

NEW CASTLE COUNTY

PERSONNEL POLICY

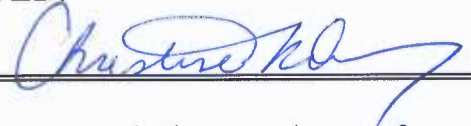
NUMBER 4.13

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DATE 5/6/16

SUBJECT: SPECIAL EVENT TIME

APPROVED:



OBJECTIVE: To provide clarification for the earning, accumulation, and use of special event time.

STATEMENT: Special event time may be earned by any full-time employee for performing job duties that fall outside the normal scope and responsibility of the position that the employee performs during the regular course of his or her employment. Unless approved in advance by the Chief Administrative Officer, special event time may only be earned on the date(s) of the actual special event.

Procedure:

1. In order for time to be considered special event time, it must be pre-designated by the Chief Administrative Officer in conjunction with the County Executive as a County "special event" which positively promotes the County's relationship within the community.
2. Employees shall submit requests to earn special events time for working at County special events through the department general manager or row officer, using designated forms which will be distributed before each event. General managers and row officers shall forward recommendations for approval or disapproval to the Office of Human Resources for review. Consideration shall be given to employee attendance and job performance, operational considerations and limitations, and the number of times the employee was approved to work previous special events. Requests will also be reviewed by the Office of Risk Management to determine any possible liability to the County and by the Chief Human Resources Officer for review of the employee's disciplinary record (if any). The Office of Human Resources will provide the list of employees approved to earn special event time to the event's designated volunteer coordinator.
3. Special event time shall be credited on a time and one-half basis, accruing one and one-half hours of special event time for each hour worked.

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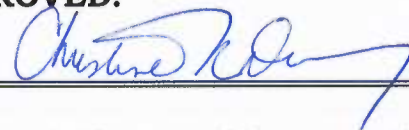
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The volunteer coordinator shall document the special event time earned by each employee and forward a spreadsheet to the Office of Human Resources. The Office of Human Resources will coordinate the update of employees' leave balances in the payroll system with the Office of Finance and Information Systems.

4. Requests to utilize earned special event time must be made by using the same authorization process for vacation and is subject to the approval of the department general manager or row officer.
5. All special event time must be used within twelve months of the date earned or it will be forfeited. Requests to maintain balances beyond twelve months shall not be entertained.
6. Special event time shall not be transferable to sick leave or vacation hours.
7. Unused special event time earned prior to an employee's separation from the County, and not used within twelve months of the date earned, shall be paid to the employee if it is not feasible for the employee to utilize the hours before leaving the County. "Not feasible" shall be determined by the Chief Human Resources Officer after consultation with the department general manager or row officer.

REQUIRED ACTION: Department general managers and row officers shall be responsible for the implementation of and compliance with this policy. Timekeepers shall be responsible for maintaining complete and accurate special event time records and reconciling employee balances with those in the payroll system. These records shall indicate when the special event time was earned, the circumstances warranting the additional hours worked, and the total number of hours used.

Established: 02/14/05
Revised: 03/11/13
Revised: 5/6/16