



Georgetown County, South Carolina

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ADDENDUM #2 TO BID #23-078

BID NUMBER: 23-078

ISSUE DATE: Tuesday, February 20, 2024

OPENING DATE: Wednesday, February 28, 2024

OPENING TIME: 3:30 PM ET

Pre-Bid Conference/Site Inspection: None

PROCUREMENT FOR: EPA Brownfields Community Assessment Bid Opening

This addendum will amend **BID #23-078, EPA Brownfields Community Assessment Bid Opening** originally issued on Friday January 19, 2024. This clarification is being provided to all known and registered correspondents in response to questions received. All addenda and original bid documents are also available online at: www.gtcounty.org, select "Bid Opportunities" from the Quick Links section.

Question 1: Will Georgetown County provide a copy of the EPA Brownfield Assessment Grant Application?

Response: Yes. See Attached.

Question 2: Are the copies of licenses and/or certifications requested in Proposal Requirements, Section 2 Qualifications, Sub-section b excluded from the 30-page proposal limit?

Response: No.

Question 3: Can the steering committee meetings be conducted remotely?

Response: No.

Question 4: With respect to the public engagement tasks, how many public engagement sessions does the County anticipate it would require as part of these program? (i.e. does the County expect one or more public engagement sessions for each and every site identified? Or a couple of public engagement sessions for the entire program?)

Response: **We would like a minimum of 5 engagement sessions: Choppee, Andrews, Georgetown, Waccamaw, and Sampit. County facilities will be used as sites for meetings.**

Question 5: Would it be possible to provide a copy of the following?
Winning grant application

Response: **Yes. See answer in Question 1.**

Question 6: Would it be possible to provide a copy of the following?
EPA Cooperative Agreement with Georgetown County

Response: **Yes. See answer Question 1 & 5.**

Question 7: Would it be possible to provide a copy of the following?
EPA Cooperative Agreement Work Plan

Response: **No.**

Question 8: Did Georgetown County have assistance writing the winning RLF Grant Application, or was the application written in house? If the County did have assistance, please identify the consultant/contract personnel.

Response: **Yes, Terracon.**

Question 9: Are the resumes and copies of licenses and/or certifications included in the page count for the Brownfields Community Assessment submittal?

Response: **Yes.**

Question 10: Based on the Georgetown County Brownfields 2023 Assessment Grant Fact Sheet found on the EPA's website, the funds will be used to conduct 20 Phase I and ten (10) Phase II ESA's. Can you identify the recognized and potential brownfields sites that were listed in the grant application?

Response: We have not identified specific areas. We want to include the public in the process of site selection. We would like to focus efforts in economically challenged areas of the county. However, potential census tracts are identified in the application.

Question 11: Will the County be providing any applicable GIS layers (shapefiles) that they maintain?

Response: Georgetown County open data portal is available for publicly maintained records (parcels, zoning, centerlines, addressing council districts etc.)
<https://georgetown.maps.arcgis.com/home/index.html>

Question 12: What schema/format would the county like the GIS layer to contain?

Response: At the end of the site assessment grant, Georgetown County requests a shp file with associated tables and metadata as a deliverable. We request that the State Survey Standard NAD 1983 HARN State Plane South Carolina FIPS 3900 (Intl Feet), WKID 3361 is used. Schema should match any default schema which EPA recommends for the data they capture or that matches a default ESRI data model for those types of data.

Question 13: Does the County have means to help secure site access for Phase I and II environmental site assessments?

Response: We will work with contractor to secure access.

Question 14: How many firms have submitted the “Intent to Respond” Forms?

Response: Eight

Question 15: The RFP indicates the total grant award amount of \$450,000. Is that the anticipated subcontract amount, or will there be a portion of that funding that the County will retain for internal management of the grant?

Response: \$450,000 is the anticipated subcontract amount.

Question 16: What is the timeline for performance, i.e., the contract period?

Response: See grant application.

Question 17: What do you mean by “possible sites” (Scope Item #3)?

Response: We would like the resulting GIS layer to show community suggested sites as a starting point for our assessment. Not all of these sites will be assessed. They will be prioritized and the highest ranking sites will be fully assessed (phase 1 and phase 2). To date, we don’t know what the Georgetown County community would like us to focus on.

Question 18: Will the County make available its GIS data files to use in creating the GIS Mapping (Scope Item #3)?

Response: See response to Question 11. All public data layers are currently available on the GTcounty GIS site.

Question 19: What is the extent of contact that has been made with the community regarding this grant to date?

Response: We made contact with groups that are good candidates to serve on the Environmental Steering Committee.

Question 20: What is the extent of the interaction to date with the owners/representatives of former industrial/manufacturing and commercial sites in the project opportunity zones?

Response: None.

Question 21: Regarding scope item #8, is the “County-Wide Plan” meant to be a guidance document, or a policy document?

Response: Guidance.

Question 22: Scope Item #9 references “Phase I Investigations” and also a “Phase I report”. Scope Items #11, #12 and #15 refer to either “Phase II” or a “Phase II report”. It appears these uses of either “Phase I” or “Phase II” may refer to both ASTM-standard based investigations as well as general phases of the project or deliverables to the County. Can you please clarify?

Response: Each Phase I and Phase II needs an environmental site assessment (ESA) following the Assessing Brownfields Sites guidance (attached) as well as the

<https://www.astm.org/e1903-19.html>. A term/condition of the grant funding is that all assessment work must have an associated report to be funded by the grant, thus each ESA (PI and PII) would need an associated report to be submitted to EPA.

Question 23: It appears that the information that would be developed from Scope Item #9 would be necessary to complete the deliverable for Scope Item #8. Is that correct?

Response: Yes.



ADDENDUM ACKNOWLEDGEMENT

BID #23-078

EPA Brownfields Community Assessment Bid Opening Mandatory Submittal Form

To be returned with the final proposal submission to Georgetown County.

COMPANY NAME: _____

Addendum #1 Received Date: _____ Initialed By: _____

Addendum #2 Received Date: _____ Initialed By: _____

Addendum #3 Received Date: _____ Initialed By: _____

Addendum #4 Received Date: _____ Initialed By: _____

Addendum #5 Received Date: _____ Initialed By: _____

Addendum #6 Received Date: _____ Initialed By: _____

Application for Federal Assistance SF-424		
* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	* 2. Type of Application: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	* If Revision, select appropriate letter(s): <input type="text"/> * Other (Specify): <input type="text"/>
* 3. Date Received: <input type="text" value="11/18/2022"/>	4. Applicant Identifier: <input type="text"/>	
5a. Federal Entity Identifier: <input type="text"/>	5b. Federal Award Identifier: <input type="text"/>	
State Use Only:		
6. Date Received by State: <input type="text"/>	7. State Application Identifier: <input type="text"/>	
8. APPLICANT INFORMATION:		
* a. Legal Name: <input type="text" value="Georgetown County Government"/>		
* b. Employer/Taxpayer Identification Number (EIN/TIN): <input type="text"/>	* c. UEI: <input type="text"/>	
d. Address:		
* Street1: <input type="text" value="PO Box 421270"/>	<input type="text"/>	
Street2: <input type="text"/>	<input type="text"/>	
* City: <input type="text" value="Georgetown"/>	<input type="text"/>	
County/Parish: <input type="text" value="Georgetown"/>	<input type="text"/>	
* State: <input type="text" value="SC: South Carolina"/>	<input type="text"/>	
Province: <input type="text"/>	<input type="text"/>	
* Country: <input type="text" value="USA: UNITED STATES"/>	<input type="text"/>	
* Zip / Postal Code: <input type="text" value="29442-4200"/>	<input type="text"/>	
e. Organizational Unit:		
Department Name: <input type="text" value="Georgetown County Public Servi"/>	Division Name: <input type="text" value="GT County Environmental Servic"/>	
f. Name and contact information of person to be contacted on matters involving this application:		
Prefix: <input type="text" value="Ms ."/>	* First Name: <input type="text" value="Maureen"/>	
Middle Name: <input type="text"/>	<input type="text"/>	
* Last Name: <input type="text" value="Mulligan"/>	<input type="text"/>	
Suffix: <input type="text"/>	<input type="text"/>	
Title: <input type="text" value="Environmentalist"/>	<input type="text"/>	
Organizational Affiliation: <input type="text" value="Georgetown County Environmental Services"/>		
* Telephone Number: <input type="text" value="8435453452"/>	Fax Number: <input type="text"/>	
* Email: <input type="text" value="mmulligan@gtcounty.org"/>		

Application for Federal Assistance SF-424

*** 9. Type of Applicant 1: Select Applicant Type:**

B: County Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

*** 10. Name of Federal Agency:**

Environmental Protection Agency

11. Catalog of Federal Domestic Assistance Number:

66.818

CFDA Title:

Brownfields Multipurpose, Assessment, Revolving Loan Fund, and Cleanup Cooperative Agreements

*** 12. Funding Opportunity Number:**

EPA-OLEM-OBLR-22-05

* Title:

FY23 Guidelines for Brownfield Assessment Grants (Community-Wide Assessment Grants)

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

1236-Georgetown County Map.pdf

Add Attachment

Delete Attachment

View Attachment

*** 15. Descriptive Title of Applicant's Project:**

FY23 Georgetown County, SC Assessment Grant Program

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant

* b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment

Delete Attachment

View Attachment

17. Proposed Project:

* a. Start Date:

* b. End Date:

18. Estimated Funding (\$):

* a. Federal	<input type="text" value="500,000.00"/>
* b. Applicant	<input type="text" value="0.00"/>
* c. State	<input type="text" value="0.00"/>
* d. Local	<input type="text" value="0.00"/>
* e. Other	<input type="text" value="0.00"/>
* f. Program Income	<input type="text" value="0.00"/>
* g. TOTAL	<input type="text" value="500,000.00"/>

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

a. This application was made available to the State under the Executive Order 12372 Process for review on

b. Program is subject to E.O. 12372 but has not been selected by the State for review.

c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

Yes No

If "Yes", provide explanation and attach

Add Attachment

Delete Attachment

View Attachment

21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)**

** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: * First Name:

Middle Name:

* Last Name:

Suffix:

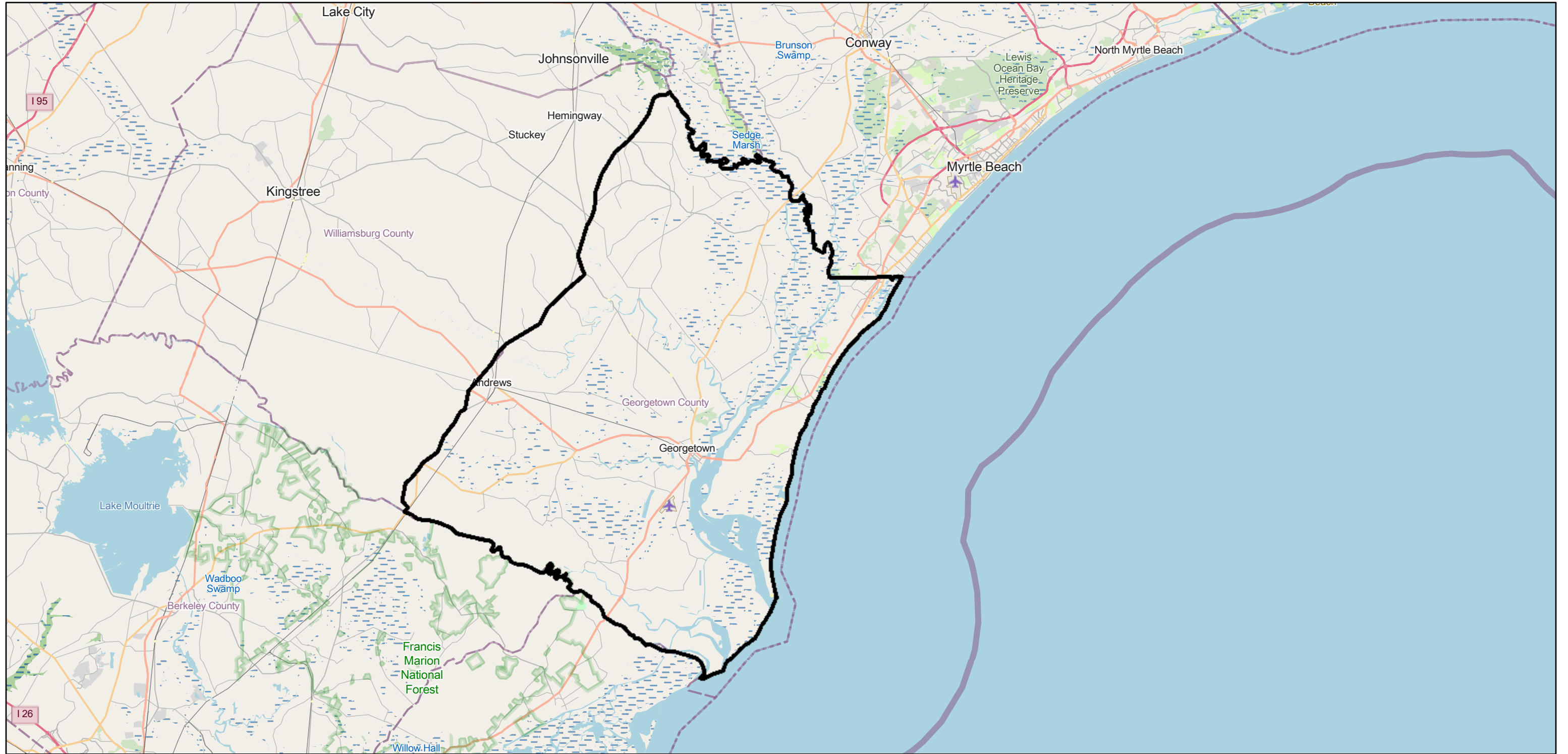
* Title:

* Telephone Number: Fax Number:


* Email:

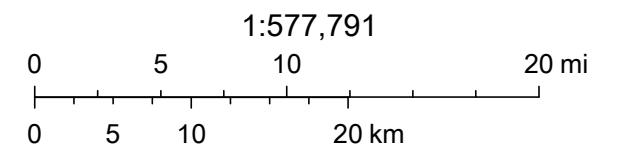
* Signature of Authorized Representative: * Date Signed:

Georgetown County



11/11/2022, 9:03:51 AM

 County Boundary



Map data © OpenStreetMap contributors, Microsoft, Facebook, Inc. and its affiliates, Esri Community Maps contributors, Map layer by Esri

BUDGET INFORMATION - Non-Construction Programs

OMB Number: 4040-0006
Expiration Date: 02/28/2025

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. Brownfields Multipurpose/Assessment/RLF/CleanupGrants	66.818	\$ <input type="text"/>	\$ <input type="text"/>	\$ 500,000.00	\$ 0.00	\$ 500,000.00
2.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5. Totals		\$ <input type="text"/>	\$ <input type="text"/>	\$ 500,000.00	\$ 0.00	\$ 500,000.00

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1)	(2)	(3)	(4)	
	Brownfields Multipurpose/ Assessment/RLF/ CleanupGrants				
a. Personnel	\$	\$	\$	\$	\$
b. Fringe Benefits					
c. Travel	12,000.00				12,000.00
d. Equipment					
e. Supplies	1,000.00				1,000.00
f. Contractual	487,000.00				487,000.00
g. Construction					
h. Other					
i. Total Direct Charges (sum of 6a-6h)	500,000.00				\$ 500,000.00
j. Indirect Charges					\$
k. TOTALS (sum of 6i and 6j)	\$ 500,000.00	\$	\$	\$	\$ 500,000.00
7. Program Income	\$	\$	\$	\$	\$

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Prescribed by OMB (Circular A -102) Page 1A

SECTION C - NON-FEDERAL RESOURCES

(a) Grant Program		(b) Applicant	(c) State	(d) Other Sources	(e)TOTALS
8.	Brownfields Multipurpose/Assessment/RLF/ CleanupGrants	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
9.					
10.					
11.					
12. TOTAL (sum of lines 8-11)		\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

SECTION D - FORECASTED CASH NEEDS

	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$ 90,000.00	\$ 10,000.00	\$ 20,000.00	\$ 20,000.00	\$ 40,000.00
14. Non-Federal					
15. TOTAL (sum of lines 13 and 14)	\$ 90,000.00	\$ 10,000.00	\$ 20,000.00	\$ 20,000.00	\$ 40,000.00

SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT

(a) Grant Program		FUTURE FUNDING PERIODS (YEARS)			
		(b)First	(c) Second	(d) Third	(e) Fourth
16.	Brownfields Multipurpose/Assessment/RLF/ CleanupGrants	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
17.					
18.					
19.					
20. TOTAL (sum of lines 16 - 19)		\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

SECTION F - OTHER BUDGET INFORMATION

21. Direct Charges: 500000	22. Indirect Charges: 0
23. Remarks:	



Preaward Compliance Review Report for All Applicants and Recipients Requesting EPA Financial Assistance

Note: Read Instructions before completing form.

I. A. Applicant/Recipient (Name, Address, City, State, Zip Code)

Name:

Address:

City:

State: Zip Code:

B. Unique Entity Identifier (UEI):

C. Applicant/Recipient Point of Contact

Name:

Phone:

Email:

Title:

II. Is the applicant currently receiving EPA Assistance? Yes No

III. List all pending civil rights lawsuits and administrative complaints filed under federal law against the applicant/recipient that allege discrimination based on race, color, national origin, sex, age, or disability. (Do not include employment complaints not covered by 40 C.F.R. Parts 5 and 7.)

IV. List all civil rights lawsuits and administrative complaints decided against the applicant/recipient within the last year that alleged discrimination based on race, color, national origin, sex, age, or disability and enclose a copy of all decisions. Please describe all corrective actions taken. (Do not include employment complaints not covered by 40 C.F.R. Parts 5 and 7.)

V. List all civil rights compliance reviews of the applicant/recipient conducted under federal nondiscrimination laws by any federal agency within the last two years and enclose a copy of the review and any decisions, orders, or agreements based on the review. Please describe any corrective action taken. (40 C.F.R. § 7.80(c)(3))

VI. Is the applicant requesting EPA assistance for new construction? If no, proceed to VII; if yes, answer (a) and/or (b) below.

Yes No

a. If the grant is for new construction, will all new facilities or alterations to existing facilities be designed and constructed to be readily accessible to and usable by persons with disabilities? If yes, proceed to VII; if no, proceed to VI(b).

