



PERSONNEL ORDINANCE AND HR POLICY UPDATES

Presented by

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Personnel Ordinance Updates

- In 2021 we began a multi-year project to update the Personnel Ordinance.
- The updates have been designed to eliminate conflicting language, align language with practice, and increase transparency by providing employees with greater detail on HR operations.
- Today marks the end of this specific project with 3 new policies.



Personnel Ordinance Multi-Year Updates

Fall 2021

- Conflict of Interest *
- Vehicle Usage *
- IT Acceptable Usage *
- Inclement Weather *
- Removed conflicts in Personnel Ordinance
- Personnel Ordinance updated and edited to remove new policy content

Spring 2022

- Benefits *
- Drug-Free Workplace *
- Grant-Funded Positions *
- Leave *
- Supplemental Pay *
- Personnel Ordinance edited to remove new policy content

Fall 2023

- Code of Conduct *
- Discipline *
- Separation *
- Non-Discrimination & Anti-Harassment *
- Grievance *
- Personnel Ordinance edited to remove new policy content

Spring 2025 (current request)

- Position Classification *
- Recruitment and Selection *
- Workplace Violence *
- Personnel Ordinance updated and edited to remove new policy content

* New stand-alone policy, removed from Personnel Ordinance



Policies for Approval on 05/20/2025

For Commissioner Approval

- Personnel Ordinance (Revised)
- Benefits (Revised)
- Position Classification (New)

For Commissioner Awareness

- Recruiting and Selection (New)
- Workplace Violence (New)



County Policy Applicability Section

- The Section 2 Applicability language will be updated in all policies to read:
 - *This policy applies to all Buncombe County departments and employees unless there is a conflict with GS 153A-103 related to hiring, discharging, and supervising employees. Such exclusion is noted at the end of this policy. Otherwise, departments may adopt and enforce policies that are more restrictive than County Policy.*
- This change was made to clarify policy adoption by elected officials as well as to allow departments to create more restrictive policies specific to their operations.



Benefits Policy (Revised)

- Revisions include:
 - Edited policy applicability language
 - Edited 3.5.2.2. Supplement Retirement Income Plan, 401(k) section:
 - Effective January 1, 2025, North Carolina House Bill 1020 allows part-time and full-time public servants, as well as re-hired employees who do not contribute TSERS or LGERS to have expanded access to the NC 401(k) Plan.
 - Updated to reflect this change allowing ALL employees, who receive a W2 from the County, to contribute their own funds if they so choose.
 - Clarified that Buncombe County contributes eight (8) percent amount of the regular employee's salary to the plan, if they are contributing members of the N.C Local Governmental Employee's Retirement System.
 - Removed the language that Buncombe County Commissioners are not eligible to participate in the 401(k).



Position Classification Policy *(New)*

- New stand-alone policy
- Removed existing language from Personnel Ordinance Article II
- Ensures positions are classified according to the duties, responsibilities, qualifications needed of incumbent employees, and other related factors.



Policy Overview - Key Concepts

- Discusses roles for maintaining the Position Classification Plan as adopted by the Board of Commissioners, according to class and salary grade, including for new positions or when positions change.
- Provides guidance for position managing process when a change in class title and/or salary grade of an existing or previously classified position is needed.
- Provides Board of Commissioners oversight for adding or deleting classes of positions.



Recruiting and Selection Policy *(New)*

- New stand-alone policy
- Removed existing language from Personnel Ordinance Article IV
- Provides a framework for County Hiring Managers, supervisors, and employees to navigate the recruitment and selection process to promote equity, transparency, and compliance with laws and regulations.



Policy Overview - Key Concepts

- Provides framework for:
 - Roles and Responsibilities
 - Position Vacancy Announcements
 - Recruiting or Search Firms
 - Application Submission
 - Internal Processes
 - Qualification Standards
 - Interview
 - Offer
 - Hire
 - Compensation
 - Background, Employment and Education Records Check



Workplace Violence Policy *(New)*

- New stand-alone policy
- Removed existing language from Personnel Ordinance Appendix B
- Codifies and standardizes efforts to help employees identify, report, assess, and mitigate security incidents and threats that impact the security of County staff.



Policy Overview - Key Concepts

- Provides framework for:
 - Zero Tolerance for threats, intimidation, coercion or acts of violence
 - Identification of Security Incidents
 - Reporting of Security Incidents
 - Investigation
 - Threat Mitigation and Management



Next Steps

- Public hearing for the Personnel Ordinance Updates on May 20, 2025
- Approve the resolution amending the Personnel Ordinance
- Approve the amended Benefits Policy and new Position Classification Policy

