



Policy for the Liaison Structure and Organizational Management Authority for Madison County

I. Scope of Policy. The policy establishes the lines of authority for Madison County Commissioners as it relates to the management of employment actions.

II. Definitions.

A. **Employment Actions** refers to the actions of interviewing and selection, reviewing and establishing compensation and determining and carrying out disciplinary actions up to and including termination of employment.

B. **Liaison.** The Commissioners of Madison County are assigned departmental liaisons (see Attachment One for current liaisonship assignments) and have chosen to define their role of Liaison as follows: a Liaison shall be a point of contact and an adviser for department heads, elected officials and outside agencies as well as a facilitator of communication to the Commission.

A Liaison does not act in the capacity of a supervisor for the daily operations of a department, however, the Liaison has the authority to hold department heads accountable for the quality and quantity of the functions and outputs of the department and for following and administering the County's Policies and Procedures.

III. Abbreviations.

- A. Chairman of the County Commission: Chairman
- B. County Administrator: Administrator
- C. Disciplinary Review Committee: DRC
- D. Hiring Committee: HC
- E. Madison County Commission: Commission

IV. Level One Administrators.

A. The following positions fall under the direction of the Commission:

- 1. County Administrator
- 2. County Attorney
- 3. County Engineer
- 4. Finance Director
- 5. Personnel Director¹
- 6. Water Department Director

B. The employment actions for these positions shall be as follows:

1. **Hiring Process.** The Chairman or the Liaison shall initiate the hiring process by forming a HC which shall consist of the Chairman, the Liaison for the department and one

¹ The employment actions for the Personnel Director shall be carried out by the Madison County Personnel Board in accordance with Alabama Act 941. However, considering the nature of this position and the required working relationship between the Commission and the Personnel Director, the Personnel Board should seek the advice and consent of the Madison County Commission regarding the selection of this position.



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additional representative from the Commission or the Personnel Director. The HC shall review applications and resumes, conduct screening interviews and recommend a minimum of three applicants for consideration to the Commission. A work session shall be scheduled to interview the candidate and a vote shall be taken at the following Commission meeting on the employment of the candidate. A majority vote of the Commission is required to hire a Level One Administrator.

2. **Disciplinary Process.** A Commissioner may bring before the full Commission any violation of the Madison County Rules and Regulations for failure to perform up to the required standards or other inappropriate behaviors that would require disciplinary action be taken against a Level One Administrator.

A DRC shall be formed made up of the Personnel Director, the Chairman and another Commissioner who shall serve on a two-month rotational basis. (See Attachment Two for DRC rotational schedule.)

The purpose of the DRC is to consider if minor performance infractions leading to verbal or written disciplinary action should be taken against a Level One Administrator. Such minor infractions may be brought before the DRC by a Commissioner, the Chairman or the Administrator.

If the DRC votes to approve such disciplinary action, the Chairman or Administrator shall administer the approved level of discipline. However, if the DRC does not approve for disciplinary action to be taken, the party that brought the allegation may bring the issue before the Commission for consideration. The Commission reserves the right by majority vote to administer any level of discipline deemed appropriate.

Egregious violations of the Madison County Rules and Regulations or acts of inappropriate behavior by a Level One Administrator that may result in suspension without pay or termination of employment, can be brought for consideration to the Commission by a Commissioner or the Administrator. A majority vote of the Commission is required for these types of disciplinary actions to be taken against a Level One Administrator.

3. **Establishing Compensation.** A Commissioner or the Chairman may initiate the process of requesting an increase in compensation for a Level One Administrator by bringing the request to the Commission for consideration. An increase in compensation requires a majority vote of approval by the Commission. Requests should be brought, if at all possible, forward during the fiscal year budget planning process.

4. **Employees Working Under Level One Administrators.** All employment actions shall be the responsibility of the Level One Administrator for the department. Level One Administrators shall brief the Liaison for the department prior to administering any disciplinary action against an employee.

V. **Level Two Administrators.**

A. The following positions have been identified as Level Two Administrators:

1. Animal Control Director
2. Building Inspection Supervisor



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3. Chief Probation Officer
4. County Fire Manager
5. ITS Director
6. Facilities Director
7. Planning and Economic Development Director
8. Purchasing Director
9. Sales Tax Director
10. Waste Control/Fleet Director

B. The employment actions for these positions shall be as follows:

1. **Hiring Process.** The Chairman or the Liaison shall initiate the hiring process by forming a HC which shall consist of the Chairman, the Liaison for the department and one additional representative from the Commission or the Personnel Director. The HC shall review applications and resumes, conduct screening interviews and recommend a minimum of three applicants for consideration to the Commission. A work session shall be scheduled to interview the candidate and a vote shall be taken at the following Commission meeting on the employment of the candidate. A majority vote of the Commission is required to hire a Level Two Administrator.

2. **Disciplinary Process.** A Commissioner or the Liaison for the department may bring before the Administrator and Chairman any violation of the Madison County Rules and Regulations for failure to perform up to the required standards or other inappropriate behaviors that would require disciplinary action be taken against a Level Two Administrator.

