



Personnel Ordinance

Presented by

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WHY ARE WE UPDATING THE PERSONNEL ORDINANCE

- Current ordinance is difficult to navigate, outdated and conflicts with itself
- Update eliminates conflicting language
- Shortens the ordinance
- Increases transparency by providing employees with greater detail on HR operations



PROCESS

- Reviewed Personnel Ordinance
- Conducted best practice research
- Identified key changes and communicated potential for those changes with employees
- Making updates to Ordinance and Policies



SCHEDULE OF CHANGES TO THE ORDINANCE

Fall 2021	Spring 2022	Winter 2022
<ul style="list-style-type: none">• COLA Methodology update• HHS employee change• Conflict of Interest Policy• Vehicle Usage Policy• IT Acceptable Usage Policy• Inclement Weather Policy• Remove conflicts in PO	<ul style="list-style-type: none">• Leave Policy• Federal/State Statements• Benefits Policy• Grant Funded Employees Policy• Position Management Policy• Compensation Policy	<ul style="list-style-type: none">• Recruitment and Selection Policy• Employee Relations Policy• Finalized Personnel Ordinance



WHAT IS CHANGING WITH THESE PROPOSED CHANGES

- Moving HHS Employees to General Government
- Updating COLA methodology
- Moving some items from ordinance to policy
- Updating On-call language



On-call language

- Current ordinance language allows for only comp time for on-call work
- Proposing changing language to allow for pay for on-call work



BOARD APPROVED POLICY/ORDINANCE VS MANAGEMENT APPROVED POLICY

Board Approved Policy / Ordinance	Management Approved Policy
Cost of Living Adjustment	Inclement Weather
Employee definitions	Acceptable Use Policy
Conflict of Interest for employees	Vehicle Usage Policy



HHS EMPLOYEES MOVING TO GENERAL GOVERNMENT

- County Manager will be final decision maker on HHS personnel decision instead of the HHS Director
- HHS staff will follow the County's grievance policy instead of following a separate grievance policy
- HHS employees retain right to appeal County Manager's decision to Superior Court like other employees
- Has no impact on classification, pay, benefits, retirement, day to day job duties or HHS organizational structure
- Open town hall meetings were held with HHS staff on this change



COST OF LIVING ADJUSTMENT

- Maintains Cost of Living Adjustment as a benefit for employees
- Updates methodology for determining COLA rate



NEXT STEPS

- Recommend that Board set a public hearing for November 2nd
- At November 2nd, will bring following items:
 - Resolution to transition HHS employees to County Personnel System
 - Resolution to update Personnel Ordinance



QUESTIONS?

