

**AT A REGULAR MEETING OF THE BOARD OF SUPERVISORS OF THE COUNTY OF JAMES CITY, VIRGINIA, HELD ON THE 26TH DAY OF JANUARY 2010, AT 7:00 P.M. IN THE COUNTY GOVERNMENT CENTER BOARD ROOM, 101 MOUNTS BAY ROAD, JAMES CITY COUNTY, VIRGINIA.**

**A. ROLL CALL**

James G. Kennedy, Chairman, Stonehouse District  
Mary Jones, Vice Chair, Berkeley District  
Bruce C. Goodson, Roberts District  
James O. Icenhour, Jr., Powhatan District  
John J. McGlennon, Jamestown District

Sanford B. Wanner, County Administrator  
Adam R. Kinsman, Deputy County Attorney

**B. MOMENT OF SILENCE**

**C. PLEDGE OF ALLEGIANCE** – Terrence White, an eleventh-grade student at Warhill High School, led the Board and citizens in the Pledge of Allegiance.

**D. PUBLIC COMMENT**

1. Fire Chief Tal Luton commented that James City County firefighters were part of the Urban Task Force Search and Rescue Team (TF2), which was sent to Haiti for search and rescue efforts. He recognized Mr. Ron Quesenberry and Mr. Richard Svadeba and thanked the members of the search and rescue team for their contributions to disaster relief.

2. Mr. Ed Oyer, 139 Indian Circle, commented on excessive traffic on Route 60 East and the need for a left-turn lane, opposition to additional fees and taxes, and a spending freeze in the Federal government.

3. Mr. Jack Fowler, 109 Wilderness Lane, thanked the Police and Fire Departments for their efforts and commented on the lack of State funding for toxin testing in waterways, communication between citizens and Board members, and dumping at Little Creek Reservoir.

**E. PRESENTATIONS**

1. Census 2010 Update

Mr. Robert Riedmiller, Office Manager of the Newport News U.S. Census Office, stated he is responsible for 13 cities and counties for the 2010 Census. He commented on a newly revised, shorter census form to make the census process easier. He stated that if the form is not completed, the census worker would need to

come to the residence. He stated James City County has been an undercounted area, resulting in less community funding from the Federal government. He stated that roughly 1,000 employees would serve the 13 cities and counties in his jurisdiction. He commented that assistance was available to help citizens fill out the forms.

Mr. Wanner stated that Assistant County Administrator Doug Powell and the Communications office were making an effort to put the census information out on various media channels.

2. Cable Franchise Agreement Update

Mr. Lee Laska, Vice Chairman of the Cable Communications Advisory Committee, presented information related to the James City County Cox Franchise Renewal process and survey results from 629 responses. He reviewed satisfaction results from the surveys based on various criteria and specific community needs. He noted customer service satisfaction rates, picture and sound quality, and other comments. He reviewed the franchise renewal process and anticipated timeline. He stated the ordinance amendment should come before the Board in May 2010.

Mr. McGlennon recognized other members of the Cable Communications Advisory Committee.

Mr. Laska thanked the Communications staff and the other members of the Committee for their participation.

Mr. Kennedy thanked the members of the Committee for their efforts.

F. **CONSENT CALENDAR**

Mr. McGlennon made a motion to adopt the items on the Consent Calendar.

On a roll call vote, the vote was: AYE: McGlennon, Goodson, Icenhour, Jones, Kennedy (5). NAY: (0).

1. Minutes

- a. January 4, 2010, Organizational Meeting
- b. January 12, 2010, Regular Meeting

2. Grant Award – Rescue Squad Assistance Fund (RSAF) – \$42,630

**RESOLUTION**

**GRANT AWARD – RESCUE SQUAD ASSISTANCE FUND – \$42,630**

WHEREAS, the Virginia Department of Health (VDH) Office of Emergency Medical Services (OEMS) has awarded the James City County Fire Department a Rescue Squad Assistance Fund (RSAF) grant in the amount of \$42,630 (\$21,315 RSAF; \$21,315 local match); and

WHEREAS, the grant requires a 50 percent match of \$21,315, and those funds are previously appropriated in the Fire Department's General Fund budget (Account No. 001-071-0420); and

WHEREAS, the grant funds will be used to purchase extrication equipment.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby authorizes the acceptance of this grant and authorizes the following budget appropriation to the Special Projects/Grants fund:

Revenues:

RSAF-Extrication Equipment-FY 2010	\$21,315
Transfer from General Fund	<u>21,315</u>
Total	<u>\$42,630</u>

Expenditure:

RSAF-Extrication Equipment-FY 2010	<u>\$42,630</u>
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**G. PUBLIC HEARING**

Mr. Kennedy recognized Mr. Reese Peck in attendance representing the Planning Commission.

