

Summary of Policies Modifications

2-1. EQUAL EMPLOYMENT OPPORTUNITY	Grammatical correction
2-3. DISCRIMINATION AND HARASSMENT PROCEDURES	Grammatical correction. Inclusion of Volunteers in training requirement. Investigation results reported to the County Manager. Investigation results reports to complainant and alleged offender.
2-4. NEPOTISM.	Requirement to report if employees become immediate family members that creates a supervisor/subordinate relationship to Human Resources within 10 calendar days and management options to transfer or employee to resign to remedy the situation.
2-5. CONFLICT OF INTEREST AND CODE OF ETHICS.	Excluding meals from gift acceptance in accordance with the Board's adopted Code of Conduct. Added reference to separate Code of Conduct adopted every 3 years by the Board of County Commissioners.
2-10 POLITICAL ACTIVITY.	Grammatical correction and substantive modification regarding employees running for elected office and the time off from work required.
2-12 USE OF PUBLIC PROPERTY.	Clarification on IRS taxability of take-home vehicles
2.13 REASONABLE ACCOMMODATION POLICY	Modification to comply with the ADA Restoration Act adopted in 2008 and effective January 1, 2009 and change of job title for the ADA Coordinator to EEO Specialist.
3-1 RECRUITMENT	Deleted redundancy contained in 3-15 and clarified the process applies to all full-time and part-time positions that are budgeted to work more than 20 hours per week instead of "scheduled."
3-5 EXCEPTIONS TO POSTING	Clarification that exceptions required the approval of the County Manager.
3-7 FILING OF APPLICATIONS	Added provisions for an electronic signature on the application to recognize the newly developed application that can be completed on-line and emailed to DAC Human Resources.
3-8 SUBSTITUTIONS	Clarification allowing for 1-year of education from an accredited college or university may be substituted for one year of required experience and eliminating restriction that such substitution may only be acquired for undergraduate level education. Deleted reference allowing non-professional experience to be substituted when an applicant pool does not contain applicants who meet the minimum qualifications of the position to ensure all individuals hire meet the minimum qualifications for the position.

3-9 DISQUALIFICATION OF APPLICANTS	Clarification of redundancy – the job announcement and job description both contained the minimum qualifications.
3-10 TESTS	Clarification of the appropriate form for recording applicant ratings within a selection process.
3-12 INTERVIEWS	Clarification that applicants are not “scored”; that selection committees/panels role is to make recommendations for hire not to make a hiring determination and direction on who is to conduct reference checks.
3-13 HIRING RECOMMENDATIONS	Clarification of necessary paperwork to accompany a recommendation for hire
3-14 RE-EMPLOMENT AFTER LAYOFF	Clarifications that policy applies to classified employees.
3-17 POLITICAL APPOINTMENTS	Deleted and section reserved because State Statute prohibits the interference with the operations of an elected official.
3-19 FINGERPRINTING	Change to background checks because the County cannot obtain NCIC authorization. Also reserves the right to conduct background checks on other positions when hired within the County.
4-2 CLASSIFIED AND UNCLASSIFIED POSITIONS	Clarification of definitions.
4-3 TYPES OF POSITIONS	Clarification of definitions.
4-6 PROBATIONARY STATUS	Clarification regarding performance evaluations or probationary employees. Clarification regarding the remainder of any probationary period if the employee changes positions within the County for any reason.
4-7. LICENSE/OCCUPATIONAL CERTIFICATION	Eliminated “C” which is redundant with “A” of this section. Reserves the right of the County to cancel leave at any time when an employee loses a required license/certification. Clarifies that any termination proceedings must comply with section 10-5.
5-2 OBJECTIVES FOR THE CLASSIFICATION AND COMPENSATION PLAN	Grammatical corrections
5-3 CLASSIFICATION PLAN ADMINISTRATION	Grammatical corrections
5-4 POSITION RECLASSIFICATIONS	Process corrections
5-6 JOB EVALUATION CRITERIA	Modified to include reference to newly implemented point-factor job evaluation system.

5-7 COMPENSATION PLAN UPDATE	Grammatical corrections.
5-8 COMPENSATION ADMINISTRATION	Process clarifications.
5-9 OVERTIME/COMPENSATORY TIME	<p>Clarifies employees will be informed prior to scheduled overtime whether they will be compensated with overtime or compensatory time.</p> <p>Clarifies that comp time in excess of the allowed 80 hours will be paid out the last pay period of each fiscal year to minimize financial liability for comp time earned at one rate of pay and paid out at a higher rate of pay.</p> <p>Clarifies that comp time carries over if an employee changes from one position to another that qualifies for comp time or is paid out if the employee changes to a position that is exempt from overtime and that the originating department is responsible for facilitating any required pay-out.</p> <p>Clarifies that supervisor may direct the use of compensatory time prior to accrued vacation time as allowed by the FLSA for governmental entities to control overtime costs.</p>
6-2 ABSENCES & TARDINESS	Reporting clarification to immediate supervisor if an absence or tardiness occurs.
6-4 STANDARDS OF CONDUCT	Delete redundancy regarding confidentiality
6-6 TIME REPORTING	Clarification to recognize different timekeeping methods within departments and flexibility to enhance timekeeping methodology.
6-11 NEGATIVE OR DEROGATORY REMARKS	Clarification of "active" employees
6-13 LETTERS OF REFERENCE/RECOMMENDATION	Grammatical clarification to make clear this section pertains to references or recommendations for County employees.
6-14 PERSONAL APPEARANCE	Substitute "standard" for "code" as it pertains to dress. Addition of IRS taxation requirement of certain items of uniform clothing.
6-15 ELECTRONIC MAIL, COMPUTER AND ON-LINE SERVICES USAGE	Deleted reference to providing an employee's password(s) with a county official.
6-20 CHILDREN AND OTHER FAMILY MEMBERS OF EMPLOYEES AT WORK	Inclusion family members, as well as children, remaining in an employees work area.

