

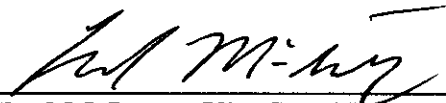
ORDER: APPROVE EMPLOYEE POLICY FOR CIRCUIT CLERKS OFFICE

Motion was made by Brent Larson, duly seconded by Larry Gillespie, to approve Employee Policy for Circuit Clerks Office.

The vote on the motion was as follows:

Supervisor Brent Larson, voted yes
Supervisor Larry Gillespie, voted yes
Supervisor David Rikard, voted yes
Supervisor Chad McLarty, voted yes
Supervisor Mike Roberts, absent

After the vote, Vice President McLarty, declared the motion carried, this the 3rd day of January, 2022.


Chad McLarty, Vice President
Board of Supervisors


Sherry Wall, Chancery Clerk

CIRCUIT CLERKS OFFICE POLICIES EFFECTIVE JANUARY 3, 2022

DUTIES

Each person has assigned duties; therefore, those duties comes first. Should you finish your assigned duties, you are required to assist others. Therefore, everyone must learn how to:

- All employees must be cross trained to work in all departments and answer all questions pertaining to the Circuit Clerk's Office.
- Every customer is to be treated courteously and with respect.
- All customers are to waited on immediately and not kept waiting until you finish what you are doing.
- At no time are you to accept rudeness or abusive language - refer all of these customers to the Clerk.
- It is strictly prohibited to discuss anything concerning the office with anyone unless what they are requesting is a matter of public record.
- Repeating conversations that occur in the office is strictly prohibited.
- Any breach of confidentiality will result in termination.
- Assigned duties are to be followed, do not change, alter, rearrange, or make up your own instructions to suit yourself.
- Pleadings are to be documented, scanned and filed within 24 hours.
- Orders are to be documented, scanned and filed within 24 hours.
- If you are holding something for a callback, please leave detailed instructions should someone else have to complete that job.

CELL PHONES & PERSONAL PHONE CALLS

- Cell phone use and personal phones calls are to be kept to a minimum.
- Cell phones must be on vibrate and placed in your desk drawer.
- Cell phones are not to be used, answered or texting while waiting on a customer.
- If you are on your cell phone and a customer enters the office, you must end your call and wait on that customer, immediately.

PERSONAL VISITORS DURING WORKING HOURS

Personal visitors during working hours must be kept to a minimum. If you have not had a break, you can take a 15-minute break to visit away from your workstation.

WORKSTATION

- Both civil and criminal offices must be staffed at all times.
- Work stations should be kept orderly at all times.
- Personal items on your desks are acceptable as long as it's kept to a minimum and does not interfere with work flow or is not offensive to the public and non-political.

SOCIAL MEDIA

Offensive or derogatory posts on social media about anything associated with this office, cases, elections, candidates, co-workers, or any individual is **strictly prohibited**.

DRESS CODE

- Employees can dress business casual except during Court Term and Vacation Court Terms. Jeans, sneakers, sweatshirt, shorts, sweatpants, yoga pants and t-shirts (shirt made of t-shirt fabric) with or without writing and/or slogans are not acceptable office attire.
- No "revealing" or extra tight clothing is acceptable office attire.
- Sweatshirt, t-shirts, jeans, flip flops and sneakers can be worn on Saturday work days or on special event days.
- **Court room attire will be restricted to business attire and suits (pants or skirts) only. The entire staff will dress for court during term and when in a jury trial during vacation court.**

PERSONAL LEAVE & SICK LEAVE

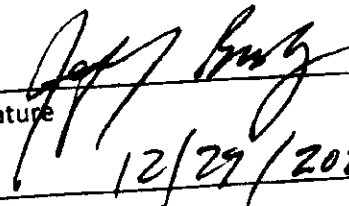
- If you have scheduled personal leave, make sure your desk is "clean" and everything that needs scanning and filed is done before you leave.
- Leave must be requested at least 24-hours in advance and in person due to the fact another person(s) could have already requested the same day(s).
- Leave during the term of court must be kept to a minimum. If there are extenuating circumstances or emergencies; those will be taken into consideration.
- Any leave taken without approval may result in an unexcused day.
- Should the Circuit Clerk be out of the office, a personal phone call (no text) is required before taking any leave or sick days.
- Please schedule non-emergency doctors' appointments outside the terms of court.
- Personal leave around holidays cannot be taken consecutively by a single employee. Exceptions will be made for special events with prior approval.
- No more than two (2) people, including me, can be on leave at the same time during term. Outside the term, it will be based on what is scheduled according to terms of court and elections.

TRAINING

- All employees must attend and complete training on SEMS with the Secretary of State.
- If possible, two (2) employees can attend training on the same day provided it does not cause a hardship in the office.
- Travel expense and meals will be reimbursed at state approved rates.

Signature

Date


12/29/2021



Lafayette County
MISSISSIPPI

---MEMO---

DATE: December 14, 2021
TO: Deputy Clerks
FROM: Jeff Busby, Circuit Clerk
RE: Office Policy Update – Effective January 1, 2022

EFFECTIVE JANUARY 1, 2022

- You must submit your request to be off to the Clerk one week prior to the date. This will allow communication within the office to make sure all work stations are covered and lunch breaks are available. In the event of an unforeseen circumstance and/or emergency, this will need to be communicated with the Clerk, for approval.
- Lunch schedules are from 12:00 p.m. – 1:00 p.m. and 1:00 p.m. – 2:00 p.m. It is understood office hours are from 8:00 a.m. – 5:00 p.m. There will be no working through lunch and taking off early unless pre-approved with the Clerk.
- No one will be allowed to take personal days of during term of court, unless in the event of sickness or emergency or pre-approved by the Clerk.
- 2022 will be an election year (and every year moving forward for our office). No one will be allowed to take personal days off 45 days before both the Primary and the General elections, unless in the event of sickness or emergency or pre-approved by the Clerk.

By signing your name below, you understand and adhere to the updates effective January 1, 2022.

_____	Katrina Colston, DC
_____	Barbara Dunn, DC
_____	LaSonja Pettis, DC
_____	Beth Rasberry, DC
_____	Chyna Sinervo, DC
_____	Katreena Thompson, DC