1. Ordinance to Amend Chapter 13, Motor Vehicles and Traffic, to prohibit the use of roller skates, skateboards, etc., on designated sidewalks or business property, etc.

Mr. Adam Kinsman, Deputy County Attorney, stated that at the request of the New Town Commercial Association, staff has drafted an ordinance to address prohibitions of certain types of vehicles on sidewalks. He stated that the adoption of the ordinance did not impose the restrictions on all sidewalks. He stated that the ordinance provided a framework to allow the Police Chief and the County Administrator to work together to determine which sidewalks required regulation and to what extent.

Mr. Icenhour asked if the evaluation of the sidewalks would be an administrative action or if each application of the ordinance would come back before the Board.

Mr. Kinsman stated that it would be an administrative action. He noted that an Administrative Regulation has been developed that allows the Police Chief to evaluate the requested sidewalk and present specific findings in order to determine that the sidewalk is eligible for regulation. He also stated that specific types of vehicles could be prohibited while others would still be allowed, depending on the criteria in the Administrative Regulation.

Mr. Icenhour commented that the criteria sounded very reasonable.

Mr. McGlennon thanked Mr. Kinsman and Chief Harmon for responding to his questions about how the ordinance would be implemented.

Mr. Kennedy stated that he understood there were problems in New Town and asked if other areas were having issues. He commented that it was difficult to see bicycles in traffic in New Town. He asked how resources would be allocated to address these issues.

Chief Harmon stated he was only aware of New Town as an issue. He stated he did not believe that he would need to pull officers from other areas to address the matter. He stated that the problem is mainly prevalent on evenings, weekends, and on school holidays. He stated there was already a trespassing ordinance in effect, but without an infraction, this cannot be used. He stated that he did not see this issue in any other area of the County. He stated that the ordinance would help keep the crowds in order.

Mr. Kennedy stated that he did not want the Police Department to be concentrated in New Town. He asked if New Town had its own security.

Chief Harmon stated there may be security on a case-by-case basis, but the extra duty assignments are generally for area patrol, by the movie theater, and near Barnes and Noble. He stated that one officer does patrol on the weekends. He stated that there are officers serving in a Police capacity that can be called away should they be needed in another area.

Mr. Kennedy stated the facilities at New Town are attractive for youth, and stated concern that additional Police Department personnel were being assigned to this area. He stated he was not supportive of this ordinance.

Mr. Kennedy opened the Public Hearing.

As no one wished to speak, Mr. Kennedy closed the Public Hearing.

Mr. McGlennon stated this ordinance was not directed to keeping young people out of New Town. He stated he felt the question was more whether or not New Town accommodates alternative vehicles. He stated that he was reassured by staff communicating the standards that would be required to put these restrictions in place. He stated that he understood that the enforcement would only occur in a limited area where specific vehicles may be prohibited as a safety measure.

Mr. Kennedy asked if there was a helmet law.

Chief Harmon stated that he was not aware of it.

Mr. McGlennon stated there was a bicycle helmet law.

Mr. Kennedy stated his concern about the interpretation of a widespread application of this ordinance.

Mr. Goodson stated that the sidewalks were designed for pedestrians, and this ordinance addresses safety for pedestrians on the walkway.

Mr. Kennedy stated his concern for the enforcement issue. He stated the roads are currently private.

Mr. Kinsman stated some roads have been dedicated to VDOT and some have not.

Mr. Kennedy expressed his concern that there are prohibitions in New Town to limit the recreation of youth in the area.

Mr. Goodson asked if the Board could revisit a particular action if there was an issue with enforcement.

Mr. Kinsman stated that was correct. He also noted that even if the ordinance was adopted and the restrictions were applied, it was up to the officer's discretion to give a ticket.

Ms. Jones asked if this ordinance specifically addressed skateboards or bicycles.

Chief Harmon stated that bicycles were more of a problem on the sidewalks.

