



A Community of **Pride** • A County of Vision • Endless Opportunities

*PROFESSIONALISM • RESPECT • INTEGRITY • DEDICATION • EXCELLENCE*

[www.columbiacountyga.gov](http://www.columbiacountyga.gov)

# Employee Handbook

**Revised**  
**August 2016**

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# CHAPTER I

## INTRODUCTION

### PURPOSE AND DISCLAIMER

The *Columbia County Employee Handbook* should only be used as a summary or index for the *Comprehensive Policy Manual for Columbia County, Georgia*.

This handbook is not binding and, in the event of any inconsistencies between the *Columbia County Employee Handbook* and the *Comprehensive Policy Manual for Columbia County, Georgia*, the *Comprehensive Policy Manual* shall control. It is the responsibility of each Columbia County employee to consult the *Comprehensive Policy Manual for Columbia County, Georgia* should any question regarding the policies or procedures arise.

The *Comprehensive Policy Manual for Columbia County, Georgia* may be reviewed by contacting your Administrative Coordinator, Supervisor, Department Manager, Division Director, Human Resources Department, the County Website or Intranet.

Prior to relying on any representation made in this section, please consult Policy Number 101.1 of the *Comprehensive Policy Manual for Columbia County, Georgia* available at the Human Resources Department, the County Website [www.columbiacountyga.gov](http://www.columbiacountyga.gov) or the intranet at <http://intranet.columbia.gov>.

Employees who have suggestions for improvements to any County programs may submit their requests to the Human Resources Manager, Division Director, Deputy County Administrator or the County Administrator.

**A Community of Pride • A County of Vision**  
• **Endless Opportunities**

**PRIDE CORE VALUES**

**Professionalism**

To be professional I must conform to the technical and ethical standards set for me by doing my job to the absolute of my ability. Constantly holding myself and others accountable to never settle for anything less. Always possessing an attitude and willingness to give 100%.

**Respect**

I will show a genuine respect for myself, my co-workers, and the community I serve. Holding everyone I come into contact with in the highest regard by displaying kindness, justice, and equality without purpose of evasion. I will be humble when I perform well and acknowledge when I could have done better. Facing adversity head on, while persevering and learning from the challenges I may encounter.

**Integrity**

Honesty, consistency, and trustworthiness are my watch words. I will display a strong adherence to only the highest moral and ethical values in an attempt to make myself incorruptible. I pledge to do the right thing all the time; even when I think no one is watching. I will endeavor to never bring shame upon myself or my community.

**Dedication**

I am committed, loyal, and faithful to myself, our organization and the community. I have a genuine desire to accomplish personal and organizational goals and will display a wholehearted devotion to our core values at all times.

**Excellence**

I am committed to giving my utmost effort in all of my endeavors. I refuse to settle for second best and understand the need for quality and efficiency. You will never hear me say “that’s not my job”. I am committed to the success of the organization and the service of our community above all else.

## **Chapter II**

### **Organization**

The Columbia County organizational structure is described in the following brief outline.

- **ELECTORATE** - The electorate consists of the registered voters in the county.
  
- **ELECTED OFFICIALS** - Elected officials include the Board of Commissioners, Clerk of Superior Court, Coroner, Magistrate Court Judge, Probate Court Judge, Sheriff and Tax Commissioner.
  
- **STATE AND FEDERAL AGENCIES** - Offices funded in full or in part by the State or Federal Government are Regional Development Center, Natural Resources Conservation Services, Community Health Center, Family and Children Services, Forestry Services, Health Department, M.R.H.R. Substance Abuse Board, Extension Services and Juvenile Court.
  
- **BOARDS AND AUTHORITIES** – The Board of Commissioners appoints county citizens to advisory boards and special purpose authorities.
  
- **COMMISSION APPOINTED POSITIONS** - The County Administrator, County Attorney and County Clerk are appointed by the Board of Commissioners. The County Administrator serves as the Chief Administrative Officer of the County and directly supervises the Deputy County Administrators and Division Directors.
  