Yes No

b. If the grant is for new construction and the new facilities or alterations to existing facilities will not be readily accessible to and usable by persons with disabilities, explain how a regulatory exception (40 C.F.R. 7.70) applies.

- VII. Does the applicant/recipient provide initial and continuing notice that it does not discriminate on the basis of race, color, national origin, sex, age, or disability in its program or activities? (40 C.F.R 5.140 and 7.95) Yes No
- a. Do the methods of notice accommodate those with impaired vision or hearing? Yes No
- b. Is the notice posted in a prominent place in the applicant's/recipient's website, in the offices or facilities or, for education programs and activities, in appropriate periodicals and other written communications? Yes No
- c. Does the notice identify a designated civil rights coordinator? Yes No
- VIII. Does the applicant/recipient maintain demographic data on the race, color, national origin, sex, age, or disability status of the population it serves? (40 C.F.R. 7.85(a)) Yes No
- IX. Does the applicant/recipient have a policy/procedure for providing meaningful access to services for persons with limited English proficiency? (Title VI, 40 C.F.R. Part 7, *Lau v Nichols* 414 U.S. (1974)) Yes No
- X. If the applicant is an education program or activity, or has 15 or more employees, has it designated an employee to coordinate its compliance with 40 C.F.R. Parts 5 and 7? Provide the name, title, position, mailing address, e-mail address, fax number, and telephone number of the designated coordinator.

Our Human Resources Department, directed by Walt Ackerman handles all Human Resources matters, including 40 C.F.R. compliance. Mr. Ackerman can be reached at (843)545-3074, waltackerman@gtcounty.org, 129 Screven Street, Georgetown, SC 29440. Fax: 843-545-3252

- XI. If the applicant is an education program or activity, or has 15 or more employees, has it adopted grievance procedures that assure the prompt and fair resolution of complaints that allege a violation of 40 C.F.R. Parts 5 and 7? Provide a legal citation or applicant's/recipient's website address for, or a copy of, the procedures.

For the Applicant/Recipient

I certify that the statements I have made on this form and all attachments thereto are true, accurate and complete. I acknowledge that any knowingly false or misleading statement may be punishable by fine or imprisonment or both under applicable law. I assure that I will fully comply with all applicable civil rights statutes and EPA regulations.

A. Signature of Authorized Official

B. Title of Authorized Official

C. Date

Juliette M Kelso

Accountant, Grants & Projects

11/18/2022

For the U.S. Environmental Protection Agency

I have reviewed the information provided by the applicant/recipient and hereby certify that the applicant/recipient has submitted all preaward compliance information required by 40 C.F.R. Parts 5 and 7; that based on the information submitted, this application satisfies the preaward provisions of 40 C.F.R. Parts 5 and 7; and that the applicant has given assurance that it will fully comply with all applicable civil rights statutes and EPA regulations.

A. *Signature of Authorized EPA Official

B. Title of Authorized Official

C. Date

General. Recipients of Federal financial assistance from the U.S. Environmental Protection Agency must comply with the following statutes and regulations.

Title VI of the Civil Rights Acts of 1964 provides that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. The Act goes on to explain that the statute shall not be construed to authorize action with respect to any employment practice of any employer, employment agency, or labor organization (except where the primary objective of the Federal financial assistance is to provide employment). Section 13 of the 1972 Amendments to the Federal Water Pollution Control Act provides that no person in the United States shall on the ground of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under the Federal Water Pollution Control Act, as amended. Employment discrimination on the basis of sex is prohibited in all such programs or activities. Section 504 of the Rehabilitation Act of 1973 provides that no otherwise qualified individual with a disability in the United States shall solely by reason of disability be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. Employment discrimination on the basis of disability is prohibited in all such programs or activities. The Age Discrimination Act of 1975 provides that no person on the basis of age shall be excluded from participation under any program or activity receiving Federal financial assistance. Employment discrimination is not covered. Age discrimination in employment is prohibited by the Age Discrimination in Employment Act administered by the Equal Employment Opportunity Commission. Title IX of the Education Amendments of 1972 provides that no person in the United States on the basis of sex shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance. Employment discrimination on the basis of sex is prohibited in all such education programs or activities. Note: an education program or activity is not limited to only those conducted by a formal institution. 40 C.F.R. Part 5 implements Title IX of the Education Amendments of 1972. 40 C.F.R. Part 7 implements Title VI of the Civil Rights Act of 1964, Section 13 of the 1972 Amendments to the Federal Water Pollution Control Act, and Section 504 of The Rehabilitation Act of 1973.

Items "Applicant" means any entity that files an application or unsolicited proposal or otherwise requests EPA assistance. 40 C.F.R. §§ 5.105, 7.25. "Recipient" means any State or its political subdivision, any instrumentality of a State or its political subdivision, any public or private agency, institution, organizations, or other entity, or any person to which Federal financial assistance is extended directly or through another recipient, including any successor, assignee, or transferee of a recipient, but excluding the ultimate beneficiary of the assistance. 40 C.F.R. §§ 5.105, 7.25. "Civil rights lawsuits and administrative complaints" means any lawsuit or administrative complaint alleging discrimination on the basis of race, color, national origin, sex, age, or disability pending or decided against the applicant and/or entity which actually benefits from the grant, but excluding employment complaints not covered by 40 C.F.R. Parts 5 and 7. For example, if a city is the named applicant but the grant will actually benefit the Department of Sewage, civil rights lawsuits involving both the city and the Department of Sewage should be listed. "Civil rights compliance review" means: any federal agency-initiated investigation of a particular aspect of the applicant's and/or recipient's programs or activities to determine compliance with the federal non-discrimination laws. Submit this form with the original and required copies of applications, requests for extensions, requests for increase of funds, etc. Updates of information are all that are required after the initial application submission. If any item is not relevant to the project for which assistance is requested, write "NA" for "Not Applicable." In the event applicant is uncertain about how to answer any questions, EPA program officials should be contacted for clarification.



EPA KEY CONTACTS FORM

OMB Number: 2030-0020
Expiration Date: 06/30/2024

Authorized Representative: *Original awards and amendments will be sent to this individual for review and acceptance, unless otherwise indicated.*

Name: Prefix: **First Name:** **Middle Name:**
Last Name: **Suffix:**
Title:
Complete Address:
Street1:
Street2:
City: **State:**
Zip / Postal Code: **Country:**
Phone Number: **Fax Number:**
E-mail Address:

Payee: *Individual authorized to accept payments.*

Name: Prefix: **First Name:** **Middle Name:**
Last Name: **Suffix:**
Title:
Complete Address:
Street1:
Street2:
City: **State:**
Zip / Postal Code: **Country:**
Phone Number: **Fax Number:**
E-mail Address:

Administrative Contact: *Individual from Sponsored Programs Office to contact concerning administrative matters (i.e., indirect cost rate computation, rebudgeting requests etc).*

Name: Prefix: **First Name:** **Middle Name:**
Last Name: **Suffix:**
Title:
Complete Address:
Street1:
Street2:
City: **State:**
Zip / Postal Code: **Country:**
Phone Number: **Fax Number:**
E-mail Address:

EPA KEY CONTACTS FORM

Project Manager: *Individual responsible for the technical completion of the proposed work.*

Name: Prefix: **First Name:** **Middle Name:**
Last Name: **Suffix:**
Title:

Complete Address:

Street1:
Street2:
City: **State:**
Zip / Postal Code: **Country:**
Phone Number: **Fax Number:**
E-mail Address:

Project Narrative File(s)

* **Mandatory Project Narrative File Filename:**

[Add Mandatory Project Narrative File](#)

[Delete Mandatory Project Narrative File](#)

[View Mandatory Project Narrative File](#)

To add more Project Narrative File attachments, please use the attachment buttons below.

[Add Optional Project Narrative File](#)

[Delete Optional Project Narrative File](#)

[View Optional Project Narrative File](#)



**Georgetown County, SC
FY23 Brownfields Assessment Grant
Narrative Information Sheet**



Georgetown County
Department of Public Services
Environmental Services Division
Innovative Leadership & Teamwork!



1. Applicant Identification

Georgetown County, South Carolina
PO Box 421270
108 Screven Street
Georgetown, SC 29442

2. Funding Requested

- a. Assessment Grant Type: Community-wide
- b. Federal Funds Requested: \$500,000

3. Location

- a) Not Applicable b) Georgetown County c) South Carolina

4. Target Area and Priority Site Information

- Target Area: Contiguous Census Tracts
 - Census Tract 45043920203 (CT 9202.03)
 - Census Tract 45043920204 (CT 9202.04)
 - Census Tract 45043920601 (CT 9206.01)
 - Census Tract 45043920602 (CT 9206.02)
 - Census Tract 45043920701 (CT 9207.01)
 - Census Tract 45043920702 (CT 9207.02)

- Priority Sites:

1. Former Baghouse Dust Waste Pit

860 Aviation Blvd.
Georgetown, SC 29442-4200

2. Former Oneida Industries, Inc., Textile Mill

55 Conifer St.
Andrews, SC 29510

5. Contacts

a. Project Director

Ray C. Funnye, Director, Georgetown County Department of Public Services
(843) 545-3325
rfunnye@gtcounty.org
PO Box 421270
108 Screven Street
Georgetown, SC 29442

Environmental Services Division

201 Landfill Drive • Georgetown, SC 29440

Phone: 843-545-3443 • Fax: 843-545-3483 • email: mmulligan@gtcounty.org



Georgetown County
Department of Public Services
Environmental Services Division
Innovative Leadership & Teamwork!



b. Chief Executive/Highest Ranking Elected Official

Louis R. Morant, Georgetown County Council, District 7, Chairman
 (843) 527-2448
LouisRMorant@gtcounty.org
 PO Drawer 437
 Georgetown, SC 29442

6. Population

Georgetown County, SC: 62,150 (US Census: 2016–2020 American Community Survey)

7. Other Factors

Other Factors	Page #
Community population is 10,000 or less.	N/A
The applicant is, or will assist, a federally recognized Indian tribe or United States territory.	N/A
The priority site(s) is impacted by mine-scarred land.	N/A
The priority site(s) is adjacent to a body of water (i.e., the border of the priority site(s) is contiguous or partially contiguous to the body of water, or would be contiguous or partially contiguous with a body of water but for a street, road, or other public thoroughfare separating them).	N/A
The priority site(s) is in a federally designated flood plain.	N/A
The reuse of the priority site(s) will facilitate renewable energy from wind, solar, or geothermal energy.	3
The reuse of the priority site(s) will incorporate energy efficiency measures.	3
The reuse strategy or project reuse of the priority site(s) considers climate adaptation and/or mitigation measures.	N/A
At least 30% or more of the overall project budget will be spent on eligible reuse/area-wide planning activities, as described in Section I.B., for priority site(s) within the target area.	N/A
The target area(s) is located within a community in which a coal-fired power plant has recently closed (2012 or later) or is closing.	N/A

8. Letter from the State or Tribal Environmental Authority

See attached.

9. Releasing Copies of Applications

Not Applicable.



November 7, 2022

Brian Gross
Region 4 Brownfields Coordinator
United States Environmental Protection Agency
Resource Conservation and Restoration Division
61 Forsyth Street SW
Atlanta, Georgia 30303-8960

RE: EPA Brownfields Assessment Grant
Georgetown County, South Carolina

Dear Mr. Gross:

The South Carolina Department of Health and Environmental Control, the State's environmental authority, acknowledges and fully supports Georgetown County's application for a Brownfields Assessment Grant. The grant funds will focus on Census Tract (CT) 207.02 & 202.01.

The Department appreciates your consideration of the application and hopes for a favorable outcome. Your positive response will assist the County in its efforts to revitalize properties in the community. If you have any questions or need additional information, please contact Robert Hodges of my staff at (803) 898-0919.

Sincerely,

A handwritten signature in blue ink, appearing to read "H. Porter", is written over a horizontal line.

Henry Porter, Chief
Bureau of Land and Waste Management

cc: Liz Basil, EA BHES
Robert Hodges, Manager, Brownfields Program



**Georgetown County, SC
FY23 Brownfields Assessment Grant
Threshold Criteria**



Threshold Criteria

1. Applicant Eligibility

Georgetown County, South Carolina, is eligible to apply for the EPA Brownfields Community-wide Assessment Grant as a local government as defined under 2 CFR § 200.64.

2. Community Involvement

Georgetown County is determined to remove past industrial environmental risks from their neighborhoods. With this Brownfield Assessment Grant, the County will form an Environmental Steering Committee (ESC) to ensure community involvement in future county planning led by the County's Brownfield Project Director. The ESC will comprise of community residents from the target area who are selected by the County's environmental and administrative members and will consist of citizen leaders interested in developing housing opportunities and green space areas within the target area. The County will hold community meetings that will include target area residents and local organizations/entities/groups throughout the duration of the grant project.

Community meetings will be in-person or virtual if necessary for COVID-19 social distancing. Web-based video conference meetings will be published on the County's website, Facebook, and Twitter. Meetings will include informational graphics, virtual video tours of the target area, or drone aerial tours of the properties. Input from the target-area residents will be recorded in meeting minutes and evaluated during County and project partner meetings to prioritize site assessments in conjunction with the community redevelopment plans. The ESC will compile the notes and public comments associated with the public input process into a report to be submitted to the Brownfield Project Director. The ESC and the Brownfield Project Director will use the community meetings to guide the Brownfield Grant assessment efforts to ensure the program funds are allocated to best serve the target area. Reports will be presented to the ESC during regularly scheduled meetings and will be posted on the County website for public review.

The County will create a Community Involvement Plan (CIP) to describe the planned community engagement activities, schedule of events, and to compile project background information and identify the key stakeholders of the brownfield assessment process. "The County will use social media such as Facebook, Twitter, the county website, as well as focused print publications to reach residents located within the target area." By posting fliers on bulletin boards at churches, community centers, parks, grocery stores, libraries, youth centers, and afterschool program locations within the target area, direct communication can be focused on residents who may have the most input.

3. Expenditure of Existing Grant Funds

Georgetown County, South Carolina, affirms that the County does not have an active EPA Brownfields Assessment Grant or Multipurpose Grant.

4. Contractors and Named Subrecipients

Not Applicable.



**Georgetown County, SC
FY23 Brownfields Assessment Grant
Narrative**



1. PROJECT AREA DESCRIPTION AND PLANS FOR REVITALIZATION

a. **Target Area and Brownfields** i. Overview of Brownfield Challenges and Description of

Target Area: Georgetown County, South Carolina, is the 22nd most populated county in the state.¹ This area was first settled by Europeans in 1705 when trading with the Sampit, Santee, Pee Dee, and Waccamaw Native American tribes thrived via the accessible river routes to the deep water of Winyah Bay.² By 1840, growing and processing rice flourished in the current Georgetown County limits, which produced almost half of the total rice crop originating from the state. This productivity was largely attributable to slave labor, because 85% of the county's population were slaves in 1860.² After the Civil War, Georgetown County faced economic hardship until the timber industry, including harvesting, a lumber mill, and a pulp mill, became the primary economy in the early 1900s.² The Seaboard Airline Railway Company completed a rail maintenance turnstile in Andrews, South Carolina, and extended a rail line to the port city of Georgetown, South Carolina in 1920, which prompted the development of the Atlantic Coast Lumber Company north of Andrews. These operations ceased in the 1930s following the depression, which impacted much of Georgetown County. The massive International Paper Mill was constructed along the Sampit River in the city of Georgetown in the 1930s, along with the siting of the Georgetown Steel Mill built directly on the Winyah Bay in the 1960s. The town of Andrews has varied textile, wire, and steel support industries, but large tracts of industrial properties remain unused and in disrepair. The International Paper Mill is still in operation, but Georgetown Steel filed for bankruptcy in 2003 because of the competitive international steel market. In addition, Winyah Generating Station, a coal-fired power plant that opened in 1975 and is still operational, is four miles southwest of the paper and steel mills.

The geographic boundary for this project is Georgetown County with a target area of Census Tracts (CTs) 9202.03, 9202.04, 9206.01, 9206.02, 9207.01, and 9207.02 in Georgetown County. CT 9202.03 includes the eastern half of Andrews, SC, and rural unincorporated areas that extend east to Georgetown, SC. CT 9202.04 includes the western half of Andrews, SC; CT 9206.01 and CT 9206.02 include the northwestern portions of Georgetown, SC; CT 9207.01 and CT 9207.02 include the south portion of Georgetown, SC, and the unincorporated areas south of Georgetown, SC. The target area was chosen due to the significant industrial activity combined with minority and rural underserved populations. The area has a much lower than average median household income (\$38,885), a much higher population at or below the poverty line (20%), and a significantly higher reliance on government subsidized food programs (20%).³ The target area has had success with attracting industry of all sizes; however, the large focus on supporting these industries in combination with challenging market conditions has left the surrounding areas with blight and environmental impacts. An EPA Brownfield Grant will help the County change their focus to environmental stewardship and building community capital in addition to their strong focus on job creation and industry.

ii. Description of the Priority Brownfield Site(s): Proximity of the target area to large operating industries and vacant manufacturing facilities has resulted in pockets of blighted brownfield properties that are of limited interest to commercial developers. The County is taking the initiative on brownfield property redevelopment to improve their county and stimulate redevelopment. The County has identified **over a dozen potential brownfield sites** in the target area based on a review of the South Carolina Department of Health and Environmental Control (SCDHEC) Geographic Information Systems (GIS) metadata. The sites include a former textile mill property; historic

¹ World Population Review 2022: <https://worldpopulationreview.com/us-counties/states/sc>

² The South Carolina Encyclopedia, Walter Edgar, 2006 The Humanities Council South Carolina

³ US Census: 2016-2020 American Community Survey



railroad maintenance parcels; a former baghouse dust waste pit; former fertilizer and bulk chemical merchant port terminal properties; various oil storage, automotive maintenance and filling station properties; and land parcels that had association with impacts from ancillary steel mill support operations. Of these identified properties, most will have environmental issues based on their known histories or age of each property.⁴ The primary focus and priority sites of this community-wide assessment include a **former textile mill property** and the **former baghouse dust waste pit**. The County will work with target area residents and project partners as they build a site inventory of additional potential brownfield sites as part of the Brownfield Community-wide Assessment Grant efforts.