Mr. Kennedy noted that the ordinance was revised to remove the reference to "electric personal assistive mobility devices" which would allow for electric wheelchairs and segways to operate on the sidewalks.

Mr. McGlennon made a motion to adopt the ordinance as amended with the discretion the Police Chief will use to apply these regulations.

On a roll call vote, the vote was: AYE: McGlennon, Goodson, Icenhour (3). NAY: Jones, Kennedy (2).

## **H. BOARD CONSIDERATIONS**

### **1. Revision to Personnel Policies and Procedures Manual, Chapter 5, Section 5.4E.7 - Leave Without Pay**

Ms. Carol Luckam, Human Resource Director, stated that the County was evaluating different measures to address revenue shortfalls. She stated that a furlough was one alternative and that the revision to the Personnel Policies and Procedures Manual was needed in order to authorize the County Administrator to assign furlough days. She noted that a disciplinary action resulting in Leave Without Pay was also added to the section as a housekeeping measure, though it was already authorized in the Discipline section of the manual.

Mr. Kennedy noted that this was action that was discussed and endorsed by the Board at its Budget Retreat on January 23, 2010.

Mr. Goodson made a motion to adopt the resolution.

On a roll call vote, the vote was: AYE: McGlennon, Goodson, Icenhour, Jones, Kennedy (5). NAY: (0).

## **RESOLUTION**

### **REVISION TO PERSONNEL POLICIES AND PROCEDURES MANUAL,**

#### **CHAPTER 5, SECTION 5.4E.7 - LEAVE WITHOUT PAY**

WHEREAS, the County is considering a variety of strategies to close the current and projected budget gap; and

WHEREAS, a furlough is one potential strategy; and

WHEREAS, the current Leave Without Pay Policy does not address furloughs; and

WHEREAS, the revised policy would allow the organization flexibility to implement a furlough should one be needed.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, does hereby adopt the attached revision to Chapter 5, Employee Benefits, of the James City County Personnel Policies and Procedures Manual.

2. Staff Attrition Incentive Program

Ms. Luckam stated that in order to meet the fiscal constraints in FY 2011, approximately 20 positions will need to be eliminated. She stated that the Staff Attrition Incentive Program resolution allows the County Administrator to implement a voluntary staff attrition program. She stated if an employee applied and was approved to vacate employment by February 28, 2010, the employee would receive an incentive of 10 percent of his/her annual salary and if COBRA-eligible, 15 months of reduced-cost healthcare. She noted the healthcare would be subsidized by Federal stimulus funds, which would be paid to employees who entered the program prior to the February 28, 2010, deadline.

Mr. Goodson noted that the program must be in place for the employee who resigns to be eligible for the Federal funds.

Ms. Luckam stated that was correct.

Mr. Icenhour asked if employees who decided to voluntarily leave employment after February 28, 2010, would be eligible for the 10 percent salary incentive even if they could not partake in the COBRA funding from the Federal stimulus funds.

Ms. Luckam stated the proposed program is designed for employees to voluntarily leave employment by the February 28, 2010, deadline. She stated that another program could be developed for those who leave after the deadline, but at this time no such program existed.

Mr. Goodson made a motion to adopt the resolution.

On a roll call vote, the vote was: AYE: McGlennon, Goodson, Icenhour, Jones, Kennedy (5). NAY: (0).

**RESOLUTION**

**STAFF ATTRITION INCENTIVE PROGRAM**

WHEREAS, James City County, along with other localities and the Commonwealth of Virginia, has and is projected to experience a budget shortfall which requires a reduction in workforce; and

WHEREAS, the County has tried to reduce its workforce voluntarily by eliminating positions when employees retire or otherwise leave employment with the County; and

WHEREAS, the County needs to reduce its workforce by 38.5 positions for Fiscal Year 2011; and

WHEREAS, the County has already reduced its current workforce by 18.5 positions but will need to eliminate 20 more positions which are currently filled by employees; and

WHEREAS, the Board of Supervisors desires to provide certain incentives for employees who volunteer to leave employment through the Staff Attrition Incentive Program reducing or eliminating the need to involuntarily terminate employees.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, that the County Administrator is hereby authorized and directed to offer the following Staff Attrition Incentive Program for employees who agree to leave employment by February 28, 2010:

1. On or before February 8, 2010, employees may apply to be considered by the County Administrator for the Staff Attrition Incentive Program;
2. The County Administrator will consider whether the employee's position can be eliminated without impacting the mission critical function of the County or if the position can be filled by another employee so that a net loss of at least one half of a position will result;
3. The County Administrator shall notify each employee whether his/her application has been approved or denied on February 11, 2010;
4. Approved employees confirm their decision by February 16;
5. For each employee whose application has been approved, the County shall make a lump sum payment equal to 10 percent of the employee's salary; and
6. The employee's last day of employment or last day in a full-time position must be February 28, 2010.

