

RESOLUTION NO 2025072212

**RESOLUTION TO AMEND RESOLUTION NO. 2023092607 REGARDING
INCENTIVE PAYMENTS FOR LAWRENCE COUNTY EMPLOYEES WHO
COMPLETE THE COUNTY ADMINISTRATIVE PROFESSIONAL
CERTIFICATE (CAPC) THROUGH THE COUNTY
TECHNICAL ASSISTANCE SERVICE (CTAS)**

WHEREAS, by Resolution No. 2023092607 the Lawrence County Board of Commissioners provided an incentive payment in the sum of one thousand dollars (\$1,000) for those Lawrence County employees who enroll in, complete and receive the County Administrative Professional Certificate (CAPC), a program which consists of a variety of topics related to technology, communication, and interpersonal skills and is geared toward those who directly deal with customers and those whose primary job functions are administrative in nature.

WHEREAS, Lawrence County Board of Commissioners desires to amend Resolution No. 2023092607 to provide an incentive five hundred dollars (\$500) for completion of the CAPC course and an incentive in the sum of five hundred dollars (\$500) per annum to those Lawrence County employees who complete an additional (8) hours of continuing education during the course of a fiscal year (July-June) and submit to the County Executive proof of such completion.

WHEREAS, Lawrence County Board of Commissioners desires to further amend Resolution No. 2023092607 to add the following language,

SECTION 2. All online certifications and CAPC credits cannot be earned while the employee is at work but rather must be earned while the employee is not on duty; and

SECTION 3. To be eligible for the incentive payment, the continuing education credits required for one incentive payment must be different from those used in obtaining or recertifying for other certifications that qualify for the incentive bonuses.

NOW THEREFORE, BE IT RESOLVED by the Lawrence County Board of County Commissioners meeting in regular session on this 22nd day of July, 2025, that Resolution No. 2023092607 is amended to state:

SECTION 1. Any full-time paid employee who has completed the CAPC and attained the County Administrative Professional Certificate and who submits to the County Executive proof of such attainment, shall be paid the sum of five hundred dollars (\$500) for completion of the CAPC course and an incentive in the sum of five hundred dollars (\$500) per annum to those Lawrence County employees who complete an additional (8) hours of continuing education during the course of a fiscal year (July-June) and submit to the County Executive proof of such completion, such amount to be net of any taxes, whereby the employee takes home five hundred dollars (\$500). This incentive will be included in the budget and paid annually upon completion of continuing education hours.

SECTION 2. All online certifications and CAPC credits cannot be earned while the employee is at work but rather must be earned while the employee is not on duty; and

SECTION 3. To be eligible for the incentive payment, the continuing education credits required for one incentive payment must be different from those used in obtaining or recertifying for other certifications that qualify for the incentive bonuses.

This Resolution shall take effect upon its passage, the public welfare requiring it.

Passed this 22nd day of July, 2025.

SHANE EATON, CHAIR

DAVID A. MORGAN, COUNTY EXECUTIVE

ATTEST:

RUSS BREWER, COUNTY CLERK

SPONSOR: HUMAN RESOURCES COMMITTEE