The first priority site is the **former Oneida Industries, Inc., textile mill** (23.6-acre site) located on the northern limits of Andrews, SC, which served as the knitting textile mill beginning in 1958. The mill once employed over 1,000 employees, but since its closure in the 1990s, the property has remained partially vacant with limited use. The structure was built in the 1950s, likely **containing asbestos**, and has a documented toxic release inventory spill reporting event. The main structure is in disrepair with various large storage tanks, a boiler smokestack, outbuildings, and three visible wastewater treatment ponds used for collecting wastewater discharge. The current site has some fencing along the perimeter that is inadequate for access control. Potential Contaminants of Concern (PCOCs) for this property are lead paint and asbestos due to the age of the building as well as various chemicals and dyes that were used from the 1950s to the 1990s to treat textile materials and fabrics such as whitening agents, pH adjusting agents, detergents, softeners, leveling agents, and fixing agents. This site is considered a priority site because of its past and current hazard to residents within the target area. **The County is working with the property owner for site access for assessment.**

The second priority site is the **former baghouse waste pile**. This 7-acre unfenced site sits within a larger, approximately 65-acre county-owned parcel and contains baghouse dust captured during the operation of the Georgetown Steel Mill smelting operations. The property was used by the now bankrupt steel mill as a waste pile in the early 1980s. The property is adjacent to rural residential properties and county park facilities and is a significant liability for nearby inhabitants. PCOCs for this property are heavy metals cast off of the steel smelting operation such as zinc, nickel, silver, arsenic, cadmium, and lead as well as crystalline silica dust known to cause respiratory issues and cancer.⁵ **The County is the current owner of this property and has granted site access approval.** The County plans to redevelop this site into a residential recycling and waste collection facility and community activity space such as a bike or skate park, interpretive trail, or archery range. Alternative proposed uses for the bag house dust waste pit include a firehouse substation to service the Georgetown Airport.

b. Revitalization of the Target Area i. Reuse Strategy and Alignment with Revitalization Plans: The County initiated its 10-year Comprehensive Plan Update process in 2020 and has continued the update process throughout the COVID-19 pandemic. Community meetings were restarted in-person in September 2021 following the decreasing rates of COVID infections. The initial updated section of the Comprehensive Plan (Plan) includes Cultural Resources, Housing, Natural Resources, and Transportation elements. The remainder of the Plan elements will be completed incrementally in accordance with Georgetown County's public meeting and update schedule. The planning elements in focus for this Brownfield Grant application are **community facilities, housing needs, and economic development** as they relate to the redevelopment of industrial

⁴ South Carolina Department of Health and Environmental Control, GIS Permitting Metadata
⁵ Steel Mill Electric Arc Furnace Dust, Safety Data Sheet, 2018



properties within Georgetown County. One of the County's land use strategies currently identified in their existing Plan includes the following: "Consider the redevelopment of land uses where marginal industrial land uses are surrounded by nonindustrial developed areas." The County's land use goals for future industrial sites includes that "future industries should be encouraged to locate in one of the existing industrial parks so that adequate transportation and utilities can be provided while sufficient buffers can protect industry and residential areas from encroachment." By focusing on redevelopment of blighted and vacant industrial properties for the reuse of the community and the underserved residents, the County ensures that existing communities are supported for growth while encouraging new employers to focus on strategic industrial parks rather than encroach on residential areas. The County's goal for completing assessments and redevelopment on the referenced properties includes the development of an **additional recycle center and citizen drop off area and a fire substation to improve airport and surrounding community safety at the former baghouse dust waste pit and multifamily fair housing and open space areas for the former textile mill property**. Goal 1 of the draft Comprehensive Plan Housing Element states, "Provide adequate housing types and quantities for the existing population and future residents of Georgetown County." Goals 1 and 2 of the existing Comprehensive Plan Land Use Element states that the County should, "Promote efficiency and sustainability in the use of land" and "Insure [*sic*] that residential areas are safe and protected from incompatible land uses and substandard development." The transition of the **baghouse dust waste pit** to community services facilities and recreation areas can increase community engagement at the adjoining county baseball fields and open space recreation areas as well as provide much needed access to recycling outlets. The **former textile mill property** is prioritized for a multifamily development and green space adjacent to Andrew's downtown area and the local school. Proposed reuse of the selected sites is consistent with the County's objectives to reduce the industrial presence near residential areas and increase access to fair housing and community facilities.

ii. Outcomes and Benefits of Reuse Strategy: The priority sites within the target area are located in a Federal Opportunity Zone (OZ), and their redevelopment will provide both economic and noneconomic benefits to the underserved community. Both properties' redevelopment strategies focus on reducing industrial impacts to residents, providing community facilities, and increasing housing opportunities. The new community services center and recreation area will provide jobs for local residents and increase the outdoor opportunities for CT 9207.01. A new fair housing development and outdoor area will provide much needed housing for the poor, minority, and youth in CT 9202.04. The target area, specifically CT 9202.04, has a significant lower-income population, persistent poverty, and larger-than-average minority populations. The **former baghouse waste pit (priority site)** is targeted for a community services center that could include a solid waste collection facility or a firehouse substation to improve safety for the communities within close proximity to the airport. The **former textile mill property (priority site)** will be prioritized as a multifamily fair housing development with green space and access to Andrews, SC, downtown areas. The noneconomic benefits of redeveloping the priority sites include the removal of blight on unused properties, green space areas, increased opportunities for affordable housing, and general land use to generate a stronger population and community. Redevelopment of the **former baghouse waste pit and textile mill properties** will provide a better quality of life for all residents within the target area. Also, given rising energy costs, **high efficiency appliances, LED lighting, and solar power opportunities** will be of utmost importance when reviewing redevelopment and reuse plans for inclusion at the priority sites to support energy rebates and renewable resources. Redevelopment of both priority sites **will not displace existing residents or**



lead to gentrification; it will increase community empowerment and correct the years of environmental degradation in the target area.

c. Strategy for Leveraging Resources i. Resources Needed for Site Reuse: The County as a local unit of government is eligible to apply for state and federal grant funding for the further assessment, remediation, and redevelopment of sites throughout the target area. Georgetown County is pursuing additional funding to further their Brownfield Program redevelopment goals and is discussing the following funding opportunities with agency representatives:

	Agency	Funding Purpose
Federal	US EPA Brownfield Cleanup Grant (up to \$2,000,000)	Remediation of sites.
State	South Carolina’s Brownfield Revolving Loan Fund	Provision of low-interest loans for the remediation of Brownfield sites and their redevelopment.
State	Municipal Association of SC–Economic Development Grant (up to \$25,000)	Economic development planning and infrastructure engineering studies.
State	SCDHEC Brownfield Voluntary Cleanup Program	Encourage non-responsible party developers to use the state brownfield cleanup program to receive income tax up to 50% of cleanup costs in a given year, \$50,000/year max income credit, and \$100,000 cost carryover for a maximum of 5 years.
State	South Carolina Community Development Block Grant (CDBG)	Provides funding for projects that revitalize neighborhoods, improve community infrastructure, and provide public facilities.

ii. Use of Existing Infrastructure: The existing infrastructure (streets, roads, utilities, water, sewer) throughout the rural portions of the target area are in fair condition. Infrastructure around the priority sites is sufficient for redevelopment. In the last year, the County was awarded roughly \$12 million to upgraded sewer and utility infrastructure across the unincorporated areas of the County. If additional infrastructure needs are identified as they relate to potential site redevelopment, the County will acquire additional funding through state and federal grant programs.

2. COMMUNITY NEED AND COMMUNITY ENGAGEMENT

a. Community Need i. The Community’s Need for Funding: The target area has a total **population of 15,622**, which is approximately 25% of the total County population.⁶ The combined target area (CTs 9202.03, 9202.04, 9206.01, 9206.02, 9207.01, 9207.02) has an average **per capita income of \$24,717 and a total median household income of \$38,885**, well below the national (\$35,384/\$64,994) averages.⁶ In addition, **the percentage of all people at or below poverty level (20%) and households receiving food stamp assistance (20%) is higher than the county (16%/14%), state (15%/11%), and national averages (13%/11%),** demonstrating the need to enhance the quality of life for target area residents.⁶ Within CT 9202.04, which contains the **former textile mill property, 31% of residents live at or below poverty level, and 42% of all households receive food stamp assistance.**⁶

Georgetown County is unable to fund assessment independently as they have largely focused on **maintaining infrastructure and public utilities, including roadways and sanitary sewer systems** throughout their county, the eighth largest county footprint in South Carolina.⁷ The County boasts one of the lowest personal property tax millage rates in the state and does not have any sales tax above the 6% tax imposed by the State of South Carolina.⁸ **With the target area’s low-income, high poverty levels, and reliance on government assistance programs, residents cannot afford tax increases to fund redevelopment projects.** The target area’s unemployment average is 7%, but CT 9202.03 and CT 9207.02 have staggering unemployment rates of 16% and 14%, respectively, significantly higher than the state average of 6% and national average of 5%.⁶

⁶ US Census 2016–2020 American Community Survey
⁷ U.S. Census Bureau, TIGER/Geographic Identification Code Scheme (TIGER/GICS) File, Census 2010
⁸ South Carolina Association of Counties, 2022 County Profiles



Using the current and updated Comprehensive Plan, the County wants to transition those areas impacted by the industrial downturns that resulted in blighted and potentially contaminated vacant properties and fueled unemployment. The goal of providing more community services, maintaining industrial opportunities away from residential properties, and increasing multifamily housing within existing underserved areas will be realized via a Brownfields Assessment Grant award to those areas that need it the most.

ii. Threats to Sensitive Populations (1) Health or Welfare of Sensitive Populations: **Sensitive populations within the target area include females, minorities, and the youth and elderly living in poverty.** Concerning non-white minority populations, the target area and CTs 9202.04 and 9206.01, specifically, all have a significantly higher percentage (46%, 67%, and 72%, respectively) than the national average (30%), with **African Americans making up 40% of the target area population, 64% of the CT 9202.04 population, and 62% of the CT 9206.01 population, which is three to five times the national average (13%).**⁹ In addition, the target area has a high population of females (54%), youth and elderly (47%), and impoverished residents, with 48% of female heads of household with children under the age of 18 within the target area are living below the poverty level. Within CT 9202.03, poverty rates are at 67%, and in CT 9202.04 rates rise to 74%, whereas the national averages of those comparable families, female heads of household with children under the age of 18 is only 34%.⁹ **The Target Area as a whole has 28% of all families with children under the age of 18 at or below the poverty level, with CT 9202.04 at a poverty level of 61% compared to the national level (14%).**⁹

The Environmental Justice Screening Tool indicates that the target area experiences a higher value for lead paint toxicity indicators. **The lead paint concentration value for the target area is in the 80th percentile in the state and 75th percentile in the United States.** Approximately 3,500 homes in the target area were constructed before 1979.⁹ Lead-based paint was completely banned for use in residential homes in 1978, correlating to a large share of the target area population potentially being affected by cancer-causing materials. Additionally, CT 9206 has a Housing Cost Burden in the 78th percentile and CT 9207 has a Housing Cost Burden in the 72nd percentile.¹⁰ Furthermore, within CT 9207.01 and CT 9206.01, occupied houses without vehicles are 16% and 21%, respectively.^{9,10} **Long-term industrialization of the target area has created environmental justice issues that require additional low-income housing and green space areas in closer proximity to the target area populations.**

Crime statistics associated with the City of Georgetown in 2020 are representative for CT 9207.02 and CT 9206.02. Georgetown, SC, has a violent crime rate of 1,242/100K people, 220% higher than the national average (388/100K), and a property crime incidence rate of 5,634/100K people, 188% higher than the national average (1,958/100K).¹¹ Removal of blighted industrial properties from within the target area will allow the development of more community-based opportunities and will result in safer communities. The redevelopment that can come from this Brownfields Assessment Grant funding will allow for the mitigation of welfare issues that have been plaguing the target areas for decades.

(2) Greater Than Normal Incidence of Disease and Adverse Health Conditions: Historic operations at the **former textile mill** require further investigation. Potential contaminants include asbestos-containing material, lead paint in the structures, and chemicals associated with textile treatments and dyes; petroleum and grease contamination from equipment operation; possible underground storage tanks and polycyclic aromatic hydrocarbons (PAHs) from the combustion of boiler fuel

⁹ US Census: 2016–2020 American Community Survey

¹⁰ Climate and Economic Justice Screening Tool

¹¹ 2020 Georgetown, SC, Crime Data: <https://www.areavibes.com/georgetown-sc/crime/>



and wood debris; or heavy metals and solvents from dyes or textile treatments. Exposure to asbestos, lead paint, petroleum products, or other chemicals are significantly detrimental to children and young adults, who are particularly drawn to the vacant textile mill. Historical environmental impacts to the **former textile mill property** may be detrimental to the underlying groundwater and contribute to health issues among inhabitants of neighboring residences that adjoin the property.

County area model-based data were obtained from the Centers for Disease Control. The target area has an estimated 18% higher rate of **asthma** when compared to Georgetown County as a whole (11.2% vs. 9.5%) and an estimated 9.4% higher rate of depression (20.9% vs. 19.1%).¹² According to the EPA Environmental Justice Screening Report, the target area also ranks in the state's **80th-90th percentile for the National-Scale Air Toxics Assessment (NATA) for Cancer Risk and the 90th-95th percentile for Respiratory Hazard Index in the US.** The Climate and Economic Justice Screening Tool rates CT 9206 in the 94th percentile for people who have been told they have asthma and CT 9202 in the 83rd percentile. Industrial operations near residential areas are a common contributor to respiratory diseases and **cancer**. Adults and children exposed to dust, asbestos, lead, or chemicals when trespassing on either priority site could develop long-term health issues as a result of carelessly managed properties with environmental impacts. Out of South Carolina's 46 Counties, Georgetown County is **ranked as the 9th highest county for cancer mortality, 11th in the state for chronic lower respiratory disease, and 17th for low birthweights based on five years of recent data.**¹³ **Additionally, the county is ranked 4th in the state for cancer incidents as a whole between 2015 and 2019.**¹⁴ The Brownfields Assessment Grant funding will facilitate the identification and reduction of threats to sensitive populations in the target area.

(3) **Promoting Environmental Justice:** The target area's underserved populations have been subject to localized disproportionate environmental stressors and low income and persistent poverty factors that have diminished the area's ability to prosper. The Environmental Justice Screening Tool rates the target area in the 83rd percentile for unemployment in the state, 73rd percentile for low income in the state, and 73rd percentile for a less than high school education. The Environmental Justice Screening Tool also indicates that the target area experiences a higher value for wastewater discharge toxicity indicators. **The wastewater toxicity-weighted concentration value for the target area is in the 89th percentile in the state of South Carolina and 84th percentile in the United States.** Likely contributors to higher-than-average wastewater discharges include the upstream discharges of paper mill and industrial discharges into the waterways that flow through Georgetown County. The coal-fired Winyah Generating Station power plant in CT 9207.01 and the International Paper Mill in CT 9206.02 are both located on the southeastern limits of the target area and discharge to the Sampit River. The river also receives wastewater discharges from coal ash disposal areas and the 3V Sigma chemical company. Assessments and redevelopment in this target area will correct the long-term de facto "sacrifice zone" that has created environmental justice issues impacting the target area. The redevelopment of the **Former Oneida Textile Mile priority site** will help to alleviate the continuing wastewater discharge issues by addressing the wastewater ponds on site, thereby reducing the **environmental stressor burdens** facing the sensitive populations of the target area. Georgetown County wishes to redirect historical focus from industry to the health and well-being of their underserved citizens by leading

¹² Centers for Disease Control, PLACES GIS viewer, <https://experience.arcgis.com/experience/22c7182a162d45788dd52a2362f8ed65>, 2010 Census Data

¹³ SCDHEC, Georgetown County, South Carolina Health Profile 2016-2018 SC

¹⁴ SCDHEC, Georgetown County, Cancer Profile 2015-2019



Georgetown County, SC
FY2023 US EPA Brownfields Assessment Grant

social change to correct legacy pollution and reduce the reliance on substandard housing and health burdens for the betterment of their communities.

b. Community Engagement i. Project Involvement & ii. Project Roles:

Name of Org.	Point of Contact	Specific Involvement in the Project or Assistance Provided
Gullah Geechee Chamber of Commerce (GGCC) (Target Area Community Group)	Marilyn Hemingway marilyn@gullahgeechee.org (843) 318-8644	The mission of the GGCC is to raise global awareness of, the profitability, and sustainability of African American businesses and other entities that support the Gullah Community and will assist with site identification and prioritization .
Georgetown County Parks and Recreation (GCPR) (Target Area Government Group)	Beth Goodale bgoodale@gtcounty.org (843) 545-3275	The GCPR enhances the quality of life for Georgetown County residents and visitors; to promote a strong sense of community by providing a broad, diverse, and challenging set of cultural and recreational programs; and to offer clean, beautiful, and safe parks and will assist with outreach .
Francis P. Bunnelle Foundation (FPBF)	Kevin McCray kmccray@bunnelle.org (843) 237-1222	The FPBF focuses on improving the quality of life for all Georgetown County residents by focusing on addressing the root causes of poverty, providing basic human needs, promoting economic vitality, preserving the environment, and encouraging positive youth development and will assist with future reuse planning .

iii. Incorporating Community Input: With this Brownfield Assessment Grant, the County will form an Environmental Steering Committee (ESC) to ensure community involvement in future county planning led by the County’s Brownfield Project Director. The ESC will comprise community residents from the target area who are selected by the County’s environmental and administrative members and will consist of citizen leaders interested in developing housing opportunities and green space areas within the target area. The County will hold community meetings throughout the duration of the grant project that will include target area residents and local organizations/entities/groups.

Community meetings will be in-person or virtual if necessary for COVID-19 social distancing safety recommendations. Web-based video conference meetings will be published on the County’s website, Facebook, and Twitter. Meetings will include informational graphics, virtual video tours of the target area, or drone aerial tours of the properties. Input from the target area residents will be recorded in meeting minutes and evaluated during County and project partner meetings to prioritize site assessments in conjunction with the community redevelopment plans. The ESC will compile the notes and public comments associated with the public input process into a report to be submitted to the Brownfield Project Director. The ESC and the Brownfield Project Director will use the community meetings to guide the Brownfield Grant assessment efforts to ensure the program funds are allocated to best serve the target area. Reports will be presented to the ESC during regularly scheduled meetings and will be posted on the County website for public review.

