Policy Updates

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Buncombe County Strategy & Innovation

Agenda

- Overtime Pay Policy
- Sustainable Fleet Policy
- PCI Compliance Policy
- Overview of Board Approved Policies

Overtime Pay Policy

Shauna Shepherd, Human Resources Director

Policy Key Concepts

- Provides guidance for overtime compensation for eligible employees in accordance with the Fair Labor Standards Act (FLSA).
- Provides clarity regarding the standard work week.
- Confirms the overtime calculation for non-exempt employees.
- Shares authorization and responsibility expectations.

Revisions

- Removed compensatory time as a payment option. All non-exempt employees will be paid time and half for hours worked over 40 in a week, effective with the pay period starting 6/27/26.
- Added management responsibilities and reference law enforcement guidance per state statute.
- Added section explaining criteria for exempt employees.

*We propose moving this policy to County Manager approved vs Board approved. The Overtime Pay policy governs internal, administrative functions, aligns to FLSA, and board approval is not mandated by state statute.

Sustainable Fleet Policy

Jake Klodt, Fleet Division Manager

Policy Key Concepts

- Existing policy that supports the County's goal to reduce greenhouse gas emissions.
- This policy aligns with our strategic plan objectives and furthers our move towards renewable energy.
- Aims to reduce fleet fuel consumption through fleet rightsizing, deployment of telematics, route optimization.
- Guides fleet procurement.
- Outlines process for departments to appeal the vehicle they have been assigned.
- Applies to all departments and vehicles (including grant funded).

Revisions

- Edited language to align policy to practice in consultation with the Fleet Manager.
- Moved policy language to procedural document where applicable.
- Ensures procedures provide guardrails for decision making to uphold policy intent.

*We propose moving this policy to County Manager approved vs Board approved. The Sustainable Fleet policy governs internal, administrative operations and board approval is not mandated by state statute.

Payment Card Industry (PCI) Compliance Policy

Mark Goodwin – Chief Information Security Officer

Policy Key Concepts

- This is a technical policy driven by a credit card industry standard changes.
  - Includes items such as training, logging, encryption, etc.
- **Purpose**: Maintains credit card security and comply with PCI DSS v4.0.
- **Applicability**: Applies to all Buncombe County departments and employees.
- **Compliance**: Adheres to PCI DSS v4.0 for all systems handling cardholder data (updates from v3.12)
- **Responsibilities**: Includes vendor compliance, governance, technical controls, and training.

Revisions

- Updated the policy to align with PCI DSS v4.0 for all systems handling cardholder data (from v3.12).
- Clarified the roles of the Finance Director and Computer and Information Security Officer.
- Replaced technical language with high level control requirements.
- Updated definitions and added references.

- *We propose moving this policy to County Manager approved vs Board approved. The PCI Compliance policy is a technical policy that governs internal, administrative operations and board approval is not mandated by state statute.

Overview of Board Approved Policies

Board Approved Policies

Policy Title	NC State Statute that Requires BOC Approval
Alternate Workforce	153A-94
Benefits	153A-93
Bidder Prequalification	143-135.8
Capital Improvement Plan	----------
Conflict of Interest	153A-94
Donations	143-202; 153A-11
Drug-Free Workplace	----------
General Fund Balance	159-8
Grant Funded Positions	153A-92-93
Grants	----------
Investment Policy	159-30(a)
Leave	153A-94
Overtime Pay	----------
PCI Compliance Policy	----------
Position Classification	153A-94
Procurement Policy	153A-429, 449, 259
Separation	153A-92, 94
Supplemental Pay	153A-92
Sustainable Fleet	----------

- 19 enterprise policies currently require approval by the Board of Commissioners

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- 6 of these policies do not have a state statute that requires Board of Commissioner approval
- We recommend considering moving these to County Manager approved policies

Next Steps

- Does support exist to amend the 6 policies? If so, we can add the items to a future manager's report.
- This change is intended to streamline the policy approval process and promote efficient operations by placing policies that are not otherwise required by statute to receive Board approval under the authority of the County Manager, while allowing the Board to focus its time on strategic governance and oversight responsibilities.