

163 -2011

# CERTIFIED COPY OF ORDER

STATE OF MISSOURI }  
County of Boone } ea.

April Session of the April Adjourned

Term. 20 11

21<sup>st</sup>

April

11

In the County Commission of said county, on the

day of

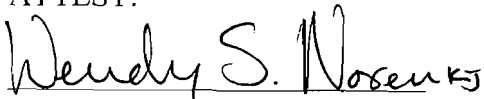
20

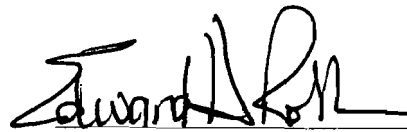
the following, among other proceedings, were had, viz:

Now on this day the County Commission of the County of Boone does hereby approve the proposed changes to the Parking Policy, 2.10 in the Personnel Policy Manual. These changes are stipulated in the attached memorandum.

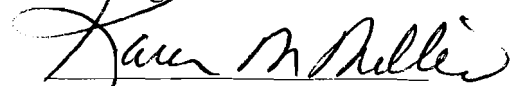
Done this 21<sup>st</sup> day of April, 2011.

ATTEST:

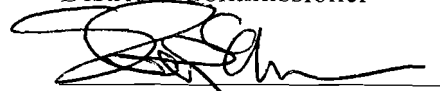
  
Wendy S. Noren  
Clerk of the County Commission



Edward H. Robb  
Presiding Commissioner



Karen M. Miller  
District I Commissioner



Skip Elkin  
District II Commissioner

## 2.10: PARKING POLICY:

1. Benefited employees who work downtown are provided with a parking permit at no cost that allows them to park on **approved** ~~any of the~~ County owned lots. Parking permits are considered a benefit and privilege and not an inherent right of employment and will be issued upon completion of vehicle registration forms. The parking lots are filled on a first-come, first-serve basis. All employees are expected to treat other employees with courtesy and abide by all regulations. Any violations may subject an employee to revocation of their parking privileges.
2. The Parking Committee determines an employee's eligibility for assigned parking. The criteria for such assignment may include: Does the employee drive a County-owned vehicle? Does the employee come and go frequently due to job requirements? Does the Administrative Authority find the need for the employee to have a certain parking location?
3. Vehicles parked in County parking lots must be registered with ~~the Parking Committee.~~ **Facilities Maintenance (FM)**. Permits may be moved from vehicle to vehicle, but all vehicles must be registered. ~~Employees are responsible for notifying the parking clerk of any license or vehicle change.~~ No other permits will be issued unless reviewed and approved by the Parking Committee. **Failure to keep records current may result in parking privileges being suspended.**
4. The parking lots are for the use of Boone County employees only. Parking privileges may be revoked for any employee allowing an unauthorized party to use his/her permit.
5. Terminated employees must relinquish all permits and gate cards. Administrative Authorities or their designees shall be responsible for the retrieval and return of such permits and gate cards. Administrative Authorities or their designees may not pass on relinquished permits or gate cards to other employees without first notifying ~~the parking clerk in the Recorder's Office.~~ **FM.**
6. Replacement cost for a lost or destroyed permit or gate card is \$20.00 each, payable by the employee. If a terminated employee fails to return his/her permit or gate card, the Administrative Authority shall hold the employee's last paycheck until reimbursement is made or the permit or gate card is returned.

7. Permits or gate cards that are inoperable due to normal conditions of wear and tear may be replaced at a cost to the employee according to the following schedule:

First Replacement	\$5.00
Second Replacement	\$10.00

8. **Parking Violation and Tow Policy**

- a. **Employees must notify Facilities Maintenance (FM) of all vehicle and license plate changes immediately. Failure to keep their records current may result in their parking privileges being suspended.**
- b. **Employees will be given one grace violation. A second violation will result in the vehicle being towed. Any additional violation(s) will result in their parking privileges being suspended by the county.**
- c. **Violations will be issued for the following:**
  1. **Hang tags—All vehicles on a county lot must have a hang tag on the rear view mirror or be a county marked vehicle assigned to the lot. Failure to display a hang tag is considered a violation of the policy. If an employee forgets or misplaces their hang tag, they cannot park on a county lot until it is replaced. The employee will have to make use of other parking options until their hang tag is displayed on the rear view mirror. No tag—no parking in the county lots.**
  2. **Reserved Spaces—Only designated employees or marked county vehicles may use the reserved spaces. An employee who parks in a reserved space that has not been assigned to that employee will be considered in violation of the policy. In addition, the employee will be required to move their vehicle immediately.**
  3. **Handicap Spaces—Employees utilizing handicap spaces must have the proper handicap tag or license plate issued to that employee by the state displayed. An employee who parks in a handicap space without the proper credentials will be considered in violation of the policy. In addition, the employee will be required to move their vehicle immediately.**

