

Personnel Ordinance Crosswalk

Location in Current Personnel Ordinance	Topic	Add/Edit/Move/Delete	Policy language moved to (if applicable):	Exact Language? If not, explain.
Article I, Section 1	Purpose	Deleted "promote a fair and effective means of employee recruitment and selection" and "provide the means for removal of unsatisfactory employees"	Recruiting and Selection Policy and Separation Policy	
Article I, Section 2B	Coverage	Removed: "except for Article VII, Additional Employee Benefits" since only longevity language is referenced		
Article I, Section 2C	Coverage	Removed Director of Elections as the position is listed in D		
Article I, Section 2D	Coverage	Added grievances; changed "Sheriff" to "Sheriff's Office"		
Article I, Section 2E	Coverage	Removed: performance evaluations		
Article I, Section 3	Employee Status	Added "Position Type" to section title; Edited language for clarification; Deleted reference to overtime	Overtime Pay Policy	Language was clarified to designate which employees receive overtime pay and which receive compensatory time.
Article I, Section 3A1	Alternate Workforce	Deleted section. The definition was moved to the Definitions section and the provisions were included in Article I, Section 2E	n/a	
Article I, Section 3A 2 & 3	Non-Exempt and Exempt Employees	Moved language	Definitions section and Overtime Pay Policy	
Article I, Section 6	Responsibility of County Manager	Added "or their designee" for County Manager appointments, dismissals and suspensions "consistent with State law, County Ordinances" and "all applicable policies"; Deleted "An official copy of the Personnel Ordinance and rules will be available in the County Manager's Office and/or Human Resources Department."		
Article I, Section 7	Responsibility of the Human Resources Director	Removed section as the responsibilities are listed in the job description	n/a	
Article I, Section 7, A4	Establishing and maintaining a roster	Edited "County services" to "persons who receive a paycheck through County Payroll"		
Article I, Section 7, A5	HR Director responsibility for recruiting programs	Moved language	Recruiting and Selection Policy	
Article I, Section 8	Responsibility of Employees	Added "to the extent that they do not conflict with any Federal or State laws."; " Deleted "including the Employee Code of Conduct Policy. The County Manager shall create and adopt a code of conduct policy applicable to all County employees describing clear standards and expectations for employee conduct in alignment with our core values."		
Article II, Section 1	Position Classification Plan Policy Statement	Added "County Manager shall create and adopt a position classification plan policy applicable to County employees" Moved reference of maintaining Position Classification Plan	Position Classification Policy	
Article II, Sections 2-6	Position Classification Plan	Moved language	Position Classification Policy	Language was edited for clarification and expanded upon in the new stand alone policy
Article III, Section 2	Pay Plan	Edited to "The County Manager" instead of "Human Resources Director"		
Article III, Section 5	Pay Rates in Salary Range Revision	Added reference to Position Classification Policy and moved A-C	Position Classification Policy	
Article III, Section 6A	Overtime	Added reference to creating and adopting an overtime policy.		
Article III, Section 6 B-F	Overtime	Moved language	Overtime Pay Policy	Edited language for clarification

Article III, Section 7	Payroll Deductions	Deleted "Credit Union deductions, insurance premiums and other deductions requested by the employee and not paid by the County may also be deducted." Added language to clarify the process when an overpayment of wages is identified.		
Article III, Section 9	Cost of Living Adjustment	Added "PRN position" and "If a COLA increase pushes increases an employee's base pay rate above the maximum for their salary grade, the excess will be paid out as a one-time lump sum." Edited from "County Budget and Human Resources staff will present" to "the County Manager will present"		
Article IV, Section 1	Recruitment and Selection Policy Statement	Added reference to creating and adopting a policy. Edited "... the County Manager and/or Human Resources Director" to "...the County Manager, or their designee,..."		
Article IV, Section 2 B-C	Statement of Equal Employment Opportunity Policy	Moved language Edited to remove county website.	Recruiting and Selection Policy	Expanded and clarified language to reflect current and best practices
Article IV, Sections 3-13	Recruiting information	Moved language	Recruiting and Selection Policy	Expanded and clarified language to reflect current and best practices
Article V, Section 1	Workweek	Moved language	Overtime Pay Policy	Edited shift language for clarification
Article V, Section 2	Unlawful workplace discrimination and harassment	Added referece to the County's Ordinance Prohibiting Discrimination in Employment		
Article V, New Section	Employment of Persons with Disabilities	Added language		
Article V, Section 4B1	No retaliation commitment	Added "religious reasons"		
Article V, Section 5A	Drugs at the Workplace Prohibited	Edited language to read "County employees should not conduct County business while under the influence of any impairing substance."		
Article VII, Section 2A-C	Longevity Compensation	Edited "regular employee" to "eligible employee"; clarified service time eligibility Deleted "Buncombe County does not have a merit pay system; instead,"		
Article VII, Section 2A 1e	Longevity Compensation	Edited "percentage of hours actually worked divided by full-time hours for the position" to "scheduled weekly hours" to align to the actual calculation that is used and minimize harm to employees		
Article VII, Section 2A 1d	Time and Method of Pay	Edited "as of December 1" to "the first pay period after December 1 of each year."; clarified continuous service and aggregate service		
Article VII, Section 2A 2	Amount of Longevity Pay	Edited "EMTs" to "EMS positions with 60 scheduled weekly hours"		
Article VII, Section 3c	Eligibility requirements	Removed "appointment" and edited "temporary part-time or less than half-time (twenty hours per week)" to "alternate workforce position"		
Article X, Section 1	Personnel Records	Clarified meaning of "salary" Deleted "appointing authority of.." in the first sentence		
Article X, Section 2	Personnel Records	Removed section 2 and references to that section since the information is listed in the statute		

Article XI	Definitions	Added definition of retaliation; Removed: reference to Aggregate Service for Longevity pay and "Covered Status" as this information is provided in Article 1, Section 3 Removed reference to Employee Protection Hotline as this is now in the Workplace Violence policy Removed reference to the Hatch Act as this is now in the Conflict of Interest policy		
Article XII, Section 1	Implementation of Personnel Ordinance	Removed "ordinances" as the Personnel Ordinance cannot supersede County ordinances		
Appendix A	Disability Policy	Moved language to Article V		
Appendix B	Workplace Violence Policy	Moved language	Workplace Violence Policy	Expanded and clarified language to reflect current and best practices