The County will create a Community Involvement Plan (CIP) to describe the planned community engagement activities, schedule of events, and to compile project background information and identify the key stakeholders of the brownfield assessment process. “The County will use social media such as Facebook, Twitter, the county website and also focused print publications to reach residents located within the target area.” By posting fliers on bulletin boards at churches, community centers, parks, grocery stores, libraries, youth centers, and afterschool program locations within the target area, direct communication can be focused on residents who may have the most input.

3. TASK DESCRIPTIONS, COST ESTIMATES, AND MEASURING PROGRESS

a. Description of Tasks/Activities and Outputs: Georgetown County is requesting \$500,000 in funding to implement this project based on the Brownfield sites in the target area (discussed in 1.a.ii) and the anticipated additional sites to be found during the site inventory task.



Georgetown County, SC
FY2023 US EPA Brownfields Assessment Grant

Task 1: Outreach	
i.	<i>Project Implementation:</i> The County’s Project Director will develop a Community Involvement Plan (CIP), outreach materials, Brownfield Project website, and social media posts with the assistance of the environmental consultant (consultant). County staff will lead the community meetings (virtual/online for COVID-19 precautions) to keep the public informed on project plans and updates. Supplies are budgeted for the printing of outreach materials (brochures/handouts) and office supplies to manage the grant.
ii.	<i>Anticipated Project Schedule:</i> CIP created within 3 months of award (upon completion, a more concrete schedule will follow). Community Meetings held in the 2 nd , 4 th , 6 th , 8 th , 10 th , 12 th , & 14 th quarters. Website and Outreach Materials will be created by the 2 nd quarter and posted monthly throughout the grant project.
iii.	<i>Task/Activity Lead:</i> County: Ray C. Funnye, Georgetown County Director, Brownfields Project Director.
iv.	<i>Outputs:</i> CIP, Brownfield Website, 7 Community Meetings, Brochures/Handouts, Social Media Posts, Summary of Community Meetings in EPA required Quarterly Reports.
Task 2: Site Inventory	
i.	<i>Project Implementation:</i> Georgetown County’s Brownfields Project Manager will work with target-area residents during community meetings to create a thorough site inventory for assessment. Abandoned and underused properties identified by the residents of the target area will be researched further by the County’s staff using the property appraiser’s website. Once a list is compiled, the consultant will work with the County’s staff to create an evaluation ranking tool to determine the order in which the sites will be addressed.
ii.	<i>Anticipated Project Schedule:</i> Community meeting held in the 1 st quarter will continue the preliminary inventory process that began with this application, with the evaluation ranking process taking place in the 3 rd quarter & continuing throughout the grant project.
iii.	<i>Task/Activity Lead:</i> County: Maureen Mulligan, Georgetown County’s Brownfields Project Manager.
iv.	<i>Outputs:</i> Evaluation Ranking Tool, Site Inventory List
v.	<i>Identifying Additional Sites:</i> If all sites within the target area have been assessed with grant funds, County staff, with the help of residents and community partners, will research additional sites throughout the County using Geothinq subscription GIS, SC GIS Viewer, Georgetown County Tax Assessor information, and field reconnaissance. The determination to add sites to the inventory will be based on community need, resident input, and US Census Data to focus assessments in underserved areas. The sites selected for review will be evaluated using the evaluation ranking tool to determine the order of site focus.
Task 3: Assessment	
i.	<i>Project Implementation:</i> The consultant will conduct Environmental Site Assessment (ESA) activities at sites selected and ranked through the Site Inventory Task, starting first with the two priority sites listed in this application. ASTM-AAI compliant Phase Is; Generic Quality Assurance Project Plan (QAPP); and Phase IIs which will include the SS-QAPP. Prior to assessment, site access agreements and property eligibility determinations approval will be obtained.
ii.	<i>Anticipated Project Schedule:</i> Assessment activities will begin in the 2 nd quarter and continue throughout the grant.
iii.	<i>Task/Activity Lead:</i> The consultant will implement the technical aspects of the project with oversight from the County: Ray C. Funnye, Georgetown County Director, Brownfields Project Director.
iv.	<i>Outputs:</i> 20 Phase I ESAs; 1 Generic QAPP; 10 Phase II ESAs, including SS-QAPP, Site Access Agreements, and Property Eligibility Determinations.
Task 4: Remediation/Reuse Planning	
i.	<i>Project Implementation:</i> For projects identified for cleanup, the consultant will prepare the Analysis for Brownfields Cleanup Alternatives (ABCA) and/or Cleanup Plans. Cleanup planning will include evaluating cleanup alternatives, calculating cleanup costs, and determining site appropriate remediation and/or reuse planning to reduce health/environmental risks. The consultant will assist Georgetown County in hosting charrettes/visioning sessions for key properties. A planning consultant will create the County Brownfield Revitalization Plan (BF Rev. Plan), Evaluation of Market Viability, and Site Reuse Assessments (EPA Approved Planning Activities).
ii.	<i>Anticipated Project Schedule:</i> Plans & Charrettes will begin in the 6 th quarter and continue throughout the grant.
iii.	<i>Task/Activity Lead:</i> The consultant will implement the technical aspects of the project with oversight from the County: Maureen Mulligan, Georgetown County’s Brownfields Project Manager.



**Georgetown County, SC
FY2023 US EPA Brownfields Assessment Grant**

iv.	<i>Outputs:</i> 4 ABCAs, 2 Charrettes, 1 BF Rev. Plan, 2 Site Reuse Assessment, 1 Evaluation of Market Viability.
Task 5: Programmatic Support	
i.	<i>Project Implementation:</i> The County’s Brownfields Project Director will procure an environmental consultant to assist with the Brownfields Grant Project. The County’s Brownfields Project Director oversees grant implementation and administration to ensure compliance with the EPA Cooperative Agreement Work Plan, schedule, and terms and conditions. The consultant will assist the County in completing ACRES Database Reporting, Yearly Financial Reporting, Quarterly Reporting, MBE/WBE Forms, and all additional Programmatic Support for the four-year term of the grant. The County staff travel budget allows for two staff to attend two national/regional/grantee brownfield training conferences/workshops.
ii.	<i>Anticipated Project Schedule:</i> ACRES and Quarterly Reporting begins in the 1 st quarter and continues throughout the grant project. Annual Reporting and Forms created in the 5 th , 9 th , and 13 th quarters, and during final closeout.
iii.	<i>Task/Activity Lead:</i> County: Maureen Mulligan, Georgetown County’s Brownfields Project Manager.
iv.	<i>Outputs:</i> ACRES Database Reporting, 4 Annual Financial Reports, 16 Quarterly Reports, 4 MBE/WBE Forms, Programmatic Support for the four-year grant period. Two staff to attend two conferences.

b. Cost Estimates: Below are the anticipated cost estimates for this project *based on past brownfield projects as determined by local market standards with contractual hourly rates based on the skills needed for the specific tasks.* The budget for this project includes travel, supplies, and contractual costs only. **Over 59% of the budget will be spent on site-specific activities through the Assessment Task. Task 1 Outreach:** Contractual: CIP \$4,000 (32hrs x \$125); Brownfield Website, Outreach Brochure/Handouts, Social Media Posts \$3,000 (24hrs x \$125); 7 Community Education Meetings \$7,000 (56hrs x \$125 = \$1,000/meeting). Supplies: Printouts (500 handouts at \$1.00 each); Large print presentation boards (4 prints at \$100 each); pens, notepads, collaboration boards, post-it notes at \$100 for a total of \$1,000. **Task 2 Site Inventory:** Contractual: Brownfield Site Inventory and Evaluation Ranking Tool Creation \$10,000 (62.5hrs x \$160). **Task 3 Assessment:** Contractual: 20 Phase I ESAs at \$3,500 each for a total of \$70,000; 1 Generic QAPP at \$5,000; 10 Phase II ESAs including SS-QAPP at \$22,000 each for a total of \$220,000. **Task 4 Remediation/Reuse Planning:** Contractual: 2 Vision Sessions/Charrettes at \$5,000 (\$2,500/meeting); 4 ABCAs at \$6,000 for a total of \$24,000; 2 Site Reuse Assessment \$40,000 (125hrs x \$160 = \$20,000/Assessment); 1 Evaluation of Market Viability \$20,000 (125hrs x \$160); 1 Brownfield Revitalization Plan \$55,000 (Planner: 120hrs x \$150; Market Analysts: 152hrs x \$125, Environmental Professional: 120hrs x \$150). **Task 5 Programmatic Support:** Contractual: ACRES Database Reporting, Yearly Financial Reporting, Quarterly Reporting, MBE/WBE Forms, Programmatic Support for the four-year grant period at \$24,000 (160hrs x \$150); Travel: Two staff to attend two conferences \$12,000 (flights at \$1,000, 4 nights in hotel at \$400/night [\$1,600], incidentals and per diem at \$100/day [\$400] x 2 attendees x two conferences).

Category	Tasks					Totals
	<i>Outreach</i>	<i>Site Inventory</i>	<i>Assessment</i>	<i>Remediation/Reuse Planning</i>	<i>Programmatic Support</i>	
Travel					\$12,000	\$12,000
Supplies	\$1,000					\$1,000
Contractual	\$14,000	\$10,000	\$295,000	\$144,000	\$24,000	\$487,000
Total Budget	\$15,000	\$10,000	\$295,000	\$144,000	\$36,000	\$500,000

c. Measuring Environmental Results: To ensure this EPA Brownfields Project is on schedule, the County’s internal Brownfields Team, which will include the consultant, will meet quarterly to track all **outputs identified in 3.a** using an excel spreadsheet to report all progress in fulfilling the scope of work, goals, and objectives to the EPA via quarterly reports. In addition, project expenditures and activities will be compared to the projects schedule to ensure the grant projects



will be completed within the four-year time frame. Site-specific information will be entered and tracked in the ACRES database. The outputs to be tracked include the number of neighborhood meetings, public meetings, meetings with community groups and community partners, environmental assessments, ABCAs, and cleanup redevelopment plans. The outcomes to be tracked include community participation, acres assessed, acres ready for reuse, redevelopment dollars leveraged, and jobs created. In the event the project is not being achieved in an efficient manner, the County has countermeasures in place to combat this problem. The County will make monthly calls to their EPA Project Officer and, if needed, create a Corrective Action Plan.

4. PROGRAMMATIC CAPABILITY AND PAST PERFORMANCE

a. Programmatic Capability i. Organizational Capacity, ii. Organizational Structure, & iii.

Description of Key Staff: The County's Brownfields Project Team is made up of staff from the County's Public Service, Grants Program, and Environmental Management Departments. The Department of Public Services Director, Mr. Ray C. Funnye, will be responsible for project management, overseeing the timely and successful expenditure of funds, and completion of the project's administrative and financial requirements as the **Brownfields Project Director**. Mr. Funnye has been part of the Georgetown County administration since 1992 and has served as the Director of Public Services for the past 20 years. Mr. Funnye is responsible for the management and direction of seven major divisions within the County and was instrumental in providing job opportunities and growth in the County. Mr. Funnye will be assisted by Ms. Maureen Mulligan as the **Brownfields Project Manager**. Ms. Mulligan has been employed with Georgetown County's Environmental Services Division serving as the County Environmentalist/Training Coordinator for the past two years. Ms. Mulligan is responsible for day-to-day project requirements including managing several government functions, community involvement programs, and environmental/training coordination. They will be assisted by Ms. Juliette Kelso, the County's Accountant, Grants, and Projects Administrator. Ms. Kelso has worked for the County for over 6 years. Ms. Kelso will serve as the **Brownfields Finance Manager** and will be responsible for managing the finances and all ASAP.gov drawdowns for this EPA Brownfield Assessment Grant Project. A qualified environmental consultant will assist with the technical portions of the grant.

iv. Acquiring Additional Resources: The County will procure a qualified environmental consultant and subconsultants to assist with technical and reporting aspects of the Brownfield Community-wide Assessment. Procurement procedures will comply with both the local contracting and procurement process, and also with EPA requirements for "Professional Service" including 2 CFR §§ 200 and 1500.

b. Past Performance and Accomplishments ii. Has Not Received an EPA Brownfields Grant but has Received Other Federal or Non-Federal Assistance Agreements (1) Purpose and Accomplishments: In 2021, the County received a \$12.2 million grant from the American Rescue Plan Act (ARPA). They have spent nearly \$2.9 million to date on upgrades associated with sewer systems, affordable housing, library renovations, broadband internet in rural areas, and stormwater drainage improvements. (2) Compliance with Grant Requirements: For the County's previous grants, including those mentioned above, all the fund drawdown and required reporting documentation and closeout reports were delivered in a timely manner. The County completes third-party Certified Public Accountant audits of their major federal grant programs annually. As of their most recent finalized *Report On Compliance* documented in the County's *Annual Comprehensive Financial Report, Fiscal Year Ended June 30, 2021*, the County complied with all direct and material compliance items for their federal grants program.

Georgetown County



Personnel Policies and Procedures Manual

ALL EMPLOYEES OF GEORGETOWN COUNTY ARE EMPLOYED AT-WILL AND MAY QUIT OR BE TERMINATED AT ANY TIME AND FOR ANY OR NO REASON. NOTHING IN ANY OF GEORGETOWN COUNTY'S RULES, POLICIES, HANDBOOKS, PROCEDURES OR OTHER DOCUMENTS CREATES ANY EXPRESS OR IMPLIED CONTRACT OF EMPLOYMENT. NO PAST POLICIES OR PROCEDURES, WHETHER ORAL OR WRITTEN, FORM ANY EXPRESS OR IMPLIED AGREEMENT TO CONTINUE SUCH PRACTICES OR PROCEDURES. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE LIMITATIONS SET FORTH IN THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT UNLESS: 1) THE TERMS ARE PUT IN WRITING, 2) THE DOCUMENT IS LABELED "CONTRACT," 3) THE DOCUMENT STATES THE DURATION OF EMPLOYMENT, AND 4) THE DOCUMENT IS SIGNED BY THE CHAIRMAN, GEORGETOWN COUNTY COUNCIL.

Effective August 1, 2020

DISCLAIMER

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EQUAL EMPLOYMENT OPPORTUNITY POLICY

The County provides equal opportunity to all applicants for employment and administers hiring, conditions and privileges of employment, compensation, training, promotions, transfer and discipline without discrimination because of race, color, religion, gender, pregnancy, childbirth, or related medical conditions, including but not limited to, lactation disability, genetic information, age or national origin. The County also prohibits retaliation against employees who have reported discrimination. Any employee who believes that he has been discriminated against in violation of this policy should report the matter to the Director of Administrative Services and Human Resources.

ANTI-HARASSMENT POLICY

As stated above, various laws and regulations, generally prohibit employment decisions from being made on the basis of race, sex, pregnancy, childbirth, or related medical conditions, including but not limited to, lactation, religion, national origin, age, genetic information, disability, and similar distinctions. The County endeavors to provide a working environment in which employees are free from discomfort or pressure resulting from jokes, ridicule, slurs, and harassment either relating to such distinctions or simply resulting from a lack of consideration for a fellow human being. The County will not tolerate harassment of any kind.

The County does not tolerate harassment and forbids retaliation against anyone who has reported harassment in good faith.

SEXUAL HARASSMENT:

Sexual harassment warrants special mention. Unwelcome sexual advances, requests for sexual favors, and other physical, verbal, or visual conduct based on sex constitute sexual harassment when:

1. Submission to the conduct is an explicit or implicit term or condition of employment; or
2. Submission to or rejection of the conduct is used as the basis for an employment decision; or

3. The conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented kidding or teasing, practical jokes, jokes about gender-specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material, "put-downs" or condescending or derisive comments or terms based on gender, and physical conduct, such as patting, pinching or brushing against another person. This policy prohibits such conduct regardless of the gender of the perpetrator or victim.

Disputes sometimes arise as to whether conduct was "welcome" or "unwelcome". Conduct which would violate this policy if it were unwelcome will be considered to violate the policy if anyone complains about it. Obviously, not all conduct which is prohibited by this policy constitutes a violation of the law.

COMPLAINT PROCEDURE:

Employees who feel that the anti-harassment policy has been violated by anyone with whom they come in contact on the job, regardless of whether it is by a fellow worker, supervisor or a member of the general public, should notify their supervisor, the Director of Administrative Services and Human Resources or another official at the Director level. If an employee feels that their supervisor is violating this policy, complaints should be initiated with the supervisor's supervisor. Complaints against the Administrator should be made to the Chairman of County Council. Supervisors, managers and directors who receive complaints, or become aware of harassment, should coordinate with the Director of Administrative Services and Human Resources.

Harassment allegations will be investigated, and the investigatory process may vary from case to case. The investigation is conducted as confidentially as possible consistent with the effective handling of the complaint and the goals of this policy. All employees have a responsibility both to cooperate fully with the investigation and to keep the matter confidential, whether the employee is the accused person, the complaining one or merely a potential witness. Persons who are interviewed should not discuss the matter with co-workers, friends or management. This does not mean, however, that employees may not complain to civil rights agencies.

Employees may be asked to submit to a polygraph (lie detector) examination.

If management concludes that a complaint of harassment has merit, appropriate action will be taken. Employees will be subject to disciplinary action in accordance with the disciplinary procedures. Non-employees may be reported to the appropriate law enforcement agency and/or barred from the premises

IMPORTANT

In order to avoid any misunderstandings, complaints made to members of management or to the Director of Administrative Services and Human Resources must involve completion of a report, either by you or by the person to whom the complaint is made, summarizing the allegations and listing any witnesses to the alleged harassment. You should be sure to get a copy of this initial complaint report to confirm that you have complied with this procedure.

These procedures have been established to enable you to get relief if you feel that you are the victim of harassment. The United States Supreme court has said that, as a general rule, you may not sue the County for a violation of your rights unless you first give us notice and the opportunity to end the harassment. The reporting procedures which we have adopted are intended to establish a clear record of what has been reported.

EMPLOYMENT STATUS

PROBATIONARY EMPLOYEE: A non-temporary employee who has not successfully completed his or her probationary period. New employees receiving a satisfactory evaluation at the end of the first six (6) months of employment are granted regular status (unless the employee is temporary). Promoted employees receiving a satisfactory evaluation at the end of six (6) months in their new position regain regular status.