- **COUNTY COMMISSION COMMITTEES** - Each Committee consists of the Chairman of the Board of Commissioners and two members of the County Commission. The Committee members work closely with the County Administrator and the Division or Divisions assigned to each Committee. Items are presented by staff in Committee meetings prior to going before the full Board of Commissioners for final action.

# Board of Commissioners

## Constitutional Officers and Elected Officials



Commission Chairman  
Ron C. Cross



Commission Vice-Chairman - District 2  
James E. Allen, III



Commissioner - District 1  
Douglas R. Duncan, Jr.



Commissioner - District 3  
Gary L. Richardson



Commissioner - District 4  
William D. (Bill) Morris



Clerk of Superior Court  
Cindy Mason



Coroner  
Vernon Collins



Magistrate Court Judge  
Jason Troiano



Probate Court Judge  
Alice Padgett

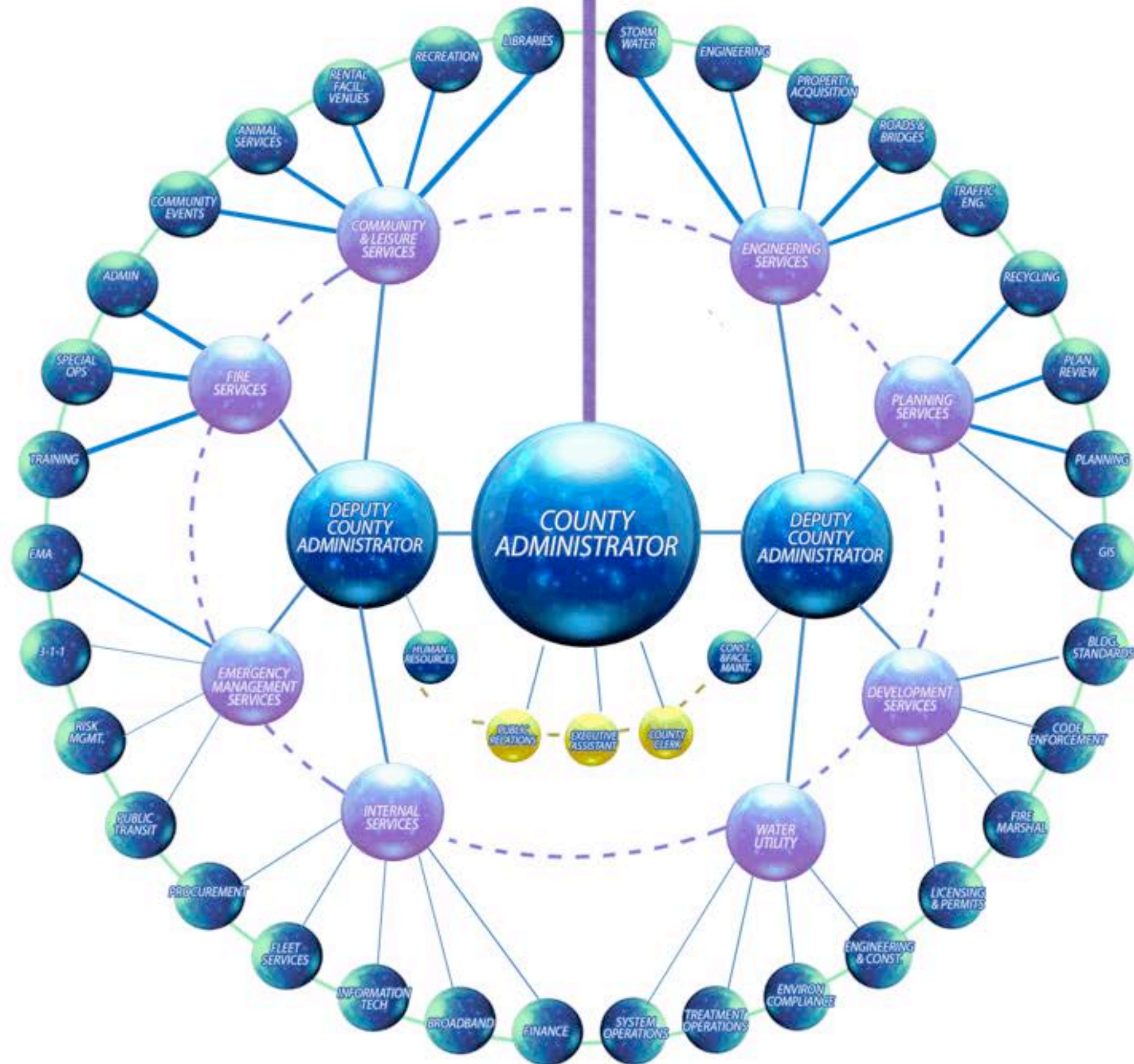


Sheriff  
Clay Whittle



Tax Commissioner  
Wayne Bridges

# COLUMBIA COUNTY BOARD OF COMMISSIONERS



## COLUMBIA COUNTY GOVERNMENT FACILITIES

Columbia County government facilities and offices are located throughout the County.

<b>Department</b>	<b>Telephone</b>	<b>Address</b>
Animal Services	(706) 541-4077	1940 William Few Parkway Grovetown, GA 30813
Board of Elections	(706) 868-3355	500 Faircloth Drive, Building E Evans, GA 30809
Broadband Utility	(706) 228-2226	7080 Evans Towne Center Blvd, Building F Evans, GA 30809
Building Standards	(706) 868-3420	630 Ronald Reagan Drive, Building A Evans, GA 30809
Clerk of Superior Court	(706) 312-7139 (706) 541-1139	640 Ronald Reagan Drive, Justice Center Evans, GA 30809 1958 Appling-Harlem Hwy, Appling GA 30802
Code Enforcement	(706) 868-3420	630 Ronald Reagan Drive, Building A Evans, GA 30809
Commissioners	(706) 868-3379	630 Ronald Reagan Drive, Building B Evans, GA 30809
