



Legislation Text

File #: 22-2012, **Version:** 1

Human Resources Department recommending the Board adopt the updated County of El Dorado Personnel Rules, Resolution **166-2022**, repealing and replacing County of El Dorado Personnel Rules, Resolution 018-2019.

FUNDING: Various.

DISCUSSION / BACKGROUND

On February 26, 2019, the Board approved a comprehensive update to the County of El Dorado Personnel Rules (Resolution 015-2014). These Rules 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, provide clarity, and incorporate operational efficiencies as the County evolves.

Over the past year, Human Resources facilitated multiple engagement points to ensure a comprehensive review was conducted, inclusive of input from various stakeholders. A cross-functional committee of Human Resources representatives 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 major changes are below; however, it should be noted that the majority of the changes are reorganization and/or renumbering of sections, and re-wording for clarity and consistency.

- Add new paid Bereavement Leave Rule. Regular and limited term employees would be granted paid bereavement leave of up to twenty-four (24.0) hours in a calendar year following the death of an eligible family member (pro-rated for part-time employees based on FTE).
- Add, update, and reorganize definition of terms including but not limited to Acting Status, Appointing Authority, Compensatory Time Off, Employee, Extra Help Appointment, Full-Time Equivalency, Limited Term Employee, Outpatient Status, and Transfer.
- Remove the word "Regular" from rules except where the rule is specifically limited to Civil Service employees, for consistency with current labor agreements.
- Amend Underfill/Overfill Rules to allow the Board to extend an underfill beyond the current one (1) year maximum, and to simplify the overfill eligibility language
- Amend Extra Help Appointment Rule to 1) remove requirement for mandatory employment separation as a moot provision, 2) to clarify applicability of minimum qualification requirements, and 3) simplify eligibility for transition of extra help to regular employment.
- Amend Training/Transition Overlap Rule to allow flexibility for appointment dates (without extending the maximum period of overlap) when the outgoing employee would otherwise be on a leave of absence, limiting their availability to provide training to the incoming employee.
- Amend Probationary Period language for more consistency with Labor Agreements.

Additional “house-keeping” language changes are included in the recommended Personnel Rules update.

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 succeeds and replaces Resolution 018-2019 adopted by the Board of Supervisors on February 26, 2019, Legistar item 19-0234.

OTHER DEPARTMENT / AGENCY INVOLVEMENT

Chief Administrative Office
County Counsel
All represented labor groups
All Department Heads

CAO RECOMMENDATION

Approve as recommended.

FINANCIAL IMPACT

The only financial impact is associated with the proposed new paid Bereavement Leave Rule. There is currently no data that captures use of sick leave or other time off taken for funeral or bereavement-related leave to accurately cost this new rule. The full cost of a position is budgeted, and the majority of classifications would not need to be backfilled, incurring an additional cost, if an employee used bereavement leave. It is anticipated that departments can absorb any additional cost bereavement leave would incur.

CLERK OF THE BOARD FOLLOW UP ACTIONS

The Clerk will obtain the signature of the Chair on the Resolution and provide a fully executed copy to Misty Garcia in Human Resources.

STRATEGIC PLAN COMPONENT

Good Governance

CONTACT

Joseph Carruesco, Director of Human Resources