**I. PUBLIC COMMENT** - None

**J. REPORTS OF THE COUNTY ADMINISTRATOR**

Mr. Wanner stated that the Board needed to hold a meeting of the James City Service Authority (JCSA) Board of Directors after the Board concluded its Board Requests and Directives. He explained that the Board should then reconvene and then go in to Closed Session pursuant to Section 2.2-3711(A)(1) of the Code of Virginia for the consideration of a personnel matter, the appointment of individuals to County boards and/or commissions, specifically the Board of Equalization and the Planning Commission. He stated following the Closed Session, when the Board completed its business, it should adjourn to its next regular meeting on February 9, 2010 at 7 p.m.

## **K. BOARD REQUESTS AND DIRECTIVES**

Mr. Icenhour asked why Highway Matters was not part of the evening's agenda.

Mr. Wanner stated that Mr. Todd Halacy, Virginia Department of Transportation (VDOT) Residency Administrator sent his regrets that no one from his office was available to attend the meeting.

Mr. Icenhour commented on mud being tracked onto Jolly Pond Road due to contractors in the area.

Mr. Wanner stated that he had received that information and the schools were contacted and asked to address the matter.

Mr. Icenhour also commented on dumping and deer carcasses on Jolly Pond Road, and noted that wooden barricades and barrels have been uprooted and thrown into the pond. He asked that staff and Mr. Halacy look into expanding the barricades to make them more permanent.

Mr. Wanner stated that he would discuss it with Mr. Halacy in the coming week.

Mr. Kennedy asked Mr. Wanner to give an update on Chinese drywall.

Mr. Wanner stated that several Board members have had citizen inquiries about Chinese drywall and what the County has done about the problem. He stated that in August 2009, the Chairman sent a letter to the U.S. Congressional delegation, and a response was received. He noted that officials are waiting on testing results of the Chinese drywall. He noted that Federal and State agencies such as the Office of Housing and Urban Development and Small Business Administration (SBA) were looking for funding for Chinese drywall victims. Mr. Wanner stated that Mr. Doug Murrow, James City County Director of Code Compliance, has identified approximately 53 affected homes in the County. He noted that Mr. Murrow has met with building officials in other localities and they have been enforcing the code in a similar manner. He stated it is in the hands of the Federal government and the State Office of Building Codes. He stated that the County is currently dealing with other localities to address the problem. He stated that he will prepare a letter for Mr. Kennedy's signature to the County's delegation in the General Assembly asking legislators to move forward in addressing the matter.

Mr. McGlennon stated he understood that legislation has been introduced to prevent homeowners from having their homeowner's insurance canceled as a result of the Chinese drywall.

Mr. McGlennon commented on the passing of former Williamsburg City Councilman and Mayor John Hodges. He expressed his condolences.

Mr. Goodson commented on the passing of Mr. A.V. "Binks" Holloway, Vice Mayor of the City of Poquoson.

At 7:52 p.m. Mr. Kennedy recessed the Board for a meeting of the JCSA Board of Directors.

At 7:58 p.m. Mr. Kennedy reconvened the Board.

**L. CLOSED SESSION**

Mr. McGlennon made a motion to go into Closed Session pursuant to Section 2.2-3711(A)(1) of the Code of Virginia for the consideration of a personnel matter, the appointment of individuals to County boards and/or commissions, specifically the Board of Equalization and the Planning Commission.

On a roll call vote, the vote was: AYE: McGlennon, Goodson, Icenhour, Jones, Kennedy (5). NAY: (0).

Mr. Kennedy recessed the Board into Closed Session.

At 8:20 p.m. Mr. Kennedy reconvened the Board.

Mr. Goodson made a motion to adopt the Closed Session Resolution.

On a roll call vote, the vote was: AYE: McGlennon, Goodson, Icenhour, Jones, Kennedy (5). NAY: (0).

