



# *The County of El Dorado*

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## *Chief Administrative Office*

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TO: Board of Supervisors

FROM: Terri Daly, Chief Administrative Officer

RE: Proposed Revisions to Employee-related Ordinances, Policies and Personnel Rules

On May 7, 2013, the Board approved an update to the County Personnel Rules, a major overhaul and the first revision of the Personnel Rules since the adoption of Resolution 227-84 in 1984. In addition, on November 5, 2013 the Board gave direction to staff to embark on a systematic update of the County Board of Supervisors Policy Manual to bring consistency with current law and internal practices and to make the manual more user-friendly.

At this time, we are recommending the Board review and provide input and direction to staff regarding the following:

1. Revisions to Ordinance Code Chapter 2.57 (Personnel and Salary Regulations) and Chapter 2.60 (Civil Service System)
2. Updates to the Personnel Policies contained in Section E of the Board of Supervisors Policy manual
3. A new policy for “Respectful Workplace” to be included in the Personnel Rules
4. Technical revisions to the Personnel Rules (Resolution 048-2013)

The overall approach in this personnel-related policy and code update is to centralize all information and rules pertaining to personnel policies in one place. Currently this information is found in numerous ordinances, resolutions, policies, and sometimes in memos that were never formalized by the Board of Supervisors. The changes proposed in this update centralize information in the Personnel Rules and a small number of Board Policies. This approach results in some items actually being deleted (Chapter 2.57 of the Ordinance Code) or information being moved to the Personnel Rules.

The proposed changes to the Ordinance Code, Section E Personnel Policies and Personnel Rules have been reviewed by the Human Resources staff, the HR Strategic Investment Team, the Chief

Administrative Office, and County Counsel. In addition, all Department Heads received copies of the proposed changes and were invited to a meeting to discuss the proposed changes and any potential impacts. Thanks to all the staff that participated in this update.

#### Ordinance Code

Proposed revisions to Chapter 2.57 (Personnel and Salary Regulations) and Chapter 2.60 (Civil Service System) are to 1) ensure consistency between the ordinances and the new Personnel Rules; 2) ensure consistency with current practices; and 3) to ensure compliance with current State code requirements. There are no significant changes proposed at this time. A complete copy of the detailed changes to the ordinances is provided in the attachments to Legistar File 14-0104.

#### Section E of the Board of Supervisors Policy Manual - Personnel Policies

Revisions are proposed to the Personnel Policies contained in Section E of the Board of Supervisors Policy Manual so that they conform to the new policy template and guidelines approved (in concept) by the Board on November 5, 2013. There are no significant changes proposed at this time; however, staff has identified some areas of policy that need further discussion and analysis for effectiveness and better alignment with the Board's overall strategy and philosophy. For example, the Department Heads identified the areas of tuition reimbursement and recruitment incentives (signing bonuses, relocation reimbursement) for further analysis and discussion to determine if these tools are getting the desired result and whether there are other tools that could be implemented. A complete copy of the detailed changes to the policies is provided in the attachments to Legistar File 14-0105.

#### Respectful Workplace

On April, 9, 2013 the Board directed the Chief Administrative Officer to work with appropriate county staff on the development of a County "Anti-Bullying" Personnel Policy and return to the Board with a draft policy on or before May 21, 2013. On May 21, 2013, the Chief Administrative Officer reported back to the Board that additional time was necessary to prepare a draft policy due to the complexity of such a policy.

As an update on the status of this matter, the Human Resources Director is providing a presentation to the Board regarding a proposed "Respectful Workplace" Policy and requesting direction regarding next steps on this matter (Legistar File 13-0401).

#### Personnel Rules

The majority of the proposed revisions to the Personnel Rules (Resolution 048-2013) are necessary technical clean up that has been identified by staff in Human Resources, the Chief Administrative Office, County Counsel and other departments as a result of interpreting and applying the recently adopted rules. Proposed revisions to the Personnel Rules are primarily grammatical, or are required for clarification or internal consistency; however, there is one substantive proposed addition. Rule 111, "Respectful Workplace" is a new rule proposed for inclusion in the Personnel Rules based on previous Board direction.

A chart of the Personnel Rule revisions as well as a complete copy of the detailed changes to the Personnel Rules is provided in the attachments to Legistar File 13-0447.

### Next Steps

The purpose of this Special Board Meeting is to review the proposed changes to the ordinances, Section E Personnel Policies and Personnel Rules and to provide direction to staff to proceed with the next steps. Specifically:

- 1) Direct staff to prepare final draft versions of the proposed changes to the ordinances, Section E Personnel Policies and Personnel Rules.
- 2) Direct Human Resources to meet and confer with the employee bargaining units where appropriate.
- 3) Direct staff to return to the Board for first reading of the Ordinances.
- 4) Direct staff to return to the Board with a resolution to incorporate revisions to the Personnel Rules.
- 5) Direct staff to return to the Board for additional discussion or adoption of revisions to Personnel Policies E-1 through E-8.

Thank you for your consideration and support of this process.