**d. When an employee is notified of a violation, their Administrative Authority will also be copied on the violation notification.**

## 2.10: PARKING POLICY:

1. Benefited employees who work downtown are provided with a parking permit at no cost that allows them to park on **approved** ~~any of the~~ County owned lots. Parking permits are considered a benefit and privilege and not an inherent right of employment and will be issued upon completion of vehicle registration forms. The parking lots are filled on a first-come, first-serve basis. All employees are expected to treat other employees with courtesy and abide by all regulations. Any violations may subject an employee to revocation of their parking privileges.
2. The Parking Committee determines an employee's eligibility for assigned parking. The criteria for such assignment may include: Does the employee drive a County-owned vehicle? Does the employee come and go frequently due to job requirements? Does the Administrative Authority find the need for the employee to have a certain parking location?
3. Vehicles parked in County parking lots must be registered with the ~~Parking Committee.~~ **Facilities Maintenance (FM)**. Permits may be moved from vehicle to vehicle, but all vehicles must be registered. ~~Employees are responsible for notifying the parking clerk of any license or vehicle change.~~ No other permits will be issued unless reviewed and approved by the Parking Committee. **Failure to keep records current may result in parking privileges being suspended.**
4. The parking lots are for the use of Boone County employees only. Parking privileges may be revoked for any employee allowing an unauthorized party to use his/her permit.
5. Terminated employees must relinquish all permits and gate cards. Administrative Authorities or their designees shall be responsible for the retrieval and return of such permits and gate cards. Administrative Authorities or their designees may not pass on relinquished permits or gate cards to other employees without first notifying ~~the parking clerk in the Recorder's Office.~~ **FM.**
6. Replacement cost for a lost or destroyed permit or gate card is \$20.00 each, payable by the employee. Administrative Authorities should instruct employees to bring permits and gate cards with them at the time they pick up their last paycheck.

**Deleted:** If a terminated employee fails to return his/her permit or gate card, the Administrative Authority shall hold the employee's last paycheck until reimbursement is made or the permit or gate card is returned.¶

7. Permits or gate cards that are inoperable due to normal conditions of wear and tear may be replaced at a cost to the employee according to the following schedule:

First Replacement	\$5.00
Second Replacement	\$10.00

8. **Parking Violation and Tow Policy**

- a. Employees must notify Facilities Maintenance (FM) of all vehicle and license plate changes immediately. Failure to keep their records current may result in their parking privileges being suspended.
- b. Employees will be given one grace violation. A second violation will result in the vehicle being towed. Any additional violation(s) will result in their parking privileges being suspended by the county.
- c. Violations will be issued for the following:
1. **Hang tags**—All vehicles on a county lot must have a hang tag on the rear view mirror or be a county marked vehicle assigned to the lot. Failure to display a hang tag is considered a violation of the policy. If an employee forgets or misplaces their hang tag, they cannot park on a county lot until it is replaced. **No tag—no parking in the county lots.**
  2. **Reserved Spaces**—Only designated employees or marked county vehicles may use the reserved spaces. An employee who parks in a reserved space that has not been assigned to that employee will be in violation of the policy, and will be required to move their vehicle immediately.
  3. **Handicap Spaces**—Employees utilizing handicap spaces must have the proper handicap tag displayed or state issued handicap license plate. An employee who parks in a handicap space without the proper credentials will be in violation of the policy, and, will be required to move their vehicle immediately.
- d. When an employee is notified of a violation, their Administrative Authority will also be copied on the violation notification.

**Deleted:** The employee will have to make use of other parking options until their hang tag is displayed on the rear view mirror.