Community and Leisure	(706) 868-3484	630 Ronald Reagan Drive, Building C Evans, GA 30809
Construction and Facilities Management	(706) 868-3383	4325 Evans to Locks Road Evans, GA 30809
Construction and Facilities Management Help Desk	(706) 868-3357	<a href="mailto:maintenancehelp@columbiacountyga.gov">maintenancehelp@columbiacountyga.gov</a>
Coroner	(706) 868-3477	439 N. Belair Road Evans, GA 30809
County Administrator	(706) 868-3379	630 Ronald Reagan Drive, Building B Evans, GA 30809
3-1-1 Customer Service / Information	(706) 868-3375	650-B Ronald Reagan Drive A Evans, GA 30809
Development Services	(706) 868-3420	630 Ronald Reagan Drive, Building A Evans, GA 30809
Emergency Services	(706) 868-3303	650-B Ronald Reagan Drive Evans, GA 30809
Engineering Services	(706) 868-3356	630 Ronald Reagan Drive, Building A Evans, GA 30809
Environmental	(706) 312-7278	630 Ronald Reagan Drive, Building A Evans, GA 30809
Eubank Blanchard	(706) 868-3349	6868 Cobbham Road, Community Center Appling, GA 30802
Euchee Creek Library	(706) 556-0594	5907 Euchee Creek Drive Grovetown, GA 30813
Extension Services	(706) 541-4011	6420 Pollards Pond Road Appling, GA 30802
Financial Services	(706) 868-3347	630 Ronald Reagan Drive, Bldg C Evans, GA 30809
Fire Marshall	(706) 868-3420	630 Ronald Reagan Drive, Building A Evans, GA 30809
Fleet Services	(706) 541-1924	2263 County Camp Road Appling, GA 30802
GIS	(706) 868-3421	630 Ronald Reagan Drive, Building C Evans, GA 30809
Harlem Library	(706) 556-9795	375 N. Louisville Street Harlem, GA 30814
Human Resources	(706) 868-3300	630 Ronald Reagan Drive, Building B Evans, GA 30809
Information Technology	(706) 868-3393	630 Ronald Reagan Drive, Building C Evans, GA 30809
Information Technology Help Desk	(706) 312-3499	<a href="mailto:servicedesk@columbiacountyga.gov">servicedesk@columbiacountyga.gov</a>



