



Legislation Text

File #: 19-0234, **Version:** 1

Human Resources Department recommending the Board adopt and authorize the Chair to sign Resolution **018-2019** providing a comprehensive update to the El Dorado County Personnel Rules, thereby repealing and replacing:

- 1) The County of El Dorado Personnel Rules, Resolution 015-2014;
- 2) Board of Supervisors Policy E-6, Relocation Reimbursement;
- 3) Board of Supervisors Policy E-7, Recruitment Signing Bonus;
- 4) Board of Supervisors Policy E-8, Tuition Reimbursement;
- 5) Personnel Policy Number 2, Early Salary Range Step Advancement Policy;
- 6) Personnel Policy Number 3, Management Evaluation Program; and
- 7) Personnel Policy Number 4, Payoff of Compensatory Time Off for Employees Promoted to a Management Position. (Est. Time: 10 Min.)

FUNDING: N/A

DISCUSSION / BACKGROUND

On March 4, 2014, the Board approved a comprehensive update to the County of El Dorado Personnel Rules (Resolution 015-2014). In the approximately five (5) years since this document has been modified, it has become necessary to make revisions to the County's Personnel Rules (Rules) based on law and regulation changes, as well as to incorporate flexibility and clarity.

It is Human Resources' expectations that these Rules will serve as a living document that is reviewed and updated as often as necessary to ensure compliance with laws and regulations; acknowledge industry standard practices; ensure consistency and fairness; and include identified operational efficiencies as the County continues to evolve.

Over the past year, Human Resources facilitated multiple engagement points to ensure a comprehensive review was conducted, inclusive of input from various stakeholders. A committee comprising representatives from multiple County departments was convened to identify and recommend revisions to the Rules. Additional review and input was provided by department heads and/or their designees, County Counsel, and from the authorized agents of represented bargaining units.

A summary of the changes are below; however, it should be noted that majority of the changes are formatting, reorganization of sections, and re-wording to eliminate inconsistency.

- Reorganization and renumbering to enumerate definitions of terms in the beginning of the document (Part 2), rather than at the end (Part 16).
- Replace the Respectful Workplace Rule with the Abusive Conduct in the Workplace Rule, and add Rule on Prohibition against Retaliation for Good Faith Complaints and the Filing of Intentionally False Complaints.
 - In addition, investigations under this rule are transitioned to Human Resources.

- Additional definition of terms including but not limited to, Alternately Allocated Position, Applicant, Base Hourly Rate, Candidate, Class Series, Compensatory Time Off, Confidential Employee, Disciplinary Action, Eligibility List, Limited Term Employee, Personnel Review Committee, Secondary Probation, Separation, Skelly Officer, and “Y” Rate.
- Amend the Conflict of Interest Rule.
- Amend existing language on types of recruitments and for the modification, suspension, or cancellation of recruitment.
- Amend existing language in Rule for Promotion within Flexibly Staffed Positions and add Rule on Promotion within Alternately Allocated Positions.
- Amend Rules for Extra Help and add Rule on Selection Procedures for Extra Help positions.
- Amend Rule on Waiver of Selection Procedures.
- Amend Rule on Establishment and Maintenance of Eligibility Lists, including expanding authorization for concurrent eligible lists for the same classification, subject to the criteria defined by the Rule.
- Add Rules for Merged Lists, Reemployment Lists, and Lateral Transfer Lists.
- Amend Rule on Duration of Eligibility Lists to allow for cancellation or continuation, at the discretion of the Director of Human Resources.
- Delete Rule on Free Names.
- Add Rule on Substitution of Eligibility List.
- Amend language on Military Leave.
- Add Rules for the California Family Leave Act.
- Amend Overfill language.
- Amend language on Upward Reclassifications, Downward Reclassifications, and Lateral Reclassifications.
- Add language for Donation of Vacation Leave.

A redline version is available and attached to this item (Attachment B) however, it is important to note that the document was reorganized extensively. As such, there are many areas that appear to show a deletion or an addition, when in reality the section or subsection was moved to a different area in the document. A summary of the major revisions is also attached to this item (Attachment D) to provide references to some of the major changes to the Rules.

Furthermore, the following policies have been updated and incorporated into the new Rules; upon adoption, the policies will be repealed and replaced, and of no further force or effect:

- Personnel Policy Number 2, Early Salary Range Step Advancement Policy (now Section 604.2 of the Rules);
- Personnel Policy Number 3, Management Evaluation Program (now Section 1501 of the Rules);
- Personnel Policy Number 4, Payoff of Compensatory Time Off for Employees Promoted to a Management Position (now Section 1302.1 of the Rules);
- Board of Supervisors Policy E-6, Relocation Reimbursement (now Section 709 of the Rules);
- Board of Supervisors Policy E-7, Recruitment Signing Bonus (now Section 708.4 of the Rules); and
- Board of Supervisors Policy E-8, Tuition Reimbursement (now Section 617 of the Rules).

ALTERNATIVES

The Board could reject the proposed Personnel Rules as presented and direct the Department of Human Resources to make changes.

PRIOR BOARD ACTION

This Resolution revises the County of El Dorado Personnel Rules adopted by the Board of Supervisors on March 4, 2014, Resolution 015-2014, Legistar item 13-0447.

OTHER DEPARTMENT / AGENCY INVOLVEMENT

Chief Administrative Office

County Counsel

Public Employees, Local #1

Operating Engineers, Local #3

El Dorado County Probation Officers Association

El Dorado County Deputy Sheriff's Association, Law Enforcement Unit

El Dorado County Law Enforcement Management Association

El Dorado County Deputy County Counsel Association

El Dorado County Criminal Attorney's Association

El Dorado County Managers' Association

All Department Heads and multiple stakeholders from varying levels within the County.

CAO RECOMMENDATION / COMMENTS

It is recommended that the Board approve this item.

FINANCIAL IMPACT

There is no financial impact associated with the update to the personnel rules.

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 Katie Lee in Human Resources. The Clerk shall also remove Policies E-6, E-7 and E-8 from the Board's online Policy Manual as these policies are herewith incorporated into the Personnel Rules.

STRATEGIC PLAN COMPONENT

Good Governance

CONTACT

Tameka Usher, Director of Human Resources