**Deleted:** considered

**Deleted:** . In addition, the employee

**Deleted:** issued to that employee by the state displayed

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## **2.10: PARKING POLICY:**

1. Benefited employees who work downtown are provided with a parking permit at no cost that allows them to park on approved County owned lots. Parking permits are considered a benefit and privilege and not an inherent right of employment and will be issued upon completion of vehicle registration forms. The parking lots are filled on a first-come, first-serve basis. All employees are expected to treat other employees with courtesy and abide by all regulations. Any violations may subject an employee to revocation of their parking privileges.
2. The Parking Committee determines an employee's eligibility for assigned parking. The criteria for such assignment may include: Does the employee drive a County-owned vehicle? Does the employee come and go frequently due to job requirements? Does the Administrative Authority find the need for the employee to have a certain parking location?
3. Vehicles parked in County parking lots must be registered with Facilities Maintenance. Permits may be moved from vehicle to vehicle, but all vehicles must be registered. No other permits will be issued unless reviewed and approved by the Parking Committee. Failure to keep records current may result in parking privileges being suspended.
4. The parking lots are for the use of Boone County employees only. Parking privileges may be revoked for any employee allowing an unauthorized party to use his/her permit.
5. Terminated employees must relinquish all permits and gate cards. Administrative Authorities or their designees shall be responsible for the retrieval and return of such permits and gate cards. Administrative Authorities or their designees may not pass on relinquished permits or gate cards to other employees without first notifying Facilities Maintenance.
6. Replacement cost for a lost or destroyed permit or gate card is \$20.00 each, payable by the employee. Administrative Authorities should instruct employees to bring permits and gate cards with them at the time they pick up their last paycheck.

7. Permits or gate cards that are inoperable due to normal conditions of wear and tear may be replaced at a cost to the employee according to the following schedule:

First Replacement	\$5.00
Second Replacement	\$10.00

8. Parking Violation and Tow Policy
- a. Employees must notify Facilities Maintenance (FM) of all vehicle and license plate changes immediately. Failure to keep their records current may result in their parking privileges being suspended.
  - b. Employees will be given one grace violation. A second violation will result in the vehicle being towed. Any additional violation(s) will result in their parking privileges being suspended by the county.
  - c. Violations will be issued for the following:
    1. Hang tags—All vehicles on a county lot must have a hang tag on the rear view mirror or be a county marked vehicle assigned to the lot. Failure to display a hang tag is considered a violation of the policy. If an employee forgets or misplaces their hang tag, they cannot park on a county lot until it is replaced. No tag—no parking in the county lots.
    2. Reserved Spaces—Only designated employees or marked county vehicles may use the reserved spaces. An employee who parks in a reserved space that has not been assigned to that employee will be in violation of the policy, and will be required to move their vehicle immediately.
    3. Handicap Spaces—Employees utilizing handicap spaces must have the proper handicap tag displayed or state issued handicap license plate. An employee who parks in a handicap space without the proper credentials will be in violation of the policy, and will be required to move their vehicle immediately.
  - d. When an employee is notified of a violation, their Administrative Authority will also be copied on the violation notification.



164 -2011

# CERTIFIED COPY OF ORDER

STATE OF MISSOURI }  
County of Boone } ea.

April Session of the April Adjourned

Term. 20 11

21<sup>st</sup>

April

11

In the County Commission of said county, on the

day of

20

the following, among other proceedings, were had, viz:

Now on this day the County Commission of the County of Boone does hereby approve the proposal to transfer above the authorized transfer salary for Tara Flowers, into the position of Warrant Supervisor position # 112 at 111% of Mid-Point.

Done this 21<sup>st</sup> day of April, 2011.

ATTEST:

Wendy S. Noren  
Wendy S. Noren  
Clerk of the County Commission

Edward H. Robb

Edward H. Robb  
Presiding Commissioner

Karen M. Miller

Karen M. Miller  
District I Commissioner

Skip Elkin

Skip Elkin  
District II Commissioner

# REQUEST TO TRANSFER ABOVE "ATS" (Authorized Transfer Salary)

## BOONE COUNTY Commission Order 146-2006

*Description of form: To request approval to transfer above "ATS" (authorized transfer salary).*

**Procedure:**

1. The Administrative Authority or designee completes the form and prepares a schedule that demonstrates that funding is available within the salary and wage appropriation (account #10100) and calculates the amount for a budget revision, if needed. The Administrative Authority submits the form, the schedule, and the budget revision (if needed) to the Auditor for certification of funds availability.
2. The Auditor certifies funds availability, approves budget revision (if applicable), returns original form to the Administrative Authority and forwards a copy to Human Resource Director.
3. The Human Resource Director reviews the request and provides recommendation to the Administrative Authority.
4. The Administrative Authority will schedule the request for approval by the Commission and provide the Commission with the HR Director's recommendation.
5. The County Commission will review all requests for a starting salary above the "ATS" and will either approve or deny the request. After approval/denial, the County Commission will return this form to the Administrative Authority.
6. The Administrative Authority will attach a copy of this approved form to the Personnel Action Form.