REGULAR FULL-TIME EMPLOYEE: An individual, assigned to a position authorized in the operating budget, who has completed at least six (6) months of satisfactory service, is normally scheduled to work no less than the department's regular work schedule, is eligible for all County benefits, and is not a temporary employee.

REGULAR PART-TIME EMPLOYEE: An individual, assigned to a position authorized in the operating budget, which has completed at least six (6) months of satisfactory service and is not normally scheduled to work the department's regular full-time work schedule, but is normally scheduled to work 20 to 29 hours per week.

TEMPORARY EMPLOYEE: An individual who is employed in a position, not specifically authorized in the operation budget, which is usually scheduled to exist for only a limited period of time. With the exception of optional SCRS membership, such employees are not eligible to participate in the County's benefits programs. Temporary Part-Time Employees may not be regularly scheduled to work more than 29 hours per week.

SAFETY POLICY

It is the responsibility of every County employee to observe safe practices in all daily activities. The County has developed standard operating procedures and best practices for working safely in each of the various departments. In the unfortunate event of a workplace injury or accident, employees should notify the appropriate supervisor immediately, or as soon as practicable. Likewise, when employees detect a safety hazard, it shall be immediately reported to the appropriate supervisor, Department Head or County Risk Manager.

DRESS CODE POLICY

County employees are required to dress appropriately for their particular position. Due to the varying nature and requirements of different County functions, this will require different types of dress depending on the job function of each employee. These differing types may include, but are not limited to, uniforms, office attire, steel toed shoes, and various personal protective equipment (PPE). Employees are prohibited from wearing attire that displays offensive images or language. Additionally, attire (clothing, buttons, pins, hats, etc.) that is worn for political messaging, campaigning, support or opposition is also prohibited.

ALCOHOL & DRUG FREE WORKPLACE POLICIES

It is well-recognized that substance abuse has a harmful effect on public health and safety, on the welfare of employees, on morale, and on productivity. Furthermore, it is the policy of the County to comply with the state and federal Drug Free Workplace Acts, to comply with applicable federal regulations, to establish and maintain alcohol and drug-free workplaces, and to prohibit the unauthorized or unlawful manufacture, distribution, dispensation, possession, and the use of controlled substances on or off the job.

For these reasons, the County adopts the following policy:

I. GENERAL RULE

All employees of the County are prohibited from swallowing, inhaling, injecting, dealing in, or otherwise using illegal drugs and substances (such as marijuana, cocaine, LSD, heroin, etc.). Further, this prohibition applies to the misuse, abuse or any unlawful use or possession of otherwise legal drugs. In addition, employees are prohibited from using “synthetic” drugs or substances designed to mimic the effects of illegal drugs, regardless of whether the synthetics are legal or illegal. These prohibitions apply to use at any time, both on the job and off the job. County employees are permitted to possess any substance when required by their jobs or for the purpose of lawful delivery to another person.

Marijuana warrants special mention. Many states have legalized marijuana for recreational use, or for medicinal use with a prescription. However, marijuana remains illegal in South Carolina and under federal law. For purposes of this policy, marijuana is considered an illegal drug regardless of whether it was used in a state that allows its use and regardless of the reason for its use.

All employees of the County are prohibited from using or possessing alcoholic beverages on County premises or time. (The term “County premises or time” includes: County vehicles and private vehicles on County premises; parking lots and recreation areas; and any circumstances in which an employee is representing the County, such as attending off-premises business meetings or conferences. Employees are not prohibited, however, from having unopened containers of alcoholic beverages in their personal vehicles.) The County Administrator may approve moderate alcohol use at designated social or business functions.

All employees of the County are prohibited from reporting to or being at work while under the influence of alcohol. **(An employee is considered to be “under the influence of alcohol” if he has any detectable amount of alcohol in his system.)** An employee taking prescribed medication which might affect his ability to perform his job is required to advise his supervisor. The County will determine whether the employee may continue to work. Employees may be required to submit to a drug screen.

These prohibitions also apply to leased employees and contractors employed by the County or working on County property.

II. APPLICANTS FOR EMPLOYMENT

Applicants tentatively selected for employment must undergo a pre-employment drug test. The County does not hire applicants tentatively selected for employment who refuse to submit to a drug test or who test positive for use of illegal or unauthorized substances or the illegal use of authorized substances. An

applicant who is rejected under this policy may be considered for future vacancies if he can demonstrate that he is no longer a user of any such substances. For example, the applicant may successfully complete a drug abuse treatment program and pass a more thorough drug test conducted at the applicant's expense. (This may include participation in and successful completion of a rehabilitation program as well as a negative drug test result on a more thorough drug test.)

III. CURRENT EMPLOYEES

A. All County employees are subject to drug testing by urinalysis or other acceptable means recognized by the County where "particularized suspicion" of drug use in violation of this policy exists or under other lawful conditions.

1. Particularized suspicion is deemed to exist when:
 - a. Information that an employee has used drugs or substances in violation of this policy is provided by a reliable informant;
 - b. An accident occurs. "Accident" is defined as:
 - (1) an accident involving a fatality;
 - (2) an accident causing personal injury; or
 - (3) an accident involving property damage.

NOTE: DOT regulated employees (CDL Drivers) are subject to special rules for post-accident testing and will be tested following an accident in accordance with DOT regulations.

- c. An employee exhibits any of the following:
 - (1) extreme mood swings;
 - (2) slurred speech;
 - (3) unusual clumsiness;
 - (4) staggering;
 - (5) dilation of pupils;
 - (6) sleeping on the job or lethargy;
 - (7) excessive unexplained sweating;
 - (8) other aberrational behavior;
 - (9) an employee has been arrested for or convicted of a violation of drug laws; or
 - (10) an employee has tested positive for drugs or otherwise violated this policy within the past five years.

B. All County employees are subject to alcohol testing where “particularized suspicion” of alcohol use in violation of this policy exists.

1. Particularized suspicion is deemed to exist when:
 - a. information that an employee has used or possessed alcohol in violation of this policy is provided by a reliable informant;
 - b. an accident occurs. “Accident” is defined in the same manner as it is in section (III) A of this policy.
 - c. an employee exhibits behavior consistent with alcohol use such as but not limited to:
 - (1) erratic behavior (mood swings, slurred speech, staggering, bloodshot eyes, sleeping on the job or lethargy, excessive unexplained sweating, etc.);
 - (2) the apparent odor of an alcoholic beverage on an employee’s breath;
 - (3) other aberrational behavior such as but not limited to excessive absenteeism or tardiness, significant deterioration in job performance, repeated errors or rules violations, etc.
 - d. an employee has admitted violating the County’s alcohol policy;
 - e. an employee is arrested for or convicted of an alcohol related offense;
 - f. an employee has tested positive for alcohol in violation of this policy, or otherwise violated this policy, within the past five years.

C. Particularized suspicion testing is conducted upon the approval of the County Administrator or his designee.

D. All sworn law enforcement officers, fire suppression personnel, employees who are required by their jobs to possess a Commercial Driver’s License or employees whose jobs the County regards as “safety-sensitive” are subject to random testing to determine compliance with this policy. A list of safety sensitive positions is attached as Appendix A. Random selection testing is unannounced.

E. Employees may be tested for the use of controlled substances as part of any “fitness for duty” physical examination mandated by federal/state law or by the County, or as otherwise allowed by law.

F. Employees who refuse to submit to an alcohol or drug test when ordered to do so or who adulterate or substitute test samples are in violation of this policy and subject to disciplinary action, up to and including discharge. Refusal to test includes failure to appear for a test, failure to remain until testing is complete, failure to provide an adequate amount of urine, saliva or breath, failure to undergo a medical examination to evaluate your ability to provide an adequate urine, saliva or breath specimen, or failure to sign a required certification form.

IV. TESTING PROCEDURE

A. Drug testing.

1. Drug testing will be by urinalysis or other accepted means.
2. The collection of urine samples is performed under reasonable and sanitary conditions.
3. Urine is normally collected under conditions of semi-privacy – that is, a person of the same gender will be in a position to observe obvious attempts to substitute or adulterate a urine sample. Collection of the urine sample may be directly observed by a person of the same gender, however, where the person supervising the collection believes an employee has tampered with an earlier urine sample or the employee has previously admitted or been proved to have used drugs in violation of this rule. In addition, direct observation will be used in DOT-mandated testing for DOT-regulated employees when allowed or required by DOT regulations.
4. Urine samples are sealed, labeled, and documented in accordance with the procedure of the drug testing collector or laboratory. Tests performed pursuant to DOT regulations will follow the procedures required by those regulations. Labeling, storage, and transportation of samples are performed so as reasonably to preclude the probability of erroneous identification, sample contamination, or sample adulteration.
5. Specimens are checked for at least the following five drugs:
 - a. marijuana
 - b. cocaine
 - c. opiates
 - d. amphetamines
 - e. phencyclidine

NOTE: Tests performed pursuant to DOT regulations check for only those substances mandated by the DOT regulations.

6. Applicants and employees are provided an opportunity to provide any information which they consider relevant to the test, including identification of currently used prescription or nonprescription drugs, or other relevant information.
7. Samples which initially result in a positive finding for drug use are re-tested by the gas chromatography/mass spectrometry (GCMS) or an equivalent method. If the confirmatory test results in a positive finding of drug use, and is verified by the Medical Review Officer, the written report of the Medical Review Officer is conclusive for all employment-related purposes.
8. The County's Medical Review Officer normally allows an employee whose drug test results have been confirmed as positive the opportunity to justify the result before the Medical Review Officer notifies the County.
9. A positive-dilute result is treated as positive. A negative-dilute result will result in a retest. Absent satisfactory explanation, a second negative-dilute result may result in the test being considered adulterated. Dilute test results in DOT-mandated tests will be handled according to DOT regulations.

B. Alcohol Testing.

1. A non-evidential screening device may be utilized to initially determine compliance with this policy. If the screening device indicates the presence of alcohol, or if the results of the screening device are deemed questionable by the County, then a confirmatory test is conducted utilizing an EBT (evidential breath testing) device or blood test. The County uses only DOT approved non-evidential screening devices and DOT approved evidential breath testing (EBT) devices for DOT-mandated alcohol testing. The County reserves the right to utilize blood testing for non-DOT alcohol tests.
2. Employees will have an opportunity to provide any information which they consider to be relevant to the test.
3. The EBT confirmatory test is conducted by an individual properly certified to use the equipment. (In situations involving DOT regulated employees, the EBT operator should be properly certified in accordance with applicable DOT regulations.)
4. A confirmatory test result generated through the use of an EBT or blood test which indicates a presence of alcohol in violation of this policy is conclusive for purposes of this policy.

V. NOTICE TO EMPLOYEES

The County attempts to distribute to all employees a copy of this policy. Additional copies of this policy are available upon request. By continuing to work, the employee agrees to abide by the policy as a condition of employment.

VI. NOTICE TO EMPLOYER, STATE AND FEDERAL GRANTOR/CONTRACTING AGENCIES, AND LAW ENFORCEMENT AUTHORITIES

A. As a condition of employment, employees agree to notify the County within five calendar days after any criminal conviction for the workplace manufacture, distribution, dispensation, possession, or use of illegal drugs and prescription drugs not prescribed for the individual employee's use. The County will notify all state and federal grantors/contracting agencies of such employee convictions within ten days as required by the state and federal Drug Free Workplace Acts. "Conviction" means a finding of guilt, imposition of a sentence, a plea of no contest, or a plea of guilty.

B. The County will notify law enforcement authorities whenever illegal drugs are found in the workplace.

VII. CONSEQUENCES OF VIOLATING THIS POLICY

A. Employees who violate this policy are subject to immediate termination of employment.

B. Except for sworn law enforcement officers, in lieu of terminating an employee, the County may in its sole discretion condition the continued or future employment of an employee who tests positive for or admits to the use of illegal drugs, upon the successful completion of an alcohol or drug counseling/rehabilitation program.

C. If the County, after considering all of the relevant circumstances, agrees to allow an employee who is found to be in violation of this policy to continue as an employee, the employee's continued employment will be subject to the following:

1. Referral of the employee for alcohol or drug abuse counseling;
2. Retesting the employee for alcohol or controlled substances before allowing the employee to return to duty;
3. Requiring the employee to authorize any rehabilitation facility to report periodically to the County during the course of treatment/counseling;
4. Placing the employee on probation for at least six months following the employee's return to duty; and

5. Requiring the employee to submit to unannounced follow-up alcohol and/or drug testing for a period of up to five years.

D. An employee whose continued or future employment is conditioned upon the successful completion of a counseling or rehabilitation program and who refuses or fails to participate in a single counseling or treatment session is in violation of this policy and subject to immediate termination.

E. An employee whose return to duty test sample does not indicate that the employee has discontinued illegal use of drugs or indicates that the employee is in violation of this policy is subject to immediate termination.

VIII. COMING FORWARD WITH SUBSTANCE ABUSE PROBLEMS

A. Employees, other than sworn law enforcement officers, who have substance abuse problems and report them to the County before being selected for testing, and before the occurrence of an event which normally would result in testing, in the County's sole discretion may be upon the first violation be subject to Part VII (B) - (E) of this policy in lieu of termination.

B. An employee who admits to a violation of this policy or tests positive for drugs in violation of this policy, but seeks counseling and remains an employee of the County, is subject to immediate termination if he again either admits to, or is otherwise found to be in violation of this policy.

IX. CONFIDENTIALITY

Any alcohol or drug test results or information supplied by employees and applicants as part of the County's alcohol and drug testing program are kept as confidential as possible, consistent with the purposes of this policy.

X. TESTING COSTS

The County is responsible for the costs of all drug tests to which the County requires an employee to submit. However, an employee subject to unannounced follow-up testing pursuant to Part VII(B) – (E) is solely responsible for the cost of all follow-up tests.

XI. NOTIFICATION OF TEST RESULTS

A. Applicants are notified of the results of a pre-employment drug test, provided the applicant requests the results within 60 days of being notified of the disposition of the employment application.

B. Employees are notified of the results (including the drug(s) discovered) of all positive drug tests.

XII. EMPLOYEE ASSISTANCE PROGRAM/DRUG FREE AWARENESS

The use of illegal drugs and similar substances is a serious threat to our nation's collective health, safety, and welfare. Drug and alcohol abuse in the workplace is dangerous because it leads to physical impairment, loss of judgment, safety violations, and the risk of injury and death. In order to prevent these consequences of drug abuse, the County has implemented this policy. Employees who feel they have a problem with controlled substances should seek assistance.

The County has also made available to its employees an Employee Assistance Program. The program provides employees with professional help for problems such as alcohol and drug abuse, emotional stress, money management difficulties and unpleasant family situations. The County's Employee Assistance Program is coordinated through the Georgetown County Alcohol and Drug Abuse Commission. Information about the Employee Assistance Program is available through the Human Resources Department.

For more information on where to obtain treatment or assistance for drug or alcohol problems, one of the best places to look is in your phone book's Yellow Pages under "Drug Abuse & Addiction Information & Treatment Centers" or "Alcoholism Information & Treatment Centers." Under these headings, there is often a listing for a local "Council on Alcohol and Drug Abuse." These organizations are most helpful, as are Alcoholics Anonymous (AA) and Narcotics Anonymous (NA), in identifying sources for treatment and assistance. Set forth below is a list of organizations that may provide information or referrals.

1. National Clearinghouse on Alcohol and Drug Information
1-800-729-6686

2. National Council on Alcoholism
1-800-622-2255

Periodically, the County may make available to employees information regarding substance abuse. All employees are encouraged to attend such programs and to review any material supplied. Some employees may be required to attend such programs or to review such material.

PROHIBITED ACTIVITIES

The following listed activities are not all inclusive. Any questions pertaining to political activities should be referred to the County Administrator.

1. **GIFTS AND GRATUITIES:** No employee may directly or indirectly solicit, accept or receive a gift under circumstances in which it could be inferred that the gift was intended to influence him in the performance of his official duties or was intended as a reward for an official act on his part. A gift is defined as any benefit, favor, service, privilege, or thing of value that could be interpreted as influencing an employee's impartiality. A gift includes, but is not limited, to meals, trips, money, loans, rewards, merchandise, foodstuffs, tickets to sporting or cultural events, entertainment, and personal services or work provided by County suppliers or contractors. This policy is not intended to prohibit the acceptance of items of nominal value that are distributed generally to all employees.

A determination as to whether this policy has been violated is in the County's sole discretion.

2. **CONFLICT OF INTEREST:** County employees are covered by state ethics laws that prohibit public employees from using their public position for their own personal gain or to benefit a family member or business associate. State law also prohibits employees from making governmental decisions on matters in which they, their family or business associates have an economic interest. Employees must notify their supervisors in writing of any matter in which they, their family or business associates have an economic interest and in which they must act on behalf of the County. The supervisor must send the notification to the County Administrator for review. If the County determines a potential conflict or appearance of conflict of interest exists, the matter will be reassigned to another employee.

3. **SOLICITING, SELLING OR COLLECTING CONTRIBUTIONS:** Soliciting, selling, or collecting from County employees, on County property, for any purpose (insurance, candy, etc.) is prohibited unless specific authorization has been obtained. Requests for authorization to conduct such activities must be made to the Director, Admin. Services.

4. **POLITICAL ACTIVITIES:** Employees are prohibited from:
A. Using their official authority or influence for the purpose of interfering with or affecting the results an election or nomination for office.

- B. Directly or indirectly coercing, attempting to coerce, command or advise another employee to pay, lend or contribute anything of value to a party, committee, organization, agency, or person for political purposes.
- C. Attempting to coerce or advise persons acting as agents or representatives of companies or firms doing business with the County to pay, lend or contribute anything of value to a party, committee, organization, agency, or person for political purposes.

OUTSIDE EMPLOYMENT POLICY

An employee may engage in secondary employment (moonlighting), outside employment, or self-employment only with the prior written approval of the County Administrator (or the employee's Elected Department Head). Approval may be given and so long as, in the County's opinion, the secondary employment or self-employment is not of a nature which results in a conflict of interest with the employee's County employment, does not give the appearance of a conflict, does not adversely reflect upon the County, and does not affect the employee's performance of his/her duties with the County. Approval may be withdrawn at any time. Employees who change secondary jobs or the nature of secondary self-employment, must make written request for approval of such changes. In some situations, County employees who work part-time for the County view their County employment as secondary. These employees, like all other employees, must seek written approval for their other employment.