<b>Department</b>	<b>Telephone</b>	<b>Address</b>
Internal Services	(706) 868-3347	630 Ronald Reagan Drive, Building C Evans, GA 30809
Juvenile Court	(706) 868-3320	640 Ronald Reagan Drive, Justice Center Evans, GA 30809
Magistrate Court	(706) 868-3316	640 Ronald Reagan Drive, Justice Center Evans, GA 30809
Evans Library	(706) 863-1946	7022 Evans Town Center Boulevard Evans, GA 30809
Motor Vehicle / Tag Office	(706) 868-6884	630 Ronald Reagan Drive, Building C Evans, GA 30809
Plan Review	(706)-312-7196	630 Ronald Reagan Drive, Building A Evans, GA 30809
Planning	(706) 868-3400	630 Ronald Reagan Drive, Building B Evans, GA 30809
Probate Court	(706) 312-7254 (706) 541-1254	640 Ronald Reagan Drive, Justice Center Evans, GA 30809 1956 Appling-Harlem Hwy, Appling, GA 30802
Procurement	(706) 868-3305	500 Faircloth Drive, Building E Evans, GA 30809
Property Acquisition	(706) 447-7607	4325 Evans to Locks Road Evans, GA 30809
Public Transit	(706) 556-0807	650-B Ronald Reagan Drive Evans, GA 30809
Receiving & Distribution	(706) 868-3305	500 Faircloth Drive, Building E Evans, GA 30809
Parks and Recreation	(706) 863-7523	5445 Columbia Road, Patriots Park Grovetown, GA 30813
Rental Facilities & Venues	(706) 868-3349	3300 Evans to Locks Road Martinez, GA 30907
Recycling	(706) 868-3352	1960 William Few Parkway Grovetown, GA 30813 3 Dolphin Way, Evans, GA 30809
Risk Management	(706) 312-7475	650-B Ronald Reagan Drive Evans, GA 30809
Roads and Bridges	(706) 541-1143	2257 County Camp Road Appling, GA 30802
Road Construction	(706) 447-7600	630 Ronald Reagan Drive, Building A Evans, GA 30809
Senior Center	(706) 556-0308	5913 Euchee Creek Drive, Bessie Thomas Center Grovetown, GA 30813
Sheriff's Office Detention Center	(706) 541-0754	2273 County Camp Road Appling, GA 30802
Sheriff's Office Dispatch	(706) 541-2800	2273 County Camp Road Appling GA 30802
Sheriff's Office Records	(706) 541-1042	2273 County Camp Road Appling, GA 30802
Stormwater Utility	(706) 855-7246	630 Ronald Reagan Drive, Building A Evans, GA 30809
Tax Assessors	(706) 312-7474	630 Ronald Reagan Drive, Building C Evans, GA 30809
Tax Commissioners Office	(706) 261-8299	630 Ronald Reagan Drive, Building C Evans, GA 30809
Traffic Engineering	(706) 868-4223	630 Ronald Reagan Drive, Building A Evans, GA 30809
Water Utility	(706) 863-6928	5004 William Few Parkway Grovetown, GA 30813

## CHAPTER III

# EMPLOYEE BENEFITS

## GENERAL

### ***Defined Contribution Retirement Plan***

Columbia County contributes 4% of eligible employee's salary into a 401(a) Defined Contribution Retirement Plan.

### ***Deferred Compensation Plan***

Columbia County offers through payroll deduction a 457 Deferred Compensation Plan with employee contribution only.

### ***Employer Matching Contribution***

Columbia County will contribute one-half of one percent of employee compensation for each one percent the employee contributes, not to exceed a maximum of four percent, to an employee's 401(a) Defined Contribution Retirement account.

### ***Life Insurance***

Employees may select individual and dependent basic life insurance. The premium is paid 100% by the employer.

Voluntary life insurance is available for the employee, spouse and eligible dependents. Premiums are based on age per \$1,000 of selected coverage. Dependent coverage is also available for spouse and children. The employee pays all premium cost.

### ***Medical and Hospitalization Coverage***

Employees are offered a choice to participate in either a 90/10 Medical Plan or a High Deductible Option medical program. The premium is shared by the employee and the employer.

### ***Dental Insurance***

Employees may participate in the in-network plan where providers are paid on a fee schedule basis. Out-of-network providers are processed at the 90th percentile of usual, customary and reasonable charges. The premium is shared by the employee and the employer.

