act. A copy of the FMLA Fact Sheet #28 setting out the employee’s rights under the FMLA and Fact Sheet #28A setting out the employee’s rights to military family leave are attached to these policies, and employees may obtain additional copies of these documents as well as additional information about the FMLA and their rights and obligations under that law from their supervisor, or by contacting HR.

Employees on approved FMLA leave for their own serious health condition are prohibited from performing another job with a separate employer with similar job duties/requirements.”

Page 17- under Required Alcohol and Drug Tests-
Change Random to read: *Random (Sheriff’s office and EMS only)*

Page 19- under Testing Conditions:

Have Random read: *“Random – The Sheriff may perform random drug screening on the following employees only: Patrol Officers, Investigators, Correctional Officers or any other employee who carries a firearm or operates a government vehicle at any time as part of their job requirements. The EMS Director may perform random drug screening on the following employees only: AEMT, EMT, Paramedic or any other employee who provides care to a patient or operates a government vehicle at any time as part of their job requirements.”*

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NOTIFICATION OF ARREST OR FILING OF INFORMATION

First sentence should read:

“Employees must notify their appropriate department head or elected official if they have been arrested within 72 hours (*24 Hours for Patrol Officers*) of said arrest...”