

The Forsyth County Employee Handbook has been revised effective March 1, 2010, and is available for review on FCNet or from the County's public website.

Please note that throughout the handbook the term "Department Head" has been replaced with "Department Manager". In addition, live links to forms and websites are no longer embedded within the handbook. However, you can easily access the forms, policies or vendor links mentioned in the handbook by going to <http://www.forsyth.cc/humanresources/handbook.aspx>

The handbook is now saved online as a "searchable .pdf" file. This means you can search by key words to find the topic you desire. You can also use the Table of Contents to find the page you want.

The following Sections of the handbook should be reviewed because they are either new or contain changes:

SECTION	TOPIC	DESCRIPTION OF CHANGE
I	Introduction	Paragraph 3 has been changed for additional clarification
I	Description of Forsyth County Government	Paragraphs 1 and 3 have been changed to reflect the Board of Commissioners new meeting time and changes to the department listing
III	Eligibility for Employee Benefits	Clarification of types of employment
III	Retirement	Clarification on use of leave when retiring
III	Post-Retirement Benefit Options/Health Insurance	Clarification of eligibility requirements to continue health benefits after disability retirement
III	Post-Retirement Benefit Options/Life Insurance	Clarification on eligibility for County-provided retiree death benefit
III	Leave With Pay/Paternity Leave	Clarification on use of leave for paternity leave
III	Leave With Pay/Civil Leave	Additional guidance on administration of policy and description of enhanced benefit if subpoenaed for non-County business
III	Unpaid Leave/Parental School Leave	Revised language
III	Unpaid Leave/Family and Medical Leave (FMLA)	Changes have been made in most sections; please review entire topic
III	Workers' Compensation	Please review entire topic
IV	Work Policies and Procedures/Introductory Period	Paragraph 2 has been revised to address employees covered under the State Personnel Act
IV	Work Policies and Procedures/Hours of Work	Shift Differential has been abolished
IV	Work Policies and Procedures/Attendance, Absenteeism, Tardiness	Paragraph 2 has been added
IV	Work Policies and Procedures/General Rules of	Language has been added requiring notification of loss of license for certain

	Conduct	positions
IV	Work Policies and Procedures/Computer and Phone Usage	Language has been added pertaining to use of personal electronic devices
IV	Work Policies and Procedures/Personal Communications	Expanded policy to include devices besides phones
IV	Work Policies and Procedures/Americans with Disabilities Act Policy	Clarification that the HR Director is the ADA Coordinator
IV	Work Policies and Procedures/Pandemic Flu Policy	New policy added
IV	Work Policies and Procedures/Disclosure of Confidential Information	Revised language
IV	Work Policies and Procedures/Solicitations	Revised language
IV	Work Policies and Procedures/Residency	Added to handbook – not a change
IV	Work Policies and Procedures/Reduction in Force and Severance Pay	Severance pay policy has been added
IV	Work Policies and Procedures/Personnel Records	Revised language to reflect recent law change
IV	Work Policies and Procedures/End of Employment	Revised language