Name of prospective employee: Tara Flowers Department: Sheriff - Operations  
 Position Title: Warrant Supervisor Position No.: 112  
 Proposed Starting Salary (complete one only) Annual: \_\_\_\_\_ % of Mid-Point: \_\_\_\_\_  
 OR Hourly: \$15.32 % of Mid-Point: 111%  
 No. of employees in this job classification within your Department? 1

Justification (Describe the prospective employee's education and/or work experience which supports this proposed compensation level). *At the time Tara was hired she should have been brought in at the rate of the previous supervisor. We discovered there are employees under her direct supervision making more money than her due to internal transfers. Tara has previous experience in supervision that should have brought her in at the rate of the outgoing supervisor.*

If proposed salary exceeds what other employees in the same job classification are paid, explain how the prospective employee's background exceeds others working in the same job classification: *This is the only position of this classification. This position is actually less than others she is directly supervising.*

What effect, if any, will this proposal have on salary relationships with other positions in your office and/or positions in other offices? *This promotion should not affect any other employee.*

Additional comments:

Administrative Authority's Signature: *Dwayne Carey* Date: 4-15-11

Auditor's Certification:  Funds are available within the existing departmental salary and wage appropriation (#10100).  
 Funds are not available within the existing departmental salary and wage appropriation (#10100);  
 Budget revision required to provide funding is attached.

Auditor's Signature: *Additional expense covered by savings due to vacancies* Date: 4/19/2011

*will require additional budget in future years = \$3120.00 + related payroll taxes & benefits (\$1.50 x 2030)*

Human Resource Director's Recommendations:

*Recommend approval*

Human Resource Director's Signature: *Betty Dickneite* Date: 4-20-11

County Commission \_\_\_\_\_ Approve \_\_\_\_\_ Deny \_\_\_\_\_  
 Comment(s): \_\_\_\_\_

Presiding Commissioner's Signature: *Edward H. Miller* Date: 4-21-2011

District I Commissioner's Signature: *Tara Miller* Date: 4/21/11

District II Commissioner's Signature: *[Signature]* Date: 4-21-11

# BOONE COUNTY PERSONNEL ACTION FORM

(Submit to County Auditor At Least **ONE WEEK** Prior to Pay Day)

Date Submitted 4-4-11

## General Information

Name <u>Lara M. Flowers</u>	Sex (M/F) <u>F</u>	Marital Status (M/S) _____
Address _____	City _____	Zip _____
Birth Date _____	Social Security No. _____	
1st Department Name <u>Sherriff's</u>	Department Number <u>1251</u>	
2nd Department Name _____	Department Number _____	

## New Hire

Start Date _____	Previously Employed by Boone County Yes _____ No _____	
Position Number _____	Position Title _____	
Temporary (Y/N) _____	Benefited (Y/N) _____ Range _____ Rate \$ _____ /hr	
Check One: Full-Time _____ Part-Time _____	Check One: Exempt _____ Non-Exempt _____	% of Midpoint _____

## Change of Position

Old Position	End Date _____	New Position	Start Date _____		
Position Number _____	Department Number _____	Range _____	Position Number _____	Department Number _____	Range _____
Position Title _____			Position Title _____		
From: Current Rate \$ _____ /hr	% of Midpoint _____		To: Current Rate \$ _____ /hr	% of Midpoint _____	
From: Full-time _____	Part-time _____		To: Full-time _____	Part-time _____	
Temporary (Y/N) _____			Temporary (Y/N) _____		
Benefited (Y/N) _____	Exempt (Y/N) _____		Benefited (Y/N) _____	Exempt (Y/N) _____	
Explanation: _____					

## Change of Salary

Old Salary End Date <u>4-2011</u>	New Salary Start Date <u>4-2-11</u>	
Position Number <u>112</u>	Position Title <u>Warrants Supervisor</u>	Position Range <u>25</u>
Current Rate: \$ <u>12.43</u> /hr	% of Midpoint <u>90</u>	
Increase Up to Midpoint or (Decrease): \$ _____ /hr		
Increase Beyond Midpoint or (Decrease): \$ <u>2.89</u> /hr	(from Merit Pool)	
New Rate: \$ <u>15.32</u> /hr	% of Midpoint <u>111</u>	
Explanation: _____		

## Termination

Effective Date _____	
Position Number _____	Position Title _____
Reason: _____	

Employee Signature/Date

Admin. Authority Signature/Date

Auditor Signature/Date

County Commission Signature

White Copy—County Clerk Payroll

Yellow Copy—Auditor's Office

Pink Copy—Originating Dept

Goldenrod Copy—Human Resources