



Proposed Revisions to the Human Resource Policy Manual

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Director of Human Resources
January 8, 2014

General Information

- Policy manual last updated May 8, 2013
- Revisions made when laws and/or regulations change, to add new policies, or to clarify existing policies
- Proposed changes have been reviewed by County Attorney's Office and Department Heads
- Continue to review policies as regulations change, and to consider enhancement opportunities



Proposed Changes

1.6 *Definitions*

- Transfer – revised to cover any change at the same pay grade, with an optional conditional status

3.7 *Intern Program*

- Provides guidelines to determine if an intern is paid or unpaid



5.7.A Probation and Conditional Status

- Clarifies conditional status as an option for employees who transfer from one position to another

5.8 Re-employment and Reinstatement

- Better clarifies service date and benefits



Proposed Changes

6.3.D Transfer

- Clarifies a transfer as a move from one position to another in the same pay grade

6.4.G Compensatory Leave and Overtime Pay

- Requires payout of compensatory leave balance when an employee moves from a non-exempt position to an exempt position



Proposed Changes

6.12 Workers' Compensation

- Clarifies payment to an employee on Workers' Compensation leave for up to 90 days (100%) and after 90 days (66 2/3%)

8.5 Extended Sick Leave

- Requires minimum balance of 20.0 hours Sick Leave to qualify



Proposed Changes

15.3.B.2 Drug Free Workplace and Substance Abuse Testing

- Includes transportation preference in a County vehicle for employees tested under reasonable suspicion
- Changes submitting to a test for reasonable suspicion or post-accident from two hours to one hour



Recommendation

Recommend approval with an
effective date of
January 9, 2014



Conclusion

- Questions and comments
- Requested action:
Approve Human Resources policy revisions as presented, effective
January 9, 2014