6-21 COUNTY DRIVING TRAINING	Inclusion of Risk Management Department in reporting chain for provision of certificate of completion of Defensive Driving within 6 months of joining DAC. Eliminated redundancy in F
6-22 MOTOR VEHICLE RECORDS CHECKS	Modification to coordinate with the Risk Management Vehicle Use Policy.
6-23 LOSS OF DRIVERS LICENSE	Clarification that the number of days refers to calendar days.
6-27 WORKPLACE VIOLENCE	Addition of Risk Manager in the reporting chain for any violent incident by the immediate supervisor and eliminating the reference to the Risk Manager in the Human Resource Department's reporting chain. Deleted reference to "return to work" in P and Q because an employee may or may not have been placed on administrative leave pending the outcome of an investigation depending on the specific circumstances of the incident. Clarification of the routing of investigative reports pertaining to violence in the workplace.
7-7 PUBLIC EMPLOYEES RETIREMENT ACT	Deleted list of different types of employees required to participate in PERA because state statute will govern.
7-10 EMPLOYEE ASSISTANCE PROGRAM	Removed reference to a specific number of visits allowed to permit flexibility in plan design.
7-11 EDUCATIONAL ASSISTANCE PROGRAM	Deleted reference to Term Employees because this type of employment relationship was determined to be unnecessary in the original adoption of the policies.
8-1 LEAVE ACCRUAL AND USAGE	Grammatical clarification that advance approval for leave use shall be as soon as possible in emergency situations. Clarification that the termination process in 10-5 shall be followed in the event of job abandonment.
8-3 VACATION	Inclusion of grant employees if the grant allows for the accrual and use of vacation. Inclusion of notification to Human Resources and approval of the County Manager for leave carry over in excess of 240 hours each fiscal year if employees have been denied requested vacation time. Deleted reference to vacation pay-out upon separation because it is contained in Section 11-5 – Separation Pay Clarifications and elimination of redundancies.
8-4 SICK LEAVE	Clarifications
8-5 DONATION OF VACATION LEAVE TO OTHER EMPLOYEES	Process clarification to request and receive donation of vacation leave due to a serious health condition
8-6 FAMILY AND MEDICAL LEAVE ACT	Substantive changes to reflect the federal changes to the Act.
8-7 FMLA FAMILY MILITARY LEAVE	New policy to reflect the federal changes to the Act.
8-9 MILITARY LEAVE	Clarification of the policy to include the detailed requirements of both state and federal laws pertaining to military leave to provide sufficient information for both employees and supervisors.

8-10 CIVIC DUTY LEAVE	<p>Clarification that Court Leave with regular pay is authorized only when an employee is required to testify on behalf of the County in a matter that came about as a result of his/her employment. This benefit is not authorized in matters in which the employee is a private litigant.</p> <p>Clarification that court fees may be retained by the employee if he/she is in a leave-without-pay status and the County will not pay for regular hours serves on jury duty when he/she is in a leave-without-pay status.</p>
8-11 BEREAVEMENT LEAVE	Bereavement Leave changed to five (5) working days.
8-15 HOLIDAYS AND PERSONAL DAY	<p>Clarification that the approval of a flex schedule does not alter the number of hours of holiday or personal day.</p> <p>Clarification of pay when an eight-hour employee works on a holiday.</p>
8-16 LEAVE OF ABSENCE	Clarification of length
9-1 PERFORMANCE EVALUATIONS	<p>Inclusion of grant-funded employees in annual performance evaluation process.</p> <p>Reference to Section 4-6 for evaluation process for probationary employees.</p> <p>Deletion of reference to training period after promotion because a training period was not included in the adoption of the original policies.</p> <p>Clarification of the process for performance evaluation if an employee changes position, assignment or department.</p>
10-3 DISCIPLINARY MEETING	Grammatical clarifications.
10-4 TYPES OF DISCIPLINE	<p>Grammatical corrections.</p> <p>Process clarification for demotions, suspensions without pay and terminations.</p>
10-5 PRE-DETERMINATION PROCESS	<p>Clarification that the pre-determination process does not pertain to employees who have not completed their probationary period. Deletion of the term "introductory" and insertion of term "probationary" for consistency.</p> <p>Deleted redundancy regarding probationary employees being at-will which is contained in 11-1 Termination of Probationary or Unclassified Employees.</p> <p>Deleting reference to remaining in the current position pending the outcome of the pre-determination hearing for demotions to avoid conflict with Section 8-17 Administrative Leave.</p>
10-6 GRIEVANCE PROCEDURES	Inclusion of grant-funded employees. Clarification of process and timelines.
11-1 TERMINATION OF PROBATIONARY OR UNCLASSIFIED EMPLOYEES	Eliminated redundancy.
11-1 SEPARATION PAY	Clarification that separation pay for voluntary and medical separations will be on the payday following the pay period that the separation date was effective.

11-1 ELIGIBILITY FOR REHIRE	Clarifies that a department head may recommend that a separating employee not be eligible for rehire in the County. The Human Resources Director shall make the final determination of eligibility for rehire.
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