USE OF COUNTY PROPERTY

1. County owned vehicles and equipment may not be used for private business or secondary employment. County owned equipment may not be used by an employee while off the job. The only exceptions to this policy shall be:
 - A. On-call employees, specified in the Georgetown County Government Vehicle Usage Policies and Procedures, may take County vehicles home overnight. This exception exists to allow on-call employees to respond to official County business after regular work hours.
 - B. Sworn Law Enforcement Officers, performing secondary employment approved by the Sheriff, may use County owned equipment in the performance of that approved secondary employment.
2. These exceptions do not authorize any other personal or private use of the vehicle. Prohibited personal uses include, but are not limited to:
 - A. Using the vehicle in conjunction with secondary employment (Except as stated above for Sworn Law Enforcement Officers).

- B. Travel associated with shopping or personal entertainment.
 - C. Providing transportation for family members and friends.
3. No Director or Department Manager, elected or appointed, shall have the authority to grant any further exceptions to this policy.
 4. Employees may be held responsible for damages caused to County owned tools, equipment and vehicles through negligence or unauthorized use as well as fines associated with improper motor vehicle operation.

WORKPLACE PRIVACY

The workplace is intended to be a place of work. An important part of work is communications and recordkeeping. No employee is at work 24 hours a day, seven days a week, and there are times when management needs access to communications or records maintained by employees in their individual workplaces. Personal items and personal communications received or stored on County premises are not entitled to a guarantee of privacy.

Management may search County property and documents in County-owned vehicles, employee desks, lockers, file cabinets, etc. Further, to help provide for the safety and security of County employees, guests and property, the County conducts video surveillance of County property.

Electronic media raise similar issues. The County provides electronic and telephonic communication and, when necessary, computers and mobile devices to employees. Although assigned to the employee, these items still belong to the County. Similarly, any electronic files created on or software downloaded on, a County computer or mobile device belong to the County. The County consents to the reasonable personal use of its computers and mobile devices. However, unauthorized programs and files may not be used or installed on County computers without the written permission of the County. Additionally, employees may not encrypt work and may not use passwords other than those assigned to them by the County. Employees may not destroy or delete files from County computers or mobile devices except pursuant to the County's record retention policy.

The County reserves the right to review voice mail, electronic mail, computer and mobile device files, text messaging, and other electronic information generated by or stored in the County's electronic systems. The County also reserves the right to report the finding of such reviews to appropriate agencies. Although the County consents to the "reasonable" use of its computers and mobile

devices for personal business, what is “reasonable” is determined in the sole discretion of the County. The only sure way to avoid violating the County’s policy on personal computer and mobile device use is to not use the County’s computers for **any** personal purpose.

The following use is absolutely forbidden:

1. to access any material the County considers to be pornographic; to transmit or knowingly accept receipt of any communication that is pornographic, obscene, or in the County’s opinion might contribute to a hostile work environment in that it demeans individuals on the basis of race, sex, age, national origin, disability or some similar distinction
2. to conduct business for outside employment or a side-business
3. to purchase any goods or services for personal use, even if charged to the employee’s personal credit card.
4. to solicit others for non-work-related reasons

County employees may not use personal electronic equipment (including but not limited to personal laptop computers, mobile devices and cellular phones) on County property or at County work sites to engage in any other conduct not specifically noted above that would be prohibited if using County equipment.

Important Notice: The County has the capacity to examine the computer and mobile device usage of individual employees in detail. Even though an item has been “deleted” and the employee cannot retrieve it, this does not mean that the County cannot do so. It is also possible to generate a report of every Internet connection made by each user and of how much time was spent in each connection.

SOCIAL MEDIA POLICY

Social networking, personal websites, forums and blogs have become common methods of self-expression. The County respects the right of employees to use these media during their personal time. The County consents to reasonable limited access to social media sites during working hours or using County equipment. What is “reasonable” is determined in the sole discretion of the County. The only sure way to avoid violating the County’s policy on personal social media site access is to not access such sites at all for personal use during working hours or using County equipment.

Employees must understand that material posted on these media may be read by persons other than those for whom it is intended. Employees are cautioned that they are responsible for the contents of social media posts they make. Posts that contain obscene or harassing material, that are unlawful, that contain personal attacks on coworkers, that reasonably call into question the employee's judgment, or that reasonably cause concern among the public may result in discipline, up to and including termination from employment. Similarly, conduct that would violate County policies if done in person also violates County policy if done through social media. Employees may not disclose confidential information over social media or similar sites.

An employee's personal account on such a website or network should remain personal in nature and be used to share personal opinions or non-work-related information. Following this principle helps ensure a distinction between sharing personal and agency views. County employees posting to social media, websites, etc. via their personal accounts, should avoid any implications that their personal opinions are those of the County or its leadership. Employees who post on social media sites, etc., and who have identified themselves as a member of county staff should make it clear that any opinion given in an unofficial capacity is their own and not the County's. To help avoid confusion, it is safest not to reference to your county title when writing/posting in a non-official capacity. County employees should also avoid using a county e-mail account or password in conjunction with any personal social networking/social media site.

No social media accounts, web pages or other online presence identifying as the County or any of its departments, divisions, boards, commissions etc. may be set up by any employee without written permission from the Public Information Officer or the County Administrator. A separate policy (available on the Intranet) offers guidance for employees authorized to represent the County on social media in an official capacity as part of their job duties.

NEPOTISM POLICY

1. People in the same immediate family may not be employed or continue to be employed if one directly or indirectly supervises another or interacts with another in the handling of money or compensation. For purposes of this policy, immediate family is defined as spouse, parent, child, grandparent, grandchild, brother or sister, parent-in-law, grandparent-in-law, brother-in-law and sister-in-law, son-in-law, or daughter-in-law. The immediate family is also considered to include stepparents, stepchildren, stepbrothers, and stepsisters when the employee and the step-relative have lived together regularly in the same household. Unrelated employees residing together or otherwise engaged in a close personal relationship (such as domestic partner, co-habitant or significant other) are treated as being within the immediate family of each other for the purposes of this nepotism policy. Members of the immediate family of elected officials of the County are not eligible

for County employment unless they were employed by the County prior to the election of the family member.

2. The County retains the right to include relationships not specifically listed when, in its sole discretion, such relationship may cause a conflict of interest or give the appearance of a conflict of interest.

3. In the event employees become related (within the meaning of this policy) after becoming employed, the County reserves the right, in its sole discretion, to determine whether both employees can remain employed. In the event the County determines that both employees cannot remain employed, the employees may choose which will resign. If no decision is reached by the employees within ninety days of the date of the relationship, the employee with the [less total service or lower annual compensation] will be terminated, in the County's discretion.

BULLETIN BOARDS

Information of importance and interest to employees, such as job vacancies, training opportunities, employee activities and the agendas and summaries of County Council meetings, is periodically distributed for posting on department bulletin boards. Employees should check the bulletin board daily for new postings. Bulletin boards are the property of the County, are for official County business and are under the jurisdiction of Department Heads.

RECRUITMENT POLICY

Georgetown County seeks to employ the most suitable persons available. In this effort the County conducts a job information and recruitment program. When in the County's interest, it may fill vacancies by promotion or transfer. Usual recruitment procedure will be as follows:

1. Upon learning that an authorized vacancy, which is to be filled, shall occur, Department Heads are to notify the Human Resources Director. The Human Resources Director prepares a job announcement stating the position title, minimum training and experience requirements, salary range, and application procedures. Announcements are posted on the County web site and / or intranet.
2. Present County employees, if qualified, may be considered first although the County can solicit and consider applicants from external applicants while considering internal applicants.
3. The County attempts to recruit candidates from a variety of sources. This may include newspapers, schools and colleges, employment agencies, professional organizations, and other sources.

HIRING PROCEDURES

All persons seeking employment with Georgetown County must complete and sign an application form. In addition, depending on the nature of the job, one or more of the following may be required of the applicant: performance tests, oral interviews, and reference checks. Physical examinations and drug tests, after a conditional offer of employment has been extended, may be required for some positions. Usual procedures will be as follows:

1. The Human Resources Director reviews all applications and forwards those of qualified applicants to the appropriate Department Head for further consideration.
2. Interviews are scheduled between the Department Head and each of the top job candidate(s). The Human Resources Director may participate in the interview(s).
3. The Department Head, after conferring with the Human Resources Director, makes the hiring selection.
4. The hiring of personnel within departments under the direction of elected officials is ultimately vested in the elected officials. However, elected officials are encouraged to comply with the County's hiring procedures.

TRANSFER POLICY

Transfer opportunities may be available to employees as vacancies occur or as special requests and circumstances warrant. Transfers are subject to the review and approval of the County Administrator

PROMOTION POLICY

When a vacancy occurs, Georgetown County may first consider filling the position by promotion of existing personnel. Decisions are made on the basis of County needs and an employee's past performance and merit as determined and recommended by the respective Department Head, subject to the review and approval of the County Administrator.

RECLASSIFICATION POLICY

When the work content of a position is substantially changed or altered so that the job description which formerly defined the duties and responsibilities of the position is no longer correct, the County may conduct a job analysis, prepare a new job description and reevaluate the position to determine its appropriate classification

and salary range. While reclassification may result in an increase or decrease in grade, it will not normally be treated as a promotion or demotion.

PERFORMANCE APPRAISAL POLICY

1. Employee performance appraisals are normally conducted by the appropriate supervisor, discussed with the employee and reviewed by the Department Head. Department Managers' appraisals are reviewed and signed by the County Administrator.
2. A formal performance appraisal normally is conducted for new employees at the end of six (6) months of employment, but may be conducted at any time the County deems appropriate. Promoted employees will normally be appraised after completing six (6) months in their new job. Other evaluations shall be conducted periodically (usually on an annual basis).
3. A plan may be developed to assist employees who do not meet satisfactory work performance standards in the County's sole discretion.

PROCEDURES:

1. NEW EMPLOYEES

- A. Satisfactory Performance Appraisal - If a probationary employee receives a satisfactory rating, after six (6) months employment, then the employee shall be granted regular status.
- B. Marginal Performance Appraisal - If the probationary (six month) evaluation is marginal, the probationary status may be extended for ninety up to (90) days. The extension shall be based on the Department Manager's recommendation, and Director's approval, that the employee can attain satisfactory standards. A subsequent marginal rating upon completion of the extension shall result in termination.
- C. Unsatisfactory Performance Appraisal - If at any time, during initial or extended probation, the employee receives an unsatisfactory performance evaluation, the employee is terminated.

NOTE: The probationary period is a trial period which is an extension of the interview process. The probationary period should not be considered to be a guarantee of employment for a specified time period. All employees of the County are employed at will.

2. PROMOTED EMPLOYEES

- A. Satisfactory Performance Appraisal - If the promoted employee receives a satisfactory evaluation at the end of six (6) months, then the employee is granted regular status in their new position.
- B. Marginal Performance Appraisal - If the promoted employee receives a marginal performance appraisal, the probationary period may be extended, based on the Department Manager's recommendation and Director's approval, for up to ninety (90) days. A subsequent marginal rating at the completion of the extended probation results in termination unless there is a vacancy to be filled in the employee's former position to which, in the County's discretion, the employee may return.
- C. Unsatisfactory Performance Appraisal - If the promoted employee receives an unsatisfactory performance rating, the employee is terminated unless there is a vacancy to be filled in the employee's former position to which, in the County's discretion, the employee may return.

3. REGULAR STATUS EMPLOYEES

- A. Satisfactory Performance Appraisal - If a regular status employee receives a satisfactory annual performance evaluation, then the employee may be granted the corresponding pay increase provided for in the annual operating budget.
- B. Marginal Performance Appraisal - If the regular status employee receives a marginal performance appraisal, the supervisor/ Department Manager may develop a plan, for approval by the Director, to assist the employee with meeting satisfactory work performance standards.
- C. Unsatisfactory Performance Appraisal - If a regular status employee receives an unsatisfactory performance rating:
 - 1) The employee may be subject terminated.
 - OR
 - 2) The employee may be terminated or, in the County's discretion, may be granted a period of time, not to exceed 90 days, to raise his/her overall performance to a satisfactory level. In the interim, if immediate and continuous improvement is not shown, the employee may be terminated.

EMPLOYEE ACKNOWLEDGEMENTS

Employees are required to sign "Record of Counseling & Disciplinary Action" forms, "Performance Appraisal" forms and other documents which the County will require. Their signature serves as acknowledgement that they have seen the form

and does not necessarily indicate their agreement with the contents of the form. Employees may submit a rebuttal statement to be filed with the original form in their personnel file. If an employee refuses to sign the document, he may not work until it is signed. If not signed by the close of business the next work day, the County will consider the employee's refusal as his resignation.

COUNTY OFFICE HOURS POLICY

1. The normal office hours for County departments are 8:30 a.m. to 5:00 p.m., Monday through Friday, except as otherwise established by individual departments and approved by the County Administrator. All full-time employees are normally scheduled and required to work a minimum regular week of 40 hours, unless otherwise established by departments and approved by the Administrator.
 - A. Some departments must provide services 24 hours a day and will work various schedules as established by the Department Head and approved by the County Administrator.
 - B. Department Heads schedule employee lunch periods so that all County offices are staffed with at least one person at all times during normal office hours.
 - C. Employees are to promptly notify their supervisor if their arrival in the morning or return from lunch shall be delayed for any reason. Personal matters should be attended to during non-working time.

2. In the event of severe weather, a natural disaster or other emergency, the County Administrator is vested with the authority to close nonessential County offices or departments resulting in relieving certain employees of their duty to report to, or remain at, work. However, designated essential personnel are expected to report to work in accordance with the policies and instructions of their departments. Additionally, certain employees in administrative offices may be designated as essential to the operation of the County and are therefore required to work. All other employees are subject to being called to work.
 - A. It is the responsibility of all Department Heads and employees to determine the hours of closing. The County will attempt to issue a public statement via television, social media, website and other media sources, and to notify Department Heads when non-essential County offices will not open. Unless an official statement of closing has been issued by the County Administrator or his designee, all County offices will be open and all employees are expected to report to work as usual. Statements

issued by the State or other government entities in the County do not apply to Georgetown County employees.

- B. Under severe weather conditions, employees in nonessential offices, may, upon notification and approval by their Department Head, choose to use leave rather than report to work. Employees are only paid for the hours they work, the hours they are directed not to work, and the hours of approved leave which they elect to use.

OVERTIME POLICIES

1. HOURLY EMPLOYEES: When hourly employees work in excess of the maximum number of straight time hours permitted under the FLSA, they will either be given one and one-half hours of compensatory time (“comp time”) for each overtime hour worked (which hours may be taken, scheduled, or paid in cash) or they will be paid one and one-half times their regular rate of pay for each overtime hour.

Employees may not accumulate more than forty (40) hours of compensatory time without the approval of the County Administrator. Once accumulated, compensatory time off should be taken within ninety (90) days of being credited. Compensatory Leave may be scheduled by the employee’s supervisor or may be paid for at the option of the County. An employee who requests to use compensatory time is permitted to do so within a reasonable period after making the request if the use of the compensatory time does not unduly disrupt the operations of his/her department.

If the employee is paid for compensatory time, he/she is paid for it at his/her regular rate of pay at the time of payment.

Employees normally scheduled to work less than the maximum number of straight time hours permitted under the FLSA are paid their regular hourly wage for hours worked in excess of their normal schedule, but less than the maximum straight time hours permitted under the FLSA.

NOTE: For purposes of calculating overtime, only hours actually worked are considered.

2. SALARIED, NON-EXEMPT EMPLOYEES: Many job classifications are paid salaries, but are not exempt from the overtime provisions of the FLSA. Such employees are not entitled to compensatory leave.

The salary of employees (in Law Enforcement, EMS, Fire Service and Detention Center) classified as salaried, non-exempt employees is divided by the total hours worked in the work period to determine the “regular rate” for that period. When these employees work hours in excess of the overtime threshold for their classification, they receive one-half the regular rate for all overtime hours.

NOTE: For purposes of calculating overtime, only hours actually worked are considered.

3. SALARIED, EXEMPT EMPLOYEES: Employees who are paid salaries and who qualify for exemption under the FLSA as executive, administrative, professional employees, and/or computer specialists are not entitled to overtime compensation under the FLSA and are not entitled to compensatory leave. The fact that the County might pay such employees overtime or credit them with compensatory leave does not make such employees non-exempt nor entitle them to payment of overtime or the crediting of compensatory leave in the future.

PAYROLL PROCEDURES

1. The payroll is distributed to departments biweekly on Fridays after 8:30 a.m. or are made by direct deposit to the employee’s personal account. Generally, there are 26 payrolls in a year. Each employee should examine his/her paycheck or pay advisory for correctness every time he/she receives it. If an employee has any questions about their pay, they should discuss this in person with the Payroll Supervisor in the Human Resources Department. If an employee does not submit a grievance or otherwise complain in writing to his/her supervisor within fourteen (14) calendar days of the date on which he/she knew, or reasonably should have known, that he/she failed to receive a benefit(s) or proper wages in accordance with County policies, he/she may forfeit all rights to such benefit(s) or wages.

2. The County deducts from employees’ gross pay taxes and withholding required by the taxing authorities. The County may also deduct from employees’ pay the employees’ share of any premiums or plan contributions for insurance, retirement and similar plans that are elected by the employee. The County may make other deductions as required by law or court order. The County does not make unauthorized deductions and will reimburse employees if such deductions are made inadvertently and reported to payroll.

3. Cash, debts owed the County, fringe benefits, uniforms, tools, equipment, vehicles, instruction manuals, keys, County identification cards and other items belonging to the County that are advanced or issued to an employee but not repaid

or returned by him at the time of his termination are considered advances of wages, the value of which may be deducted from the employee's pay.

HEALTH AND DENTAL INSURANCE

Probationary, regular full-time, and regular part-time County employees who are normally scheduled to work a minimum of thirty (30) hours per week are offered comprehensive group medical insurance subsidized by the County. Employees may elect to secure family coverage at additional cost paid by the employee. The County provides a basic life insurance benefit as well as basic long-term disability coverage. Supplemental life, supplemental long-term disability and various other policies, the full cost of which is borne by the employee, are available. Information about these benefits may be obtained at the Human Resources Office.