Disciplinary actions against a Level Two Administrator resulting in a verbal or written warning or a suspension without pay for a period of less than thirty (30) days, shall be administered by the Liaison for the department and the Administrator or the Chairman after consult with the Personnel Director. All disciplinary actions of Level Two Administrators shall be communicated to the Commissioners.

Egregious violations of the Madison County Rules and Regulations or acts of inappropriate behavior by a Level Two Administrator that may result in suspension without pay for more than thirty (30) days or termination of employment, may be brought before the Commission by the Administrator or Chairman after acquiring a two-thirds majority approval from the department's Liaison, the Administrator and the Chairman after consultation with the County Attorney and the Personnel Director. A majority vote of the Commission is required for these types of disciplinary actions to be taken against a Level Two Administrator.

If a two-thirds majority cannot be secured between the Liaison, the Chairman and the Administrator, the party that brought the allegation may take the issue before the Commission for consideration. The Commission reserves the right by majority vote to administer any level of discipline deemed appropriate. The Commission will not consider any allegations against a Level II Administrator until or prior to the Chairman, Administrator and Liaison reaching a decision regarding the disciplinary action.

3. **Establishing Compensation.** An increase in compensation for a Level Two Administrator may be initiated by the Liaison for the department, the Administrator or the Chairman. A two-thirds majority approval is required between the Liaison, the Administrator and the Chairman for



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the request to proceed to the Commission for consideration. A majority vote of the Commission is required for a change in compensation to be effective for a Level Two Administrator. Requests should be brought, if at all possible, forward during the fiscal year budget planning process.

VI. Employees Working Under Level Two Administrators. All employment actions shall be the responsibility of the Level Two Administrator for the department with consultation from the Personnel Director. Level Two Administrators shall brief the Liaison for the department prior to administering any disciplinary action against an employee.

VII. Employees Working Under Elected Officials. As the appointing authority for the department, all employment actions shall be the responsibility of the Elected Official with consultation from the Personnel Director. Elected Officials shall brief the Liaison for the department prior to administering any disciplinary action against an employee.

VIII. Ultimate Accountability Clause. Nothing herein is intended to usurp or limit the authority of the Commission with respect to its ability to hire, fire and otherwise manage its employees. If any employee or official exercising supervisor authority fails or refuses to take action or what is deemed to be appropriate disciplinary action against an employee under their supervision, the Liaison, the Administrator and the Chairman may meet to discuss the matter and seek a two-thirds majority approval between them with consultation from the County Attorney and the Personnel Director. If a two-thirds majority approval is reached, the matter may be brought before the Commission for consideration. The Commission reserves the right by majority vote to administer any level of discipline deemed appropriate.



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ATTACHMENT ONE

MADISON COUNTY LIAISONSHIP ASSIGNMENTS EFFECTIVE DECEMBER 13, 2017

ROGER JONES- DISTRICT 1

- Building Maintenance Department
- Volunteer Fire Departments
- Madison County Fire Marshal
- Rural Recreation/Parks and Recreation
- TRAM
- Sharon Johnston Park
- Madison County Executive Airport Authority
- Huntsville Utilities

STEVE HARAWAY- DISTRICT 2

- License Department
- Sanitation Department
- Fleet Control
- District Attorney
- County Fire Dispatch
- Madison City Schools
- City of Madison
- Town of Triana

CRAIG HILL - DISTRICT 3

- Green Mountain Nature Trail
- Huntsville-Madison County Marina & Port Authority (Ditto)
- Engineering Department
- TARCOG
- Inspection Department
- Madison County Schools
- Huntsville Utilities
- City of Gurley
- City of New Hope
- Town of Owens Cross Roads

PHIL VANDIVER- DISTRICT 4

- Sheriff's Department
- Extension Services
- Harvest/Monrovia Water and Sewer Authority
- Farmers Market
- Huntsville Utilities

PHIL RIDDICK- DISTRICT 5

- Water Department
- IT Department
- Huntsville-Madison County Public Library
- Neaves- Davis Center for Children
- Tax Assessor
- Tax Collector
- Probate Judge
- Chamber of Commerce
- Huntsville-Madison County Mental Health Board

_____ - DISTRICT 6

- Animal Control
- Chief Probation Officer
- Planning and Economic Development
- Board of Registrars
- Sales Tax Department
- City of Huntsville Schools

DALE STRONG - CHAIRMAN

- Commission Office
- Purchasing Department
- Legal Department
- Finance Department
- Personnel Department
- Emergency Management Agency
- Huntsville-Madison County Airport Authority
- Industrial Development Board of the City of Huntsville
- State Examiners

ATTACHMENT TWO

ROTATIONAL SCHEDULE FOR DISCIPLINARY REVIEW COMMITTEE

<u>Months</u>	<u>Committee Participant</u>
January – February	District 1
March – April	District 2
May – June	District 3
July – August	District 4
September – October	District 5
November – December	District 6