WAKE COUNTY
NORTH CAROLINA

Office of the County Manager
P.O. Box 550 • Raleigh, North Carolina 27602

TEL 919 856 6160
FAX 919 856 6168

MEMORANDUM

To: Gerald Baker, Wake County Sheriff

From: David Ellis, County Manager

Date: September 26, 2019

Re: **Follow-Up re September 5 Joint County Staff/Sheriff's Office Staff Meeting**

To recap, in the September 5, 2019 meeting with members of County administration and members of your administration, we discussed the potential adverse impact to the budget caused by lack of position management, including hiring people into new roles before actions are submitted to Human Resources, and placing employees into the wrong classifications. We discussed the importance of being consistent with County policies, practices, and procedures and expressed our willingness to assist your staff. My desire is for our organizations to have cohesiveness with respect to the County's budget that is set by the Commissioners.

I would like to make you aware of events that have transpired since our meeting. Based on our internal controls and policy, Human Resources is required to send these actions to me for review and approval.

September 10, 2019 – We received an ESMT to rehire Faith Bullock with a 9/3/19 effective date. She applied for Medical Record Administrative Assistant but the ESMT was submitted as a Detention Officer.

September 13, 2019 – We received an ESMT for a 10% discretionary adjustment for Roy Woodlief with a 7/2/19 effective date. Department Heads have the ability to award discretionary increases up to 5% but they cannot be retroactive more than the current pay period.

September 23, 2019 – We received a request to change the action involving Mr. Woodlief from a discretionary adjustment to a promotion to Sgt; however, there currently are no Sgt vacancies.

September 18, 2019 – We received a Reclass Up Request for Kanisha Taylor for a promotion she received to Information Services Division Supervisor effective 7/16/2019 (20.5% increase). As we discussed in our meeting, requests for reclassifications must be approved before placing the person into the position and therefore those requests cannot be retroactive.

As the County's Chief Personnel Officer it is my responsibility to ensure all personnel actions adhere to Wake County's policies and procedures; therefore ensuring consistency across the organization and not exposing the County to potentially adverse actions. Three of the referenced actions include a request for retroactive pay. Typically, the County does not pay retroactively outside of the current pay period. These positions are being held from processing until the effective dates have been changed or further justification has been received.

Ideally, the County and your administration will work together to draft a Memorandum of Understanding which will clarify roles and responsibilities. The County's Human Resources Team is ready to assist with training on the County's policies and procedures so that transactions are handled timely and accurately.

cc: Karen Wallace, Executive Aide to the Sheriff
James Brown, Deputy County Attorney, WCSO
Scott Warren, County Attorney
Johnna Rogers, Chief Operating Officer
Emily Lucas, Chief Financial Officer
Angela Crawford, Human Resources Director