WORKERS' COMPENSATION INSURANCE

1. All County employees are covered under the provisions of the South Carolina Workers' Compensation Act pertaining to injuries and diseases sustained while on the job.
 - A. Accidents occurring on the job are to be reported immediately to the appropriate supervisor. The supervisor is to immediately notify the County Risk Manager.
 - B. Accident forms must be submitted, by the injured employee's department, to the County Risk Manager within 24 hours.
2. Injured employees receive necessary medical treatment and may qualify to receive, as compensation, a percentage of their regular pay as authorized by the Act.
 - A. Because of the time required to process workers' compensation claims, it is possible an injured employee may not receive any payments for several weeks. Therefore, the County allows, but does not require, the use of accrued sick leave, compensatory leave, and/or annual leave to be used to cover the time lost. A portion of leave used may be credited back, based on the percentage of reimbursement provided to the County by the workers' compensation carrier.

RETIREMENT PLANS

1. SOUTH CAROLINA RETIREMENT SYSTEM: All full-time and qualifying part-time County employees are members of the South Carolina Retirement System (SCRS). Both the County and the employee make contributions to the retirement program. Upon separation from the County, the employee may withdraw his or her accumulated contributions plus interest as authorized by the Public Employee Benefits Administrator (PEBA). Details concerning the system are available to each employee.

As members of the SCRS, employees are covered under the Pre-Retirement Death Benefit Program. After a minimum of one (1) year of creditable service, upon the death of an employee, the designated beneficiary receives benefits in accordance with the current plan.

2. POLICE OFFICERS' RETIREMENT SYSTEM: All regular certified officers of the Sheriff's Department and other positions as established by South Carolina Code are members of the South Carolina Police Officers' Retirement System (PORS). As with SCRS, both the County and the employee contribute to the retirement program.

In addition to coverage under the Pre-Retirement Death Benefits Program, PORS members are covered under an Accidental Death Benefit Program which provides additional benefits to beneficiaries of employees who suffer accidental death in the line of duty.

IMPORTANT: The terms of these plans are governed by PEBA and are subject to change.

OFFICIAL HOLIDAYS

1. Regular full-time employees, excluding Law Enforcement, EMS, Fire Service, Detention Center, and Communications (911) employees whose annual salaries are established in consideration of holiday work, are eligible for paid holidays as established by County Council.

A. In the event a holiday occurs on Saturday, Friday is taken as the holiday. If the holiday occurs on Sunday, Monday shall be taken as the holiday.

B. Occasionally, because of workloads, some employees may be required to work on County holidays. When such duty requirements occur, employees scheduled to work that day may be given another day off during the workweek or, with the County Administrator's advance approval, be credited with the equivalent hours of annual leave.

ANNUAL LEAVE POLICY

1. It is the policy of the County of Georgetown to provide paid vacation to all regular employees. Full-time County employees, except as set forth in C below, shall accrue vacation time according to the following schedule:

<u>YEARS OF SERVICE</u>	<u>LEAVE ACCRUED</u>	<u>MAXIMUM ACCUMULATION*</u>
0 - 5	1 day /month	24
>5 - 10	1 ¼ days/month	30
>10 - 20	1 ½ days/month	36
Over 20 Years	1 ¾ days/month	42

*As of June 30 each year

- A. Employees must have satisfactorily completed their probationary period before any annual leave may be credited or used.
- B. Employees classified as regular part-time and who are normally scheduled to work in excess of 50 hours per pay period on a continuous basis, shall accrue one half day of annual leave per month.
- C. Firefighters, Law Enforcement, EMS, and Detention Center employees have special work schedules which require different formulas for calculating the accrual of vacation time. These formulas provide the equivalent time off as for other employees with the same length of service.
- D. Employees on leave without pay do not earn credits for annual leave while on leave.

2. USE OF ANNUAL LEAVE:

- A. Except in the case of an emergency, all annual leave is to be approved in advance by the employee's Department Head. An employee wishing to take more than ½ day of annual leave should request approval at least one (1) week in advance.
- B. Whenever possible, employees are allowed to take annual leave at times most convenient for them. However, in order to ensure continued operations and maintain a high level of quality in the delivery of services to the citizens of Georgetown County, the County reserves the right to limit the number of employees that may be absent from a given department at any one time. When there is a conflict in the vacation choices of two (2) or more employees who cannot be spared at the same time, the Department Head will make the decision.

- C. When a paid holiday is observed by the County during the period an employee is on annual leave, the employee receives only his/her regular holiday pay and that day is not be charged against the employee's accrued annual leave balance.

3. CARRYOVER AND PAYOUT OF ANNUAL LEAVE:

- A. Annual Leave, up to the maximum accumulation, may be carried forward from one fiscal year to the next.
- B. An employee who gives and works the proper notice (see Resignation Policy) will be paid for all accrued and unused annual leave up the maximum allowed accumulation number of hours, based on their years of service. Employees who are terminated for disciplinary reasons do not receive accrued leave. Employees who resign in lieu of termination may be paid for unused leave, in the County's discretion. In the event of an employee's death, accrued leave payment will be made to the employee's estate.

SICK LEAVE POLICY

1. Sick leave made available at the following accrual rates:

- A. Full-time employees shall accrue sick leave at the rate of one (1) day per month.
- B. Regular part-time employees, who normally are scheduled to work in excess of 50 hours per pay period on a continuous basis, accrue one-half day of sick leave per month. Sick leave is not made available to temporary employees.
- C. Firefighters, Law Enforcement, EMS, and Detention Center employees have special work schedules which require different formulas for calculating the accrual of sick leave.

2. USE OF SICK LEAVE:

- A. Sick leave may be used only after an employee has satisfactorily completed the probationary period.
- B. Sick leave may be used when an employee is unable to work due to personal illness, pregnancy, injury, or when the employee's presence may endanger the health of other employees. Sick leave may also be used for an employee's personal medical or dental appointments. An employee may be required to provide medical certification for any sick leave taken.

C. Sick leave may be used for the illness or medical/dental appointments of immediate family. Immediate family is defined as spouse, child, parent **OR** other family member residing in the home of the employee who is totally dependent upon the employee.

D. Sick leave may be used for bereavement for up to three (3) working days, or equivalent time for employees working more than eight (8) hour shifts, in the event of the death of a spouse, parent, brother, sister, child, grandparent, grandchild, mother-in-law, father-in-law, brother-in-law, sister-in-law, daughter-in-law, or son-in-law.

3. CARRYOVER AND PAYOUT OF SICK LEAVE:

A. Under no circumstances is an employee paid for accumulated, but unused, sick leave at termination for any reason.

B. Sick leave accumulated and carried over from one fiscal year to the next is not to exceed 120 days. Extended Sick Leave Accounts may be established for employees accruing over 120 days of sick leave. Accrued sick leave in excess of 120 days, on hand at the end of the fiscal year, is automatically transferred into the employee's Extended Sick Leave Account

4. EXTENDED SICK LEAVE ACCOUNTS:

A. Sick leave in Extended Sick Leave Accounts may be used when an employee is unable to work for sixty (60), or more, consecutive days as a result of a debilitating injury or illness. The debilitating nature of the injury or illness must be verified by the employee's medical doctor and the County reserves the right to obtain a second opinion prior to allowing the use of Extended Sick Leave Accounts. Accruals in accounts do not exceed sixty (60) days.

CIVIL LEAVE POLICY

1. **JURY DUTY:** All regular full time County employees selected for jury duty are entitled to civil leave with pay for the period of absence required, not exceeding fifteen (15) work days per calendar year. Compensation received for jury duty shall be retained by the employee and not turned over to the County.

A. On any day that the employee is excused from service on a jury, he or she is expected to promptly report to his or her job with the County if within reasonable commuting distance, or be charged annual leave for time excused from jury duty.

B. Any period of time for which an employee is excused from jury duty because of illness is charged to sick leave.

2. OFFICIAL COURT ATTENDANCE: County employees subpoenaed or ordered to attend court to appear as a witness or to testify in some official capacity on behalf of the County are entitled to civil leave with pay for such period as the court may require. Additionally, if an employee, while on duty on behalf of the County, witnesses an incident which results in the bringing of a criminal charge, and the employee is later subpoenaed to appear in court as a witness in the matter, then the employee is entitled to civil leave with pay for the required time period, provided the employee is not a criminal defendant in the matter.

EDUCATIONAL LEAVE

1. County employees are encouraged to maintain and improve their job-related skills and knowledge. In addition, employees may be required to take special training and attend seminars.

2. EDUCATION OR TRAINING REQUIRED BY THE COUNTY: Any regular employee determined by the County to need additional or special training to perform his or her duties may be eligible to receive such training.

A. The employee and the Department Head shall develop a proposal which outlines the necessary training, the time involved, the source of such training, and the estimated cost. The request is forwarded to the County Administrator for approval before any expenditure is incurred.

B. If approved, the County reimburses the employee for educational expenses incurred. Proper documentation of all expenses is required prior to reimbursement.

C. The employee, provided he/she is eligible, will normally continue to accrue vacation and sick leave and shall remain covered by all County benefits and employment policies. The employee will normally continue to receive his or her full salary.

D. The employee who receives such training or education at the expense of the County shall agree, prior to educational leave, to remain with the County for a stipulated period of time or reimburse the County for expenses. This agreement shall be in writing specifying the terms of repayment for expenses if the employer resigns or is terminated prior to the stipulated period.

3. APPROVED COURSES TAKEN DURING NON-WORKING HOURS: Any regular County employee may receive reimbursement for approved courses taken during non-working hours.

- A. Courses must be approved by the employee's Department Head who will submit a request for funding to reimburse tuition to the County Administrator as part of the department's annual operating budget. No commitments to reimburse tuition expenses shall be made prior to final approval of the operating budget by County Council.
- B. Only expenses incurred through taking courses which are accepted as academically transferable to an accredited university within the State of South Carolina shall be eligible for reimbursement. Reimbursement will be at the credit hour rate charged for the most similar course work offered by the institutions.
- C. An employee must present a satisfactory rating for the course work and proper documentation of expenses prior to reimbursement. See #2 above for reimbursement policy.

MILITARY LEAVE

1. Employees who are members of the South Carolina National Guard or any reserve unit of the United States Armed Forces are entitled to military leave in accordance with state and federal law.

NOTE: If a salaried employee is on military leave during a work period in which he has worked any hours and the employee has exhausted his paid military leave entitlement, it is the practice of the County to substitute time from the employee's annual leave balance to make up the employee's full salary for that work period. However, employees are not required to utilize annual leave for time missed for unpaid military leave, and those employees who do not desire to utilize annual leave for this purpose may have their annual leave balance restored by presenting a copy of their military pay statement for the work period involved. The County will then adjust the employee's pay to compensate the employee for the difference between their County salary for the work period and the military pay received for that work period and to restore the annual leave utilized for unpaid military absence during the work period. This may occasion a retroactive adjustment to the employee's pay that will affect subsequent paychecks.

- A. An employee going on military leave shall present a copy of his or her orders not more than three (3) days after receiving them, to his/her Department Head who shall forward them to the Personnel Office.

LEAVES OF ABSENCE

PHYSICAL DISABILITY AND PERSONAL LEAVE

This leave of absence applies only to:

- A. Employees who have been employed less than 12 months
 - B. Employees who have worked fewer than 1250 hours In preceding 12 months
 - C. Regular full-time employees whose reasons for leave are not covered by the Family Medical Leave Act
1. An employee who has completed his initial probation (and any extension thereof) may request a leave of absence for up to three (3) months when unable to work because of sickness, pregnancy, or injury on or off the job. Such an employee may also apply for leave of absence for personal reasons. Personal leaves are granted only in the discretion of the County Administrator.
 2. Employees are requested to apply for leaves of absence as far in advance of need as is possible, but an employee may be placed on leave status without application when the circumstances warrant such action.
 3. Physical disability leaves will begin on the first day of absence.
 4. After the employee has exhausted his annual and/or sick leave, as a general rule, the employee is not entitled to wages or fringe benefits and does not accrue fringe benefits.
 5. Employees on leave of absence may not engage in other employment.
 6. Employees desiring to return to work from an unpaid leave of absence should notify the Department Head in writing at least ten (10) days prior to their desired date of return. If the County finds that the employee is fit to resume his/her duties, the employee may be recalled to his/her former job if a vacancy exists which is to be filled, or to some other position or equal or lesser compensation for which he is qualified and where there is a vacancy to be filled. If the employee is not returned to active employment, he may be continued on leave of absence status until he is returned to active duty status or his leave of absence expires, whichever occurs sooner.
 7. Any employee who has not been reinstated within three (3) months following commencement of a leave of absence is subject to termination. This action shall not affect the employee's eligibility to be considered for hire as a new employee at

some future time. Further, employees with circumstances that warrant special consideration should bring those circumstances to the attention of management.

FAMILY AND MEDICAL LEAVE ACT (Applies Only to Employees Employed 12 Months Or Longer And Who Have Worked 1250 Hours or More in the Preceding 12 Months, Both Prior to Commencement of Leave.)

General: Employees who meet the length of service and hours worked requirement described above have rights under the Family and Medical Leave Act. As a rule, employees must apply for leaves of absence under this law and policy, but in appropriate situations, employees may be placed on leave status without application.

Reason for Leave of Absence

1. **Medical and Family Leave.** An eligible employee may be entitled to a leave of absence under this law and policy if a serious health condition, including disability resulting from an on-the-job injury, prevents the employee from being able to perform his job, if the employee's spouse, child or parent has a serious health condition and the employee must be absent from work in order to care for that relative, or to care for a natural child, adopted child, or formally placed foster child, provided that entitlement to leave to care for a child who is newly born or newly received in the employee's household shall end 12 months after a natural child is born or 12 months after an adopted or foster child is received in the employee's household.

2. **Military Caregiver Leave.** An eligible employee whose spouse, parent, child or next-of-kin is a covered service member or covered veteran of the Armed Forces of the United States may be entitled to leave of absence to care for the service member or veteran if he is, or was, injured while on covered active duty, including if he aggravates an existing injury.

3. **Qualifying Military Exigency Leave.** An eligible employee whose spouse, parent or child is a member of the regular Armed Forces of the United States and is on active duty or called to active duty on a foreign deployment, or who is a member of the National Guard or Reserves and is on or called to qualifying active duty in federal service may be entitled to a leave of absence due to one or more qualifying exigencies arising out of the active duty or call to active duty. Qualifying exigencies are: (1) Short-notice deployment (*i.e.*, notice of 7 days or less); (2) Military events and related activities; (3) Childcare and school activities (regular or routine childcare by the employee does not count); (4) Financial and legal arrangements; (5) Counseling; (6) Rest and recuperation; (7) Post-deployment activities; (8) Parental care (regular or routine parental care by the employee does not count); and (9) Additional activities not encompassed in the other categories, but agreed to by the employer and employee.

Proof of need for leave of absence may be required regardless of the type of leave taken.

Length of Leave

1. Medical and Family Leave. An eligible employee may take the equivalent of a total of 12 work weeks of leave during any 12 consecutive months for his own serious health condition, that of a parent, spouse or child, or to care for a newly born or newly received child. Leave to care for a newly born or newly received child must be taken consecutively. Leave required because of the employee's own serious health condition or that of a spouse, child, or parent, may be taken intermittently or by means of a modified work schedule when necessary.

2. Military Caregiver Leave. Leave to care for an injured service member or covered veteran may be taken for up to 26 work weeks in a single 12 month period. Any leave taken by the employee for any other FMLA-qualifying reason will count against the 26 weeks of leave permitted to care for an injured service member.

3. Qualifying Military Exigency Leave. Leave taken because of a qualifying exigency is available for up to 12 work weeks in any 12 consecutive months. Leave taken because of a short notice deployment is limited 7 days from the date of notice, and leave taken to be with the service member during periods of rest and recuperation are limited to 5 days per period of rest and recuperation. Leave taken to attend post-deployment activities must be taken within 90 days of the end of active duty service.

Coordination of Leave and Paid Time Off

An employee who must be absent due to a FMLA-qualifying serious health condition will be paid for time lost from work from accrued sick leave balances, if any. Upon exhaustion of accrued sick leave, such employees may use annual leave.

An employee who must be absent for any other FMLA-qualifying reason will be paid for time lost from work from accrued annual leave balances, if any.

Leave taken under this policy counts towards the employee's 12 weeks of leave (or 26 weeks, where appropriate) regardless of whether all or part of the employee's leave is paid.

Effect of Leave on Accrual of Fringe Benefits

1. Health benefit plan. Employees taking leave under this policy must continue to pay their portion of health benefit plan premiums on the same date that such portion of premiums would be deducted from the employee's wages.

2. Accrual of paid leave. Unpaid time lost from work due to leave granted under this policy is not considered time worked for the purpose of accrual of paid time off.

Employee Responsibility

Employees who request leave under this policy must give 30 days advance notice or such lesser amount of notice as is possible in the particular circumstances. When the

need for leave is unforeseeable, the employee must follow the normal procedure for reporting an absence. Employees may not engage in side employment or work for another employer without the express written permission of the County Administrator.

Termination of Leave of Absence

A leave of absence under this policy will end when the need for the leave of absence ends, or when the maximum leave described above has been taken, whichever occurs sooner.

Reinstatement

At or before the conclusion of the FMLA leave of absence the employee is entitled to reinstatement to his former position or to a position equivalent to his former position. The employee must demonstrate that he is fit for duty and must give reasonable notice of intent to return to work.

Extension of Leave Without Benefits

An employee who is unable to perform the duties of his position due to his own disability and who has exhausted his entitlement to leave under the Family and Medical Leave Act by taking 12 consecutive weeks of leave may, in the discretion of the County Administrator, upon written application, be granted up to an additional 14 weeks of leave. This additional leave of absence does not entitle the employee to reinstatement or to payment of any portion of his health benefit plan premiums. If the employee is able to return to work prior to the exhaustion of his extended leave, he may be returned to his previous position if it is vacant and is to be filled, or to some other position of equal or lesser compensation for which he is qualified and where there is a vacancy to be filled. If the employee is not returned to active employment, he may be continued on extended leave of absence status until he is returned to active duty status or his extended leave of absence expires, whichever occurs sooner.

Employees who have exhausted their FMLA leave under other circumstances, but who continue to require leave which would qualify for FMLA leave if such leave had not been exhausted, may apply for an extended leave of absence for personal reasons. Such extended leaves are granted only in the discretion of the County Administrator.

Separation of Employment

An employee's employment may terminate if he does not return to full active employment status at the conclusion of his leave of absence or extended leave of absence. This does not affect the employee's ability to reapply for the position. Further, employees with circumstances that warrant special consideration should bring those circumstances to the attention of management.

