

Dear County Employee:

The Forsyth County Employee Handbook has been revised effective 01/18/2011 and is now available for review on FCNet or from the County's public website.

As a reminder, you can easily access any forms, policies or vendor links mentioned in the handbook by going to the listing found at <http://www.forsyth.cc/humanresources/handbook.aspx>

Don't forget that the handbook is now a "searchable .pdf" file. This means you can search by key words to find the topic you desire. **You should be able to click on a topic in the Table of Contents and it will take you to that topic.** Then to get back to the Table of Contents, change the page number at the top to 1 and scroll up.

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

SECTION	TOPIC	DESCRIPTION OF CHANGE
I	Introduction	An additional sentence has been added to paragraph 1 regarding supervisory authority
II	Position Classification Plan	Clarifying language has been added to the first paragraph
II	Performance Appraisal System	The term Market Reference Point replaced Market Rate
II	Promotion	The term Market Reference Point replaced Market Rate
II	Deductions from Pay	All references to US Savings Bonds have been deleted since this benefit is no longer available
III	Disability Retirement Procedure	IMPORTANT!! This is a significant change-please review carefully!
III	Maternity Leave	Clarifies relevant use of this type of leave
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III	Leave of Absence Without Pay (LOAWP)	IMPORTANT!! Significant changes have been made to this policy, including a new form to be used for these requests titled "Request for Leave of Absence Without Pay (LOAWP)" Note: Your department may use an alternative form; please ask your supervisor.
III	Voluntary Furlough Procedure	Added to Handbook; procedure already in effect
III	Workers' Compensation	Removes option to use supplemental leave as previously announced
IV	Personnel Records	Reflects statutory changes previously announced
IV	Re-Employment	Clarifies that advanced sick leave is not eligible for reinstatement