



2023 PERSONNEL ORDINANCE UPDATES

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Personnel Ordinance Revision

Removing topics from the Ordinance and putting them in standalone policies:

- Code of Conduct
- Discipline
- Separation
- Non-Discrimination & Anti-Harassment
- Grievance



New Policy

Alternate Workforce (New)

- An alternate workforce is a just-in-time temporary workforce under the direction of the County Manager, apart from traditional full-time or part-time regular employees
- Describes the types of alternate workforce positions recognized, responsibilities, and how they are designated. Internship & Apprenticeships, Pro Re Nata (PRN) Positions, Short and Long-term Temporary Positions
- Specifies criteria regarding max length of time, benefits, and retirement



Revised Policy

Conflict of Interest (Revised)

- Revisions include:
 - Added reference to 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

- Establishes clear standards and expectations for employee conduct in alignment with our core values of respect, integrity, collaboration, honesty, and equity.
 - Sets baseline expectations for employee behavior
 - Incorporates County values into policy
 - Sets baseline expectations for what employees can expect from supervisors and management
 - Creates dress code expectations for County employees
- Removed existing language from Personnel Ordinance Appendix A, Core Values in Article 1, Section 1



Discipline Policy

New stand-alone policy

- 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
- Removed existing language from Personnel Ordinance Article VIII. Separation, Disciplinary Action, and Employee Appeals



Separation Policy

New stand-alone policy

- 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
- Removed existing language from Personnel Ordinance Article VIII. Separation, Disciplinary Action, and Employee Appeals



Reduction in Force (Separation Policy)

- Employees in regular full-time and part-time positions who are separated due to a reduction in force:
 - Who have not achieved covered status will receive severance pay equivalent to two weeks of the employee's annual salary as used to calculate longevity pay.
 - Who have achieved covered status will receive severance pay equivalent to four weeks of the employee's annual salary as used to calculate longevity pay.
- Subject to approval by the Board of Commissioners, additional severance payments and/or benefits may be provided to employees who are separated due to a reduction in force as recommended by the County Manager.



Non-Discrimination & Anti-Harassment Policy

New stand-alone policy

- 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
- Removed existing language from Personnel Ordinance Article V. Conditions of Employment and Appendix D



Grievance Policy

New stand-alone policy

- Establishes an efficient and structured means for employees to address concerns or conflicts in a transparent, productive, and solutions-focused manner
 - 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
- Applies to all County employees subject to the authority of the County Manager
- Intention is to make the policy & procedure more employee-friendly

- Removed language from Personnel Ordinance Article IX



Next Steps

- Approve the revised Personnel Ordinance and the creation of stand-alone policies