Special Situations

1. Spouses. When both a husband and a wife are employed, their combined right to a leave of absence because of the birth or placement of a child, or to care for a newly born or placed child or to care for a parent with a serious health condition is 12 weeks in a 12 month period, or 26 weeks in a single 12 month period to care for an injured service member or covered veteran.

2. Key Employees (salaried employee in highest paid 10% of all employees). Such employees may be denied reinstatement rights if reinstatement would cause substantial and grievous economic injury to operations.

Notice of Rights

Federal law requires that we provide you with the notice of your rights that appears on the following page.

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Basic Leave Entitlement

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or child birth;
- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition, or
- For a serious health condition that makes the employee unable to perform the employee's job.

Military Family Leave Entitlements

Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings. FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

Benefits and Protections

During FMLA leave, the employer must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Eligibility Requirements

Employees are eligible if they have worked for a covered employer for at least one year, for 1,250 hours over the previous 12 months, and if at least 50 employees are employed by the employer within 75 miles.

Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave

Employees may choose or employers may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA

leave, employees must comply with the employer's normal paid leave policies.

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Employee Responsibilities

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures. Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities

Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.

Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

Unlawful Acts by Employers

FMLA makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA;
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave right

REDUCTION IN WORK FORCE POLICY

1. Should the County determine that it is necessary at any time to reduce the staff size of a department, probationary employees in that department are laid off before any regular employee is laid off.
2. Regular employees normally are given either two (2) weeks notice of layoff or pay in lieu of notice or a combination of both equaling two (2) weeks.
3. Determination of who is to be separated is within the sole discretion of the County Administrator.

FURLOUGH POLICY

1. Should the County determine that it is necessary at any time to furlough employees, the County will provide as much advance notice of such furloughs as possible.
2. The employees to be furloughed and the duration of the furlough will be determined by the County based on financial and operational requirements and will within the sole Discretion of the County Administrator.

RESIGNATION POLICY

1. All employees resigning from County employment are expected to furnish notice of their intention at least two (2) weeks before the effective date of resignation. The notice is to be submitted to the appropriate Department Head. Failure to give notice is noted in the employee's personnel file. Department Heads are expected to give four (4) weeks notice. Failure to give and work notice, which may be waived by the County Administrator, will result in forfeiture of payment for all accrued, but unused annual leave.
2. Any property (tools, uniforms, vehicles, etc.) provided by Georgetown County to an employee is considered an advance of wages. If such property of Georgetown County is not returned to the County upon termination, the value of such property normally will be deducted from the employee's wages.
3. Any regular full-time or part-time employee failing to report for duty for three (3) consecutively assigned workdays without notifying the supervisor

or Department Head is subject to termination as having voluntarily resigned and is not eligible for reemployment.

EXIT INTERVIEWS

The Human Resources Director may conduct interviews with employees resigning, or otherwise separating. Exit interviews conducted by the Human Resources Director do not preclude interviews by Department Managers or Directors. Before receiving their final paycheck, separating employees must surrender their employee identification and any other assigned County property as well as complete other prescribed separation actions.

EMPLOYEE CONDUCT

EMPLOYEES MAY BE DISCIPLINED OR DISCHARGED FOR ANY REASON WHICH, IN THE COUNTY'S SOLE DISCRETION, WARRANTS DISCIPLINARY ACTION. THE COUNTY RESERVES THE RIGHT TO TREAT EACH EMPLOYEE INDIVIDUALLY WITHOUT REGARD FOR THE WAY IT HAS TREATED OTHER EMPLOYEES AND WITHOUT REGARD FOR THE WAY IT HAS HANDLED SIMILAR SITUATIONS

Georgetown County expects employees to meet its standards of performance and behavior and to comply with and carry out County and departmental rules and regulations. As is the case with all organizations and entities, instances arise when an employee must be reprimanded, suspended, or discharged with or without notice. Although "progressive discipline" is frequently applied, the County will administer discipline according to the situation and County's needs. Disciplinary action taken against an employee may include:

- A. Informal counseling
- B. Written warning
- C. Oral reprimand
- D. Written reprimand
- E. Suspension with pay (may be charged to the employee's annual leave)
- F. Suspension without pay
- G. Reduction of leave balances
- H. Demotion
- I. Dismissal.

Employees must sign counseling memoranda, policy statements, performance evaluations and other similar documents. The employee's signature does not necessarily indicate agreement with the contents of the

document, only that he has been notified of the contents of the document. If an employee refuses to sign the document, he will be relieved of duty without pay until the document is signed. If the document has not been signed and returned by the end of the employee's next scheduled workday, the County will consider the employee to have resigned.

It is not possible to list all acts and omissions which may result in disciplinary action. **THE DISCIPLINARY ACTION WHICH IS ADMINISTERED FOR ANY PARTICULAR ACT OR ACTS OF MISCONDUCT RESTS IN THE SOLE DISCRETION OF GEORGETOWN COUNTY.** The following list is merely representative of some of the more obvious types of misconduct which may result in discipline up to and including discharge:

- A. Conviction of, or plea of guilty or no contest to, a charge of theft, violation of drug laws, sexual misconduct, offense involving moral turpitude or offense which affects the County's reputation or which could create serious concern on the part of customers or fellow employees.
- B. Incompetence
- C. Unauthorized absence or tardiness or a pattern of absenteeism or tardiness
- D. Failure or refusal to carry out instructions
- E. Violation of safety rules; neglect; or engaging in unsafe practices
- F. Insubordination, including disrespect for authority, or other conduct which tends to undermine authority
- G. Unauthorized possession or removal, misappropriation, destruction, theft or conversion of County property or the property of others
- H. Interference with the work of other employee
- I. Threatening, coercing, or intimidating fellow employees (including "joking" threats)
- J. Dishonesty
- K. Disregard of others
- L. Failure to provide information; falsification of any information required in the employment application or other County documents; providing falsified records to the County for any purpose
- M. Failure to report properly an accident, personal injury, or property damage
- N. Neglect or carelessness
- O. Failure, or refusal to submit to, a drug or alcohol test or adulterating a test sample.
- P. Introduction, possession, or use of illegal or unauthorized prescription drugs or intoxicating beverages on County property or while on duty

anywhere; working while under the influence of illegal drugs or intoxicating beverages; or the off-the-job illegal use or possession of drugs. (For purposes of this policy, an employee shall be determined to be “under the influence” if he/she has any detectable amount of any such substance in his/her system.)

- Q. Acts of misconduct at any time which, in the County’s opinion, are unbecoming of a representative of the County and which reflect unfavorably upon it. (This includes “charges” of misconduct.)
- R. Unsatisfactory performance
- S. Violation of the County’s policies, practices, and procedures
- T. Lack of good judgment
- U. Any other reason which, in the County’s sole discretion, warrants disciplinary action.

EMPLOYEE GRIEVANCE PROCEDURES

This procedure is adopted in accordance with the ^ACounty and Municipal Employees Grievance Procedure Act,[@] Section 8-17-110, *et seq.*, Code of Laws of South Carolina, 1976, as amended.

1. A grievance is defined as any complaint by an employee that he/she has been treated unlawfully or in violation of County policies with regard to any matter pertaining to his/her employment by the County. This definition includes, but is not limited to, discharge, suspension, involuntary transfer, promotion, and demotion. Written warnings are not grievable. Resignations, including those in lieu of termination, are not grievable. An employee’s level of compensation or classification is not the proper subject for a grievance except as it applies to alleged inequities within an agency or department of the County. However, if an employee believes that he/she has not received or been credited with or has otherwise lost wages or benefits to which he/she is entitled, he/she must present his/her grievance in accordance with this procedure or such wages or benefits may be forfeited.

2. An employee who believes that he/she has a grievance must follow the following procedure:

Step 1: The employee must discuss the grievance with his/her immediate supervisor within ten (10) calendar days of the events giving rise to the grievance. If his/her supervisor is unable or unwilling to adjust the grievance to the satisfaction of the employee, the employee proceeds to Step 2.

Step 2: The employee must follow the chain of command in his/her department, appealing to each successive level of supervision. All Step 1 and Step 2 appeals may be oral. Supervisors, at each level, have four calendar days to render a decision. If no decision is made within this time, the grievance is considered denied. If a supervisor at a particular level is unavailable to consider the grievance, it is considered denied and the employee may appeal to the next level of supervision.

Step 3: If the head of the department in which the employee is employed denies the grievance, this decision is final as to any grievance brought by a probationary employee. A new employee is considered probationary until his/her probationary evaluation is completed and approved by his/her Department Head.

3. Employees who have successfully completed their initial probationary period may appeal to the Employee Grievance Committee the denial of their grievances by Department Heads by filing a written request for appeal at the County's Human Resources Department. This must be done within 7 calendar days of the department head's denial of the grievance. The written request for appeal is to include the following information:

- A. The purpose of the appeal and what recommendation is requested of the Grievance Committee; and
- B. A statement that the chain-of-command has been followed in the appeal as is required by the grievance procedure.

NOTE: The Human Resources Department will assist in preparing the appeal, if requested.

4. Within ten (10) days of receipt of the employee's request, the chairman of the Grievance Committee schedules the requested hearing and notifies the Grievance Committee, the employee requesting the hearing, the affected department, and the Human Resources Department.

EMPLOYEE GRIEVANCE COMMITTEE:

The County Administrator appoints seven (7) employees to serve on the Employee Grievance Committee. Members shall serve for three (3) year terms. A member continues to serve after the expiration of his/her term until a successor is appointed. Any interim appointment to fill a vacancy for any cause prior to the completion of a member's term is for the unexpired term. All members are selected on a representative basis from

among County employees. In addition, the County Administrator may appoint 1-2 alternates who may serve when a regular member is not available. Members employed in the same department as the grieving employee and members having formed an opinion on the issues prior to the hearing, do not participate in that employee's hearing.

- A. The Committee annually selects its own Chairperson from among its members. The Chairperson serves as the presiding officer at all hearings which he/she attends but may designate some other member to serve as presiding officer in his/her absence. The Chairperson has authority to schedule and to re-schedule all hearings.
- B. A quorum consists of at least five (5) [two-thirds of Committee] members, and no hearings may be held without a quorum.
- C. The presiding officer controls the proceedings and shall take whatever action is necessary to ensure an equitable, orderly, and expeditious hearing. Parties abide by his/her decision, except when a Committee member objects to a decision to accept or reject evidence, in which case the majority vote of the Committee will govern.
- D. The Committee has the authority to call for files, records, and papers which are pertinent to any investigation and which are subject to the control of the County Council; to call for or consider affidavits of witnesses; to request and hear the testimony of witnesses; to consider the results of polygraph examinations; and to secure the services of a recording secretary at its discretion. The Committee has no authority to subpoena witnesses, documents or other evidence, nor is any County employee compelled to attend any hearing. All proceedings are ~~tape~~ recorded. Witnesses, other than the grieving employee and the department representatives, are sequestered when not testifying. All witnesses testify under oath.
- E. All hearings are held in executive session unless the grieving employee requests that it be held in open session. The official ~~tape~~ recording and the official minutes of all hearings are subject to the control and disposition of County Council.
- F. Neither the grieving employee nor the department may be assisted by advisers or by attorneys during the hearing itself. However, the employee, the department, and/or the Committee

can request a brief recess for the purpose of conferring with an attorney.

- G. In disciplinary actions by Department Heads and their subordinate supervisors, the employee must receive written notice of the nature of the acts or omissions which are the basis for the disciplinary action. This notice may be amended at any time 24 hours or more before the commencement of the hearing. The department is to demonstrate that the disciplinary action is for the good of the County. The department makes the first presentation. The Committee may base its findings and recommendations (and County Council or elected or appointed officials their decision) on any additional or different grounds developed from the employee's presentation.
- H. In non-disciplinary grievances, the employee must establish that a right existed and that it was denied him/her illegally or in violation of a County policy. The employee shall make the first presentation.
- I. In all grievances, the grieving employee and the department are each limited to one (1) hour of initial presentation. The party required to make the first presentation is entitled to a ten (10) minute rebuttal of the other party's presentation. The Chairperson appoints himself/herself or another member of the Committee as timekeeper.
- J. In all grievances, presentations may be oral or in writing or both and may be supported by affidavits or unsworn signed statements from witnesses, by records, other documentary evidence, photographs, and other physical evidence. Presentations are made by the grieving employee (with reading assistance from a member of the Human Resources Department if the employee desires) and by a managerial employee of the affected department.
- K. Parties may request the Committee call witnesses and a list of potential witnesses should be submitted to the Committee three (3) days prior to the hearing. However, neither party may call witnesses or question the other party or question any witnesses called by the Committee.
- L. Except as provided in L below, the Committee shall, within 20 days after hearing an appeal, make its findings and recommendation and report such findings and recommendation to the Administrator. If the Administrator approves the

recommendation of the Committee, the Committee's recommendation shall be his/her decision and copies of the decision are transmitted by the Committee to the employee and to the head of the particular department involved. If, however, the Administrator rejects the decision of the Committee, the Administrator makes his/her own decision without further hearing, and that decision is final. Copies of the decision are transmitted to the employee and to the head of the particular department involved.

- M. In grievances involving the failure to promote or transfer, or the discipline or discharge of personnel employed in or seeking assignment to departments under the direction of an elected official or an official appointed by an authority outside County government, the Committee shall, within 20 days after hearing an appeal, make its findings and recommendation and report such findings and recommendation to such official. If the official approves, the recommendation of the Committee is his/her decision and a copy of the decision is transmitted by the official to the employee. If, however, the official rejects the decision of the Committee, the official makes his/her own decision without further hearing and that decision is final. A copy of the decision is transmitted to the employee.
- N. Nothing in this grievance procedure creates a property interest in employment or a contract of employment, nor does this procedure limit the authority of the County or an elected or appointed official to terminate any employee when the County or respective official considers such action to be necessary for the good of the County.

Assessing Brownfield Sites

When a community has questions about whether a property is environmentally contaminated, a site assessment is needed. An assessment helps a community understand environmental conditions on the property and whether those conditions could be harmful to residents and workers. The site assessment process can include a [Phase I Environmental Site Assessment](#), a [Phase II Environmental Site Assessment](#) and additional assessment activities.¹

Phase I Environmental Site Assessment

The Phase I Environmental Site Assessment (ESA) uses existing information to help a community understand the property conditions by examining current and historical uses of the site and potential threats to human health or the environment. Environmental assessments must be completed or overseen by an [environmental professional](#), which may include a licensed geologist, engineer or site professional. They will:



Review records. Examine past and current land uses through property photographs, maps and historical records.

Review government databases. Examine ownership and environmental records related to managing or disposing of hazardous substances and petroleum products.

Visually inspect the site. Visit the site and nearby properties to observe current conditions.

Interview owners, neighbors and past workers. Find out what they know about site operations involving wastes and chemicals.

A Phase I Environmental Site Assessment also helps determine **who is potentially liable** for environmental contamination found on a property. Performing a Phase I Environmental Site Assessment prior to owning a property is often equivalent to conducting [All Appropriate Inquiries \(AAI\)](#), a necessary practice for obtaining liability protection under [CERCLA](#) for prior contamination.² When a **potential owner conducts AAI** (in compliance with the regulations at 40 CFR 312) on a brownfield, **he/she may have a defense to liability** if contamination is later discovered.³

If evidence of known or potential contamination is found at the property, further investigation (a Phase II Environmental Site Assessment or additional assessment) is needed.

If little to no evidence of potential contamination is found at the property, often the next step is to proceed with reuse or redevelopment.

Phase II Environmental Site Assessment

The Phase II Environmental Site Assessment (ESA) is recommended if the Phase I Environmental Site Assessment results reveal known or potential contamination found on the property, sometimes called **recognized environmental conditions (RECs)**. An environmental professional develops a sampling plan to evaluate the potential presence of contamination from hazardous substances and petroleum on the property and determines the sources and exposures. Environmental professionals may also consult with [state and tribal brownfield programs](#) regarding required assessment activities. They will:



Identify chemicals of concern. Determine contaminants likely to be present in soils, groundwater or vacant structures based on property history.



Sample and test soil, groundwater and other media. Develop a sampling plan for the property. Collect and analyze samples to determine type and distribution of contaminants.



Further investigate areas of concern. Review results and target sampling to find localized hot spots (high-risk areas) and extent of contamination.



Develop plans for cleanup, if needed. Cleanup for reuse prevents and minimizes exposures. The plan considers layout of structures, open areas, slope of the property and contaminants.

If the contamination found at the property exceeds risk thresholds for the proposed reuse, consult with state or tribal response program staff to develop a cleanup plan. The plan uses assessment information to develop an [analysis of brownfield cleanup alternatives](#) that considers RECs. The selected cleanup approach should reduce risks and remain protective over time.

If little to no contamination that will impede property reuse is found, the next step is to consult with state or tribal response program staff before proceeding with reuse or redevelopment.

While a Phase II Environmental Site Assessment typically follows a Phase I Environmental Site Assessment, the site assessment process is not always linear. If redevelopment plans change or more than [180 days](#) have passed since the Environmental Site Assessment, additional assessment may be needed. In some cases, an updated Phase I or Phase II Environmental Site Assessment may be needed. Additional assessment gives confidence to the community and investors and ensures a safe reuse.

¹U.S. EPA grant recipients are required to report assessment activities through U.S. EPA's Assessment, Cleanup and Redevelopment Exchange System (ACRES). Between 40-65% of annual brownfield grants awarded are assessment grants. As of February 2020, Brownfield assessment grants have funded Phase I Environmental Site Assessments at 24,036 sites and Phase II Environmental Site Assessments at 11,745 sites. This data is publicly available at www.epa.gov/cleanups/cleanups-my-community.

²AAI Final Rule (40 CFR Part 312) provides that ASTM International Standards E1527-13 and E2247-16 satisfy AAI requirements. ASTM International is an international standards development organization that develops technical standards for various products, services and industries.

³To claim protection from liability, AAI must be conducted before the property is acquired and the owner must comply with all other applicable statutory criteria. Grantees conducting a Phase I Environmental Site Assessment with EPA Brownfields funding must conduct the Phase I Environmental Site Assessment in compliance with the AAI regulation. For more information on All Appropriate Inquiries, see www.epa.gov/brownfields/brownfields-all-appropriate-inquiries.