### ***Supplemental Insurance Products***

Employees may select supplemental products for short-term disability, long-term disability and accident. The employee pays all costs.

### **Miscellaneous Services**

Additional services and programs include direct deposit, Flexible Spending Account (FSA), Wellness Incentives, Employee Assistance, Annual Health Fair, Employee Appreciation Activities, Employee and Retiree Service Recognition, Education Reimbursement, and Fitness Center.

Prior to relying on any representation made in this section, please contact the Benefits Manager or the Human Resources Manager at (706) 868-3300.

## **LEAVE**

### **Holidays**

Employees receive time off with pay for the following holidays: New Years Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, day after Thanksgiving, Christmas Eve, Christmas Day, and one personal day.

Prior to relying on any representation made in this section, please consult Policy Number 232.1 of the *Comprehensive Policy Manual for Columbia County, Georgia* available at the Human Resources Department, via the intranet at <http://intranet.columbia.gov>, county website [www.columbiacountyga.gov](http://www.columbiacountyga.gov) or call (706) 868 3300.

### **Personal Time Off (PTO)**

<b>Years Svc</b>	<b>Accrual per month</b>	<b>Days per year</b>
Hire Date-1	8 hours/month	12 days/year
1-5	12 hours/month	18 days/year
5-10	14 hours/month	21 days/year
10-15	16 hours/month	24 days/year
15-20	18 hours/month	27 days/year
20 +	20 hours/month	30 days/year

### **Personal Time Off (PTO) Accruals for Eligible Employees**

Regular full-time and part-time employees are eligible for PTO in accordance with policy guidelines. Temporary and seasonal workers are not eligible for PTO.

Prior to relying on any representation made in this section, please consult Policy Number 237.1 of the *Comprehensive Policy Manual for Columbia County, Georgia* available at the Human Resources Department, via the intranet at <http://intranet.columbia.gov>, county website [www.columbiacountyga.gov](http://www.columbiacountyga.gov) or call (706) 868 3300.

### ***Catastrophic Leave***

Regular full-time employees may accrue catastrophic leave up to a maximum of one thousand fifty-six (1,056) hours; regular part-time employee equivalent is prorated.

Catastrophic leave may be used for a personal illness or non-work-related injury, medical examinations or treatment, or to care for an immediate or extended family member who is sick or injured.

Exempt employees may begin using the leave after the fifth (5) consecutive day of absence or forty (40) consecutive hours for a full-time non-exempt employee; a part-time employee equivalent is prorated.

Prior to relying on any representation made in this section, please consult Policy Number 236.1 of the *Comprehensive Policy Manual for Columbia County, Georgia* available at the Human Resources Department, via the intranet at <http://intranet.columbia.gov>, county website [www.columbiacountyga.gov](http://www.columbiacountyga.gov) or call (706) 868 3300.

### ***Medical Leave Sharing***

The Human Resources Manager may permit a regular full-time or part-time employee to receive medical leave donations from other employees after exhausting all PTO and catastrophic leave accruals due to an extraordinary or severe illness, injury, impairment, or physical or mental condition, subject to approval by the Department Head.

Prior to relying on any representation made in this section, please consult Policy Number 238.1 of the *Comprehensive Policy Manual for Columbia County, Georgia* available at the Human Resources Department, via the intranet at <http://intranet.columbia.gov>, county website [www.columbiacountyga.gov](http://www.columbiacountyga.gov) or call (706) 868 3300.

### ***Other Leave***

Regular full-time employees and part-time employees are eligible for other types of leave such as bereavement, military, family medical and blood donation.

Prior to relying on any representation made in this section, please consult Policies Numbered 227.1, 235.1, 230.1 and 228.1 of the *Comprehensive Policy Manual for Columbia County, Georgia* available at the Human Resources Department, via the intranet at <http://intranet.columbia.gov>, county website [www.columbiacountyga.gov](http://www.columbiacountyga.gov) or call (706) 868 3300.

