



## Legislation Details (With Text)

**File #:** 13-0447 **Version:** 4  
**Type:** Agenda Item **Status:** Approved  
**File created:** 4/16/2013 **In control:** Board of Supervisors  
**On agenda:** 3/4/2014 **Final action:** 3/4/2014  
**Title:** VERSION 6 is current version.

Chief Administrative Office and Human Resources recommending the Board adopt and authorize the Chair to sign Resolution 048-2015 to revise the County of El Dorado Personnel Rules and to rescind prior Resolution 015-2014, Resolution 015-2014 (Personnel Rules), Personnel Policy No. 2 (Early Salary Range Step Advancement), and Board of Supervisors Policies E-6 (Relocation Reimbursement), E-7 (Recruitment Signing Bonus) and E-8 (Tuition Reimbursement) which have been incorporated into the revised Personnel Rules.

### Sponsors:

### Indexes:

### Code sections:

**Attachments:** 1. 4A - Blue Route 3-4-14, 2. 4C - Personnel Rules Proposed Revisions 3-4-14, 3. 4B - Resolution - Personnel Rules 3-4-14, 4. Clerical Correction to Section 111 BOS 3-4-14, 5. Fully executed Resolution 048-2013.pdf, 6. Executed Resolution 015-2014.pdf, 7. Public Comment Rcvd 3-4-14 BOS 3-4-14, 8. Public Comment Rcvd 2-25-14 BOS 2-25-14, 9. Public Comment 2-24-14 BOS 2-25-14, 10. 2A - CAO Staff Report 1-21-14, 11. 2B - Personnel Rule Road Map 1-21-14, 12. 2C - Personnel Rules Draft Changes 1-21-14, 13. 2D - Reso 275-93 1-21-14, 14. 2E - Reso 148-94 1-21-14, 15. A - Personnel Rules 5-7-13.pdf, 16. B - Personnel Rules-Strikethrough 5-7-13.pdf, 17. C - Personnel Rules reso.pdf, 18. D - CompensationResolution227-84.pdf, 19. E - PersonnelManagementResolution228-84.pdf, 20. Adopted New Personnel Rules master 5.7.13.pdf

Date	Ver.	Action By	Action	Result
3/4/2014	4	Board of Supervisors	Approved	Pass
2/25/2014	3	Board of Supervisors	Continued	Pass
1/21/2014	2	Board of Supervisors	Approved	Pass
5/7/2013	1	Board of Supervisors	Adopted	Pass

Chief Administrative Office and Human Resources recommending the Board adopt Resolution **015-2014** revising the County of El Dorado Personnel Rules, to revise and clarify language and to add Part 111, Respectful Workplace; Appendix A, Employee Expectation Standards; and Appendix B, El Dorado County Department Head Expectations. (Cont. 2/25/14, Item 31)

### Background

On May 7, 2013, the Board approved a comprehensive update to the County of El Dorado Personnel Rules (Resolution 048-2013). In the seven months that this document has been in place and in use, it has become apparent and necessary to make minor revisions for grammatical clarity. Furthermore, revisions to Part 806 (b), Overfill, and Part 606, Veteran's Preference Credit, effectively supersede Resolution 275-93 and Resolution 148-94 respectively, and therefore staff recommends those resolutions be repealed. In addition to these changes, Part 111, Respectful Workplace, Appendix A, Employee Expectation Standards, and Appendix B, El Dorado County Department Head Expectations were added.

On January 21, 2014, the Chief Administrative Office and Human Resources presented the proposed changes to various sections the Personnel Rules as outlined in the attached memorandum from Terri Daly, Chief Administrative Officer (Attachment 2A) as well as in the attached Chart of Personnel Rule Revisions (Attachment 2B). The proposed draft changes were provided in detail as Attachment 2C.

#### **Reason for Recommendation**

Additional revisions and corrections to the proposed changes to the Personnel Rules have been made based on further review by staff and County Counsel following the January 21, 2014 Board meeting. The current agenda item includes approval by County Counsel (Attachment 4A), the proposed Resolution to enact the revisions (Attachment 4B) and the proposed revisions to the Personnel Rules (Attachment 4C).

All bargaining units have been notified that the Board of Supervisors will be discussing this matter on March 4, 2014.

#### **Clerk of the Board Follow Up Actions**

The Clerk of the Board shall obtain the Chair's signature on the Resolution and provide a fully executed copy to Human Resources for implementation.

#### **Contact**

Pamela Knorr, Human Resources Director

#### **Concurrences**

County Counsel