

ADMINISTRATIVE ORDER
OF THE
JEFFERSON COUNTY COMMISSION
02- 5

PURSUANT to the authority vested in the Jefferson County Commission by law, the following Administrative Order is hereby issued:

PURPOSE

To establish a uniform policy and procedure governing County employees who are absent without leave (AWOL).

I. POLICY

It shall be the policy of the Jefferson County Commission that employees who are absent from work without eligibility for any form of paid leave or without approved leave without pay (approved pursuant to Jefferson County Administrative Order 94-2) shall be marked for payroll purposes as absent without leave (AWOL). It shall also be the policy of the Jefferson County Commission that employees so marked as AWOL receive formal discipline which may include termination for a first offense.

II. PROCEDURE

Employees who are absent from work and who are not eligible for paid leave or unpaid leave pursuant to Administrative Order 94-2, shall be marked AWOL. Department Heads shall immediately initiate formal disciplinary action against any employee who is marked AWOL. That disciplinary action will be initiated in consultation with the County Attorney as required by Administrative Order 02-2. Department Heads shall also immediately process a personnel action form to document every occurrence of AWOL.

III. RETROACTIVE LEAVE ADJUSTMENT PROHIBITED

Except as provided for in Administrative Order 94-2, changing County employees' AWOL designation to another pay code retroactively is prohibited.

IV. OTHER LEAVE AND ATTENDANCE POLICIES ABOLISHED

It is the intent of the Jefferson County Commission that this Administrative Order establish a single, unified, County-wide policy regarding employee absence without leave. Accordingly, all department, division or section policies regarding employee absence without leave, whether formal or informal, are hereby abolished and superseded by this Administrative Order.

V. EFFECTIVE DATE

This Administrative Order shall become effective at 12:01 a.m., December 1, 2002.

ORDERED at the Jefferson County Courthouse this 26th day of November,

2002.

Larry P. Langford (H) 12/3/02
LARRY P. LANGFORD, President
Jefferson County Commission

APPROVED BY THE
JEFFERSON COUNTY COMMISSION
DATE: 11-26-02
MINUTE BOOK: 140
PAGE(S): 101-102