**CHAPTER IV**  
**EMPLOYMENT and CONDUCT**  
**GENERAL**

***Civil Service Commission Grievance Procedure***

Any regular employee in the Career Service will have the right to utilize the grievance and appeal procedure. Probationary employees and temporary employees shall not have the right to utilize the grievance and appeal procedure.

Prior to relying on any representation made in this section, please consult Policy Number 302.1 of the *Comprehensive Policy Manual for Columbia County, Georgia* available at the Human Resources Department, via the intranet at <http://intranet.columbia.gov>, county website [www.columbiacountyga.gov](http://www.columbiacountyga.gov) or call (706) 868 3300.

***Discipline Policy***

It is the policy of the County to administer discipline fairly, reasonably, and impartially. Failure or refusal to meet reasonable standards of job performance or personal and/or professional conduct shall constitute just cause for disciplinary action.

Prior to relying on any representation made in this section, please consult Policy Number 301.1 of the *Comprehensive Policy Manual for Columbia County, Georgia* available at the Human Resources Department, via the intranet at <http://intranet.columbia.gov>, county website [www.columbiacountyga.gov](http://www.columbiacountyga.gov) or call (706) 868 3300.

***Employee Identification Cards***

The Human Resources Department will issue employee identification cards to all regular full-time and part-time employees, temporary service employees, and consultants.

Prior to relying on any representation made in this section, please consult Policy Number 246.1 of the *Comprehensive Policy Manual for Columbia County, Georgia* available at the Human Resources Department, via the intranet at <http://intranet.columbia.gov>, county website [www.columbiacountyga.gov](http://www.columbiacountyga.gov) or call (706) 868 3300.

***Equal Employment Opportunity***

Applicants for positions and employees of the Columbia County government shall be assured of fair and equitable treatment in all aspects of personnel administration.

Prior to relying on any representation made in this section, please consult Policy Number 201.1 of the *Comprehensive Policy Manual for Columbia County, Georgia* available at the Human Resources Department, via the intranet at <http://intranet.columbia.gov>, county website [www.columbiacountyga.gov](http://www.columbiacountyga.gov) or call (706) 868 3300.

### ***Outside Employment***

Any Employee desiring to perform outside employment must submit a request on the Outside Employment form to his or her Department Head for approval or disapproval.

Prior to relying on any representation made in this section, please consult Policy Number 208.1 of the *Comprehensive Policy Manual for Columbia County, Georgia* available at the Human Resources Department, via the intranet at <http://intranet.columbia.gov>, county website [www.columbiacountyga.gov](http://www.columbiacountyga.gov) or call (706) 868 3300.

### ***Performance Appraisals***

Performance appraisals are conducted in October of each year.

Prior to relying on any representation made in this section, please consult Policy Number 209.1 of the *Comprehensive Policy Manual for Columbia County, Georgia* available at the Human Resources Department, via the intranet at <http://intranet.columbia.gov>, county website [www.columbiacountyga.gov](http://www.columbiacountyga.gov) or call (706) 868 3300.

### ***Personal Appearance***

Each employee is expected, while on duty, to have a neat, clean and well-groomed appearance consistent with employee's duties.

Prior to relying on any representation made in this section, please consult Policy Number 309.1 of the *Comprehensive Policy Manual for Columbia County, Georgia* available at the Human Resources Department, via the intranet at <http://intranet.columbia.gov>, county website [www.columbiacountyga.gov](http://www.columbiacountyga.gov), or call (706) 868 3300.

### ***Personal Information and Personnel Records***

Employee personnel records are considered confidential and the property of the County.

Prior to relying on any representation made in this section, please consult Policy Number 244.1 of the *Comprehensive Policy Manual for Columbia County, Georgia* available at the Human Resources Department, via the intranet at <http://intranet.columbia.gov>, county website [www.columbiacountyga.gov](http://www.columbiacountyga.gov), or call (706) 868 3300.

### ***Probation Period***

New hire employees must complete a minimum six month probation period; however, this may be extended up to one year.

Prior to relying on any representation made in this section, please consult Policy Number 211.1 of the *Comprehensive Policy Manual for Columbia County, Georgia* available at the Human Resources Department, via the intranet at <http://intranet.columbia.gov>, county website [www.columbiacountyga.gov](http://www.columbiacountyga.gov) or call (706) 868 3300.