**RESOLUTION**

**CERTIFICATION OF CLOSED MEETING**

WHEREAS, the Board of Supervisors of James City County, Virginia, (Board) has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3711 of the Code of Virginia requires a certification by the Board that such closed meeting was conducted in conformity with Virginia law.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby certifies that, to the best of each member's knowledge: i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies; and ii) only such public business matters were heard, discussed, or considered by the Board as were identified in the motion, Section 2.2-3711(A)(1) of the Code of Virginia, to consider a personnel matter, the appointment of individuals to County boards and/or commissions.

Mr. McGlennon made a motion to recommend Mr. Michael Simerlein for reappointment to the Board of Equalization.

On a roll call vote, the vote was: AYE: McGlennon, Goodson, Icenhour, Jones, Kennedy (5). NAY: (0).

Mr. Goodson made a motion to appoint Mr. Michael D. Maddocks to a four-year term as the At-Large representative on the Planning Commission, term set to expire on January 31, 2014.

On a roll call vote, the vote was: AYE: McGlennon, Goodson, Icenhour, Jones, Kennedy (5). NAY: (0).

Mr. Icenhour made a motion to reappoint Ms. Deborah Kratter to a four-year term as the Powhatan representative on the Planning Commission, term set to expire on January 31, 2014.

On a roll call vote, the vote was: AYE: McGlennon, Icenhour (2). NAY: Goodson, Jones, Kennedy (3).

The motion failed.

Mr. Goodson made a motion to return to Closed Session pursuant to Section 2.2-3711(A)(1) of the Code of Virginia for the consideration of a personnel matter, the appointment of individuals to County boards and/or commissions, specifically the Planning Commission.

On a roll call vote, the vote was: AYE: McGlennon, Goodson, Icenhour, Jones, Kennedy (5). NAY: (0).

At 8:22 p.m., Mr. Kennedy recessed the Board into Closed Session.

At 8:25 p.m., Mr. Kennedy reconvened the Board.

Mr. McGlennon made a motion to adopt the Closed Session resolution.

On a roll call vote, the vote was: AYE: McGlennon, Goodson, Icenhour, Jones, Kennedy (5). NAY: (0).

## **RESOLUTION**

### **CERTIFICATION OF CLOSED MEETING**

WHEREAS, the Board of Supervisors of James City County, Virginia, (Board) has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3711 of the Code of Virginia requires a certification by the Board that such closed meeting was conducted in conformity with Virginia law.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby certifies that, to the best of each member's knowledge: i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies; and ii) only such public business matters were heard, discussed, or considered by the Board as were identified in the motion, Section 2.2-3711(A)(1) of the Code of Virginia, to consider a personnel matter, the appointment of individuals to County boards and/or commissions.

Mr. Icenhour made a motion to appoint Mr. Alfred Woods to a four-year term as the Powhatan representative on the Planning Commission, term set to expire on January 31, 2014.

(0). On a roll call vote, the vote was: AYE: McGlennon, Goodson, Icenhour, Jones, Kennedy (5). NAY:

**M. ADJOURNMENT** to 7 p.m. on February 9, 2010.

Mr. Goodson made a motion to adjourn.

(0). On a roll call vote, the vote was: AYE: McGlennon, Goodson, Icenhour, Jones, Kennedy (5). NAY:

At 8:26 p.m. Mr. Kennedy adjourned the Board to 7 p.m. on February 9, 2010.

  
Sanford B. Wanner  
Clerk to the Board

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JAN 26 2010

BOARD OF SUPERVISORS  
JAMES CITY COUNTY  
VIRGINIA

ORDINANCE NO. 66A-66

AN ORDINANCE TO AMEND AND REORDAIN CHAPTER 13, MOTOR VEHICLES AND TRAFFIC, OF THE CODE OF THE COUNTY OF JAMES CITY, VIRGINIA, BY AMENDING ARTICLE I, IN GENERAL, BY ADDING SECTION 13-13.1, OPERATION OF BICYCLES, ROLLER SKATES, SKATEBOARDS, MOTORIZED SKATEBOARDS OR SCOOTERS, MOTOR-DRIVEN CYCLES, ELECTRIC POWER-ASSISTED BICYCLES ON SIDEWALKS, CROSSWALKS, AND SHARED-USE PATHS.

