Taney County Elected Officials

Nick Plummer	Presiding Commissioner
Shane Keys	Eastern Commissioner
Brandon Williams	Western Commissioner
Davy Wilson	Assessor
David Clark	Auditor
Amy Strahan	Circuit Clerk
Mona Cope	Collector of Revenue
Tony Mullen	Coroner
Stephanie Spencer	County Clerk
Melanie Smith	Treasurer
Brad Hughes	Prosecuting Attorney
Joanna Jasper	Public Administrator
Jody Stahl	Recorder
Brad Daniels	Sheriff

Department Administrators

Airport Manager	Mike Mulnik
Animal Control	Sherry Simpson
Building & Grounds Administrative Supervisor	Renee Brusca
Building & Grounds Personnel Supervisor	Scott Terpening
Emergency Management	Melissa Duckworth
Information Systems Administrator	Marc Rys
Chief Juvenile Officer	Michelle Heimerman
Planning & Zoning Administrator	Cody Stice
Purchasing Director	Nikki Lawrence
County Highway Administrator	Jack Cole
911 Administrator	Tammy Hagler

(Contents of this Personnel Policy Manual revised and adopted February 10, 2014. All Revisions listed under Topic M.)

Taney County Employees who accept the position of an Election Judge are required to sign an acknowledgement stating they understand the guidelines presented to them.

Section 3-10. Employee Orientation and Acknowledgment

No Employee shall receive a paycheck until they have completed orientation and the required forms and paperwork at the Human Resources Department. All Employees will receive a copy of the Personnel Policy Manual at the time of New Hire Orientation. Employees are responsible for understanding and complying with all policies and procedures. As an Employee, you are to sign an acknowledgment form stating that you have received and understand this manual. This form will be retained in your personnel file in Human Resources. Questions concerning the Personnel Policy Manual should be directed to Human Resources, your Elected Official, or Department Head.

Section 3-11. Position Transfer

A position may be filled by transferring an Employee from one Office or Department to another. Inter-departmental transfers must be approved by the requisitioning department and Employee concerned. The relinquishing department may delay the transfer for up to a period of one month, if it should cause a production hardship on the relinquishing department.

Section 3-12. Promotion / Demotion

A position may be filled by selection from qualified Employees in another class having a lower or higher maximum salary range. Upon notification of a promotion or a demotion, the relinquishing department may delay the promotion / demotion for up to a period of one month, if it should cause a production hardship on the relinquishing department.

Section 3-13. Positions

Full Time Position: A Full Time Employee is typically one that works 40 hours per workweek at 2080 hours annually, in each budget year. However, effective 01/01/2014, a Full Time Employee working a 30 hour workweek at 1580 hours annually is considered a Full Time Employee as well.

Part Time Position: Part Time Employees are budgeted for less than 1560 hours per year.

(Revised 09/29/2014)

Section 3-14. Eligible for Benefits

~~Upon approval by the County Commission, a position may be eligible for benefits if it is budgeted for a minimum of 1,000 work hours per year. Accrual rates for sick, vacation, and Holiday pay are prorated, based upon the budgeted hours for the position.~~

Full time employees are eligible to receive vacation, sick, personal and holiday pay benefits. Any employee working 1,000 hours annually will be eligible for CERF and LAGERS retirement benefits. R-23

Proposed Edits to Personnel Policy

The following are a list of proposed edits to the personnel policy.

Topic D

Topic D – Employees Responsibilities

Section 9-2 Recording Work Hours

"Employees are responsible for accurately recording their time worked. Federal and State laws require Taney County to keep accurate time records for every Employee in order to calculate Employee's pay and benefits. Time worked is all the time you actually spend on the job performing assigned duties. Employees receive an additional one (1) hour unpaid lunch per day. ~~Employees are also responsible for signing their time sheet certifying the accuracy of all time recorded. After review and approval, your Elected Official or Department Head must sign the time record.~~ Falsifying a time record is a breach of County policy and is grounds for disciplinary action, up to and including termination of employment (excluding any Elected Official.)"

Proposed edit, change highlighted portion above to: Employees are also responsible for approving their time, certifying the accuracy of all time recorded. After review and approval, your Elected Official or Department Head must note their approval of the time record.

SECTION 23 VACATION

Section 23-6 Vacation Schedules

"Elected Officials or Department Heads will schedule Vacation Leave for Employees. Such leave schedule shall take into consideration the Employee's desires. However, if the time desired would leave that Office or Department in a production bind, the Elected Official or Department Head will ask that the Employee choose other dates. ~~Vacation shall, under normal circumstances, be taken in as little as fifteen (15) minute increments.~~ Out of respect for the Employee's department, each Employee is asked to schedule their Vacation Leave as far in advance as possible."

Proposed edit, remove the highlighted portion above in section 23-6.

Topic G — PAYROLL

SECTION 19 PAYROLL AND COMPENSATION PLAN

Section 19-1 Payroll Procedures

2. *"Lost or Stolen Checks. If your paycheck is lost or stolen, you must notify your Elected Official, Department Head or the Treasurer's Office immediately. Your pay check will be replaced as soon as possible, according to the procedures established by ~~the Payroll Administrator.~~ Each report of a lost or stolen paycheck will be investigated. Any fraudulent reports will be referred to the Prosecutor's Office for possible criminal prosecution."*

Proposed edit, change highlighted portion above to: Payroll

Topic I – LEAVES OF ABSENCE: (SECTION 26)

Section 26-10 Catastrophic Leave Sharing. General Purpose

Transferring the Time:

"Once all authorizations have been obtained, Human Resources will share the prepared forms with ~~the Payroll Administrator~~. Adjustments will then be prepared directly against Employee balances. There is no financial impact at the time of donation. The impact will only be seen at the time of usage. Due to the fact that there is no law that governs Vacation Time or Personal Time, once the Vacation Time or Personal Time has been donated, it no longer belongs to the donating Employee, but to the recipient and therefore the donated time is paid at the recipient's rate of pay."

Proposed edit, change highlighted portion above to: Payroll

Revision of Policies

The following revision is effective on the **3rd day of November, 2026.**

Revision R-23

1. **Amendment to Department Administrators**
   Emergency Management
   Chief Juvenile Officer
2. **Amendment to Section 3-14 Eligible for Benefits**
3. **Amendment to Section 9-2 Recording Work Hours**
4. **Amendment to Section 19-1 Payroll Procedures**
5. **Amendment to Section 23-6 Vacation Schedules**
6. **Amendment to Section 26-10 Catastrophic Leave Sharing. General Purpose**

Revision R-23 to the Personnel Policy Manual is hereby submitted and adopted the 3rd day of November, 2026.

Nick Plummer, Presiding Commissioner

Shane Keys, Eastern Commissioner

Brandon Williams, Western Commissioner