## **TRAINING AND DEVELOPMENT**

### ***Education Reimbursement Program***

An Education Reimbursement Program is available for eligible employees (i.e., regular full-time) who have completed one year of service on the date the course begins; are working for the County on the date the course begins, and are working for the County as of the completion of course. The course schedule and study time must not be in conflict with the employee's work schedule. Employees who separate service from the County within one year after receiving a tuition reimbursement shall repay the County.

Prior to relying on any representation made in this section, please consult Policy Number 401.1 of the *Comprehensive Policy Manual for Columbia County, Georgia* available at the Human Resources Department, via the intranet at <http://intranet.columbia.gov>, county website [www.columbiacountyga.gov](http://www.columbiacountyga.gov) or call (706) 868 3300.

### ***Special Licenses and Memberships***

The County will pay an annual lump sum payment equal to the current annual dues or fees for each employee who is required by ordinance or State or Federal law to be a member of a professional organization or who must maintain a particular certification or license as a condition of employment.

Prior to relying on any representation made in this section, please consult Policy Number 402.1 of the *Comprehensive Policy Manual for Columbia County, Georgia* available at the Human Resources Department, via the intranet at <http://intranet.columbia.gov>, county website [www.columbiacountyga.gov](http://www.columbiacountyga.gov) or call (706) 868 3300.

### ***Training Programs, Workshops and Seminars***

The County encourages and coordinates training opportunities so employees can perform their responsibilities in the most efficient and effective manner.

Prior to relying on any representation made in this section, please consult Policy Number 403.1 of the *Comprehensive Policy Manual for Columbia County, Georgia* available at the Human Resources Department, via the intranet at <http://intranet.columbia.gov>, county website [www.columbiacountyga.gov](http://www.columbiacountyga.gov) or call (706) 868 3300.

## **WAGES AND WORK PERIODS**

### ***Overtime***

Except for special situations as specified in the Fair Labor Standards Act, as amended, overtime is work beyond 40 hours in a work week.

Prior to relying on any representation made in this section, please consult Policy Number 218.1 of the *Comprehensive Policy Manual for Columbia County, Georgia* available at the Human Resources Department, via the intranet at <http://intranet.columbia.gov>, county website [www.columbiacountyga.gov](http://www.columbiacountyga.gov) or call (706) 868 3300.

### ***Pay Periods***

County employees are paid every other Thursday. Exempt employees may elect to be paid once a month. Elected Officials, Magistrate and monthly exempt employee payroll is generated and distributed by the 15th of each month.

Prior to relying on any representation made in this section, please consult Policy Number 221.1 of the *Comprehensive Policy Manual for Columbia County, Georgia* available at the Human Resources Department, via the intranet at <http://intranet.columbia.gov>, county website [www.columbiacountyga.gov](http://www.columbiacountyga.gov) or call (706) 868 3300.

### ***Work Periods***

The work week for County employees is a seven (7) day period beginning on Sunday at 7:00 a.m. and continuing to the following Sunday at 6:59 a.m.

Prior to relying on any representation made in this section, please consult Policy Number 214.1 of the *Comprehensive Policy Manual for Columbia County, Georgia* available at the Human Resources Department, via the intranet at <http://intranet.columbia.gov> county website [www.columbiacountyga.gov](http://www.columbiacountyga.gov), or call (706) 868 3300.



## **CHAPTER V**

### **GENERAL INFORMATION**

#### **CUSTOMER SERVICE**

Customer service happens everywhere, and it must start from within. Know your internal and external customers. Demonstrate your PRIDE by providing outstanding service to the citizens of Columbia County and the general public.

#### **EMPLOYEE RECOGNITION**

Employees committed to providing outstanding job performance and service have the opportunity to become recognized by their peers and managers through nominations as the *Employee of the Month, Team of the Quarter, Employee of the Year, and Team of the Year*. Employees are honored at a Board of Commission meeting and receive a plaque or trophy, a day off with pay, and other monetary rewards.

#### **SAFETY AND LOSS REVIEW BOARD**

This board is responsible for performing risk management and safety review of employee injuries, motor vehicle accidents and property damage to maintain acceptable loss levels.