BE IT ORDAINED by the Board of Supervisors of the County of James City, Virginia that Chapter 13, Motor Vehicles and Traffic, is hereby amended and reordained by adding Section 13-13.1, Operation of bicycles, roller skates, skateboards, motorized skateboards or scooters, motor-driven cycles, and electric power-assisted bicycles on sidewalks, crosswalks, and shared-use paths.

Chapter 13. Motor Vehicles and Traffic

Article I. In General.

***Section 13-13.1. Operation of bicycles, roller skates, skateboards, motorized skateboards or scooters, motor-driven cycles, and electric power-assisted bicycles on sidewalks, crosswalks, and shared-use paths.***

*(a) No person shall use or ride roller skates or skateboards, bicycles, motorized skateboards or scooters, motor-driven cycles, or electric power-assisted bicycles on designated sidewalks or crosswalks, including those of any church, school, recreational facility, or any business property open to the public where such activity is prohibited. Signs indicating any prohibition shall be conspicuously posted in*

*general areas where use of roller skates and skateboards, and/or bicycle, motorized skateboards or scooters, motor-driven cycles, or electric power-assisted bicycle riding is prohibited.*

*(b) A person riding a bicycle, motorized skateboard or scooter, motor-driven cycle, or an electric power-assisted bicycle on a sidewalk, shared-use path, or across a roadway on a crosswalk, shall yield the right-of-way to any pedestrian and shall give an audible signal before overtaking and passing any pedestrian.*

*(c) No person shall ride a bicycle, motorized skateboard or scooter, motor-driven cycle, or an electric power-assisted bicycle on a sidewalk, or across a roadway on a crosswalk, where such use of bicycles, motorized skateboards or scooters, motor-driven cycles, or electric power-assisted bicycles is prohibited by official traffic control devices.*

*(d) A person riding a bicycle, motorized skateboard or scooter, motor-driven cycle, or an electric power-assisted bicycle on a sidewalk, shared-use path, or across a roadway on a crosswalk, shall have all the rights and duties of a pedestrian under the same circumstances.*

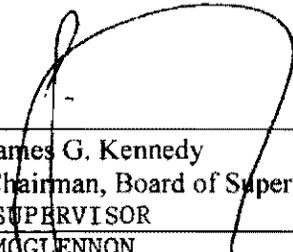
*(e) Upon application, the county administrator or his designee may designate those public sidewalks in the county upon which all or any part of such prohibition shall apply.*

*(f) A violation of any ordinance adopted pursuant to this section shall be punishable by a civil penalty of \$50.*

*State law reference – Prohibits the use of roller skates and skateboards, etc., on designated sidewalks or business property, etc., Code of Va., § 46.2-904.*

ATTEST:

  
Sanford B. Wanner  
Clerk to the Board

  
James G. Kennedy  
Chairman, Board of Supervisors

SUPERVISOR	VOTE
MCGLENNON	AYE
GOODSON	AYE
ICENHOUR	AYE
JONES	NAY
KENNEDY	NAY

Adopted by the Board of Supervisors of James City County, Virginia, this 26th day of January, 2010.

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D. Types of Leave –

The County offers the following types of leave. A brief summary of purposes for which leave may be used is listed below. For more details, see individual subsections.

Annual Leave	Any purpose.
Sick Leave	Personal doctor appointment, illness, or short-term disability. Immediate family member doctor appointment or illness.
Funeral Leave	Death of immediate family member.
Civil Leave	Serving on a jury. Attending court as a witness under subpoena.
Military Leave	Paid absences for employees covered by USERRA for training or deployment.
School Leave	Meet with teachers, attend school functions, or do volunteer work in any public or private school grades K-12 or a licensed preschool or daycare center.
Leave Without Pay	Unpaid absences from work.

5.4D.7. Leave Without Pay - may be used by an employee to provide unpaid absences for a variety of reasons outlined below including any mutually agreeable reason.

- a. Purpose - An employee shall be on leave without pay under the following circumstances:
- 1) Approved absence for which the employee has insufficient accrued leave, or for which the employee elects, with the concurrence of the department manager, not to use accrued leave;
  - 2) Absences authorized as a condition of employment; ~~or~~
  - 3) Unapproved absence from the job during a scheduled work period;
  - 4) Suspension without pay as defined in Section 7.5C; or
  - 5) Furlough, or required unpaid time off for a defined group of employees, directed by the County Administrator due to fiscal constraints.