



2023 PERSONNEL ORDINANCE UPDATES

Presented by

County Leadership



Policies being brought forward today

- Personnel Ordinance – Employee Relations
 - Alternate Workforce (New)
 - Conflict of Interest (Revised)
 - Code of Conduct*
 - Discipline*
 - Separation*
 - Non-Discrimination & Anti-Harassment*
 - Grievance*
- *New stand-alone policy, removed from Personnel Ordinance*



Alternate Workforce Policy

- An alternate workforce is a just-in-time workforce engaged or under the direction of the County Manager, aside from traditional full-time or part-time regular employees
- Describes types of alternate workforce positions recognized, responsibilities, and how they are designated
 - Academic Internship Positions
 - Apprenticeship Positions
 - Pro Re Nata (PRN) Positions
 - Short and Long-term Temporary Positions
 - *This policy does not include contract workers.*
- Specifies criteria regarding max length of time, benefits, and retirement



Conflict of Interest Policy

- Existing policy, BOC approved: 11/02/2021
- Ensures that Buncombe County employees, appointed board members and commissions, and non-profits that receive money from the County to perform their duties as public employees operate in a fair and unbiased way, ensuring that decisions made are not impacted by, or appear to have personal self-interest, private affiliations, or the likelihood of gain or loss for them or others that they may wish to benefit or disadvantage.
- Revisions include:
 - Added reference to Conflict of Interest Standard Operating Procedures
 - Removed references to Workday
 - Changed approval for secondary employment from Human Resources (HR) to employee's supervisor



Code of Conduct Policy

- New stand-alone policy
- Removed existing language from Personnel Ordinance Appendix A, Core Values in Article 1, Section 1
- Establishes clear standards and expectations for employee conduct in alignment with our core values of respect, integrity, collaboration, honesty, and equity.



Code of Conduct Key Concepts

- Sets baseline expectations for employee behavior
- Incorporates County values into policy
- Sets baseline expectations for what employees can expect from supervisors and management
- Creates baseline dress code for County employees



Discipline Policy

- New stand-alone policy
- Removed existing language from Personnel Ordinance Article VIII. Separation, Disciplinary Action, and Employee Appeals
- Establishes the reasons, types, and determining factors for disciplinary actions within the County's disciplinary model
- Provides guidance to facilitate efficiency while ensuring employee conduct and performance issues are addressed in a transparent, consistent, solution-focused, and effective manner
- Revised Discipline Appeals Procedure



Disciplinary Action Key Concepts

Four Types:

- Written Warning
- Disciplinary Demotion
- Suspension without Pay
- Disciplinary Dismissal

Three 'Just Cause' Reasons:

- Unsatisfactory job performance
- Grossly inefficient job performance
- Unacceptable personal conduct



Separation Policy

- New stand-alone policy
- Removed existing language from Personnel Ordinance Article VIII. Separation, Disciplinary Action, and Employee Appeals
- Establishes clear and consistent terms and conditions of employee separations from employment
- Created separate Separation Appeal Procedure for Reduction in Force, Unavailability for Duty and Conflict with Employment Terms and Conditions
- Updates Reduction in Force Section



Separation Policy Key Concepts

Personnel Ordinance

- Resignation
- Retirement
- Reduction in Force
- Disciplinary Dismissal
- Unavailability for work when leave is exhausted or death

Additional Reasons in New Policy

- Probationary separation (now clearly defined)
- Unavailable for duty
- Conflict with employment terms and conditions
- End of Temporary Employment



Non-Discrimination & Anti-Harassment Policy

- New stand-alone policy
- Removed existing language from Personnel Ordinance Article V. Conditions of Employment and Appendix D
- Defines Buncombe County Government as an organization that actively opposes discrimination and harassment in all its forms and to clearly define prohibited behaviors, protected classes, and reporting expectations
- Applies to all County departments and employees subject to the County Manager's authority



Non-Discrimination & Anti-Harassment Policy Key Concepts

- Buncombe County is committed to ensuring all employees work in an environment that is free of discrimination and harassment and that employees are treated with dignity and respect
- Actively promotes equal employment opportunity, diversity, equity, inclusion, and accessibility to foster a climate of innovation and collaboration that capitalizes on the diversity, lived experiences, and contributions of every member of the County workforce



Grievance Policy

- New stand-alone policy
- Removed language from Personnel Ordinance Article IX
- Establishes an efficient and structured means for employees to address concerns or conflicts in a transparent, productive, and solutions-focused manner
- Applies to all County employees subject to the authority of the County Manager
- Intention is to make the policy & procedure more employee-friendly



Grievance Policy Key Concepts

- Employees should feel free to respectfully express differences of opinion and constructively address and resolve them
- Acknowledges that disagreements are normal and healthy for an organization
- Explicitly discourages the perception that grievances are inherently negative or undesirable situations, complaints, or problems



Next Steps

- Public Hearing and Vote
- Late Winter Next Round of Ordinance Updates