For additional information on risk management policies, contact the Risk Manager at (706) 312-7475.

## OTHER POLICIES

The *Finance and Procurement Policy* is located in the *Comprehensive Policy Manual for Columbia County, Georgia* and is available from your Division Director or Constitutional Officer.

For additional information on financial or procurement policies contact the Finance Director at (706) 868-3347, or Procurement Manager at (706) 868-3302 or view the *Comprehensive Policy Manual* via the intranet at <http://intranet.columbia.gov>, or the county website [www.columbiacountyga.gov](http://www.columbiacountyga.gov).

The *Health and Safety Policy* is located in the *Comprehensive Policy Manual for Columbia County Georgia* and is available from the Risk Manager, your Division Director or Constitutional Officer.

For additional information on health and safety policies contact the Risk Manager at (706) 312-7475 or view the *Comprehensive Policy Manual* via the intranet at <http://intranet.columbia.gov>, or the county website [www.columbiacountyga.gov](http://www.columbiacountyga.gov).

The *Information Technology Policy* is located in the *Comprehensive Policy Manual for Columbia County Georgia* and is available from the IT Manager, your Division Director or Constitutional Officer.

For additional information on Information Technology policies contact the IT Manager at (706) 868-3393 or view the *Comprehensive Policy Manual* via the intranet at <http://intranet.columbia.gov>, or the county website [www.columbiacountyga.gov](http://www.columbiacountyga.gov).

## COUNTY HOLIDAYS

**New Years Day**

**Martin Luther King Day**

**Memorial Day**

**Independence Day**

**Labor Day**

**Veterans Day**

**Thanksgiving Day**

**Thanksgiving Holiday**

**Christmas Eve**

**Christmas Day**

## A BRIEF HISTORY

### Excerpts from “To Seek a Newer World”

By Gerald J. Smith, PH.D

Columbia County, Georgia Area: 290 Square Miles; Population: 144,052; Incorporated Cities: Grovetown and Harlem; County Seat: Appling

COLUMBIA COUNTY on the South Carolina border just north of Augusta was settled by Quakers who chose to name their county in honor of an explorer, Christopher Columbus, rather than a military hero as was the custom then. Their county seat, Appling, was named for an original settler, John Appling.

This became the twelfth county designed, its territory being taken from Richmond County in 1790. McDuffie and part of Warren County were later sliced from Columbia’s original territory.

White traders coming into this region in the early 1700s followed a trail westward across what was to become Columbia County to connect with the Mississippi River and many northern Indian tribes. The modern route of U.S. 78 highway follows this trail through Columbia County.

The first Baptist Church in Georgia was organized in the spring of 1772 by the Rev. Daniel Marshall. In 1758, Marshall had been imprisoned for conducting services that differed from those prescribed by the Church of England. His Kiokee Baptist Church at Appling first met in a building erected beside Kiokee Creek. It was there that the Georgia Baptist Association was formed in 1784. The congregation built a brick edifice in Appling that same year. Recently restored, it remains an active church nearly two centuries later.

Columbia County is bounded on one side by the Clark Hill Dam on the Savannah River. The two hundred foot high structure backs up seventy thousand acres of water. This is the approximate division of the Piedmont Plateau and the Coastal Plain of Georgia, the fall line passing through Columbia County.

Recreational opportunities connected with the Clark Hill reservoir bring visitors in great numbers to the County, and the reservoir is known to have favorably influenced the outer residential spread from the City of Augusta. Columbia County enjoyed a phenomenal population growth during the 1960s and continues rapid growth to this day.



Other Points of Interest: Savannah Rapids Pavilion and historic buildings at the Canal Headgates, The Oliver Hardy Museum, numerous golf courses and extensive park system.

## COMPREHENSIVE POLICY MANUAL INDEX

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Contact your Division Director, Department Manager, Supervisor, Administrative Coordinator or Human Resources Department to obtain a copy of policies listed above.

**You may also access the Comprehensive Policy Manual  
at [www.columbiacountyga.gov](http://www.columbiacountyga.gov) or  
via the intranet <http://intranet.columbia.gov>**