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12-22-81

ORDINANCE NO. 156, 1981

An Ordinance Amending  
C.C.C. 3.08, Personnel System

BE IT ORDAINED BY THE BOARD OF CLALLAM COUNTY COMMISSIONERS:

Section 1. Amend section C.C.C. 3.08.010 of Personnel System Ordinance to read as follows:

C.C.C. 3.08.010 Purpose. The purpose of this chapter is to establish and maintain a personnel system which will assure that recruitment, selection, promotion, retention and separation of County employees shall be based on merit and fitness and shall provide for a County Career service.

The specific objectives of the personnel system shall include, but not be limited to the following:

(1) Recruiting, selecting and promoting employees on the basis of their ability, knowledge and skills (~~(including open consideration of qualified applicants for all vacant positions)~~);

(2) Recruiting, selecting and promoting employees in accordance with the spirit and rules of the County's Affirmative Action Program, as adopted September 18, 1975;

(3) Ensuring that positions in the classified service are placed in the appropriate classification, so that positions which share the same or similar duties and responsibilities and require essentially the same or similar recruiting and selection criteria receive the appropriate compensation;

(4) Remaining competitive with other public and private employers in the appropriate labor market;

(5) Ensuring fair treatment of applicants and employees in selection, promotion, training and all other aspects of personnel administration, in accordance with the non-discrimination principles of the Clallam County Home Rule Charter, Article X, Section 10.30;

(6) Training employees, as needed to ensure high quality performance;

(7) Retaining employees on the basis of the adequacy of their performance, correcting inadequate performance, and separating employees whose inadequate performance cannot be corrected; and,

(8) Ensuring that employees are protected against coercion from partisan political purposes and are prohibited from using their official authority for the purpose of interfering with or affecting the results of an election or a nomination for office.

Section 2. Amend section C.C.C. 3.08.050 of Personnel System Ordinance to read as follows:

C.C.C. 3.08.050 Personnel Administration.

(1) The Board of County Commissioners shall have the final responsibility and authority in all matters affecting personnel administration, and shall adopt, by resolution, personnel policies and procedures. Prior to the adoption of such policies and procedures, managers shall be afforded the opportunity to review and comment.

(2) The Personnel Director shall have the responsibility and authority to:

(a) Within one (1) year of the effective date of this chapter, prepare and recommend to the Board for approval personnel policies and procedures which are responsive to the needs of management, and after adoption, prepare and recommend to the Board for approval changes in the personnel policies and procedures as necessary or as required by the provisions of this chapter;

(b) Administer the personnel policies and procedures after their adoption by the Board;

(c) Establish and maintain a roster of all employees in the County service, which shall include the class title, pay, and other pertinent data;

(d) Develop and recommend to the Board for approval, and administer, in cooperation with managers (~~(elected-officials-and-department-heads)~~), affirmative action programs to provide for equal opportunity in all aspects of County personnel administration;

~~((e)- Develop and recommend to the Board for approval, and administer, a safety management program for managers, supervisors and employees;))~~

~~((f))~~ (e) Investigate, from time to time, and as may be requested by the Board, the operation and effect of the personnel policies and procedures, and report findings and recommendations to the Board;

~~((g))~~ (f) Prepare and recommend to the Board for approval such forms as may be necessary to administer the personnel policies and procedures; and,

~~((h))~~ (g) Prepare an annual report of personnel system accomplishments and deficiencies for review by the Board.

(3) Managers shall have the responsibility and authority to:

(a) Appoint, with the approval of the Board, employees to positions within their respective offices and departments in accordance with established personnel policies and procedures;

(b) Administer provisions of the labor contract and the personnel policies and procedures in their respective offices and departments and delegate such authority to supervisory personnel;

(c) Recommend to the Personnel Director or the Board changes in the policies and procedures to improve the personnel system; and,

(d) Keep employees in their office and departments informed of current personnel policies and procedures.

(4) Supervisory personnel shall, to the extent that managers delegate the authority, have the responsibility and authority to:

(a) Participate with the manager in the personnel administration process;

(b) Enforce provisions of the labor contract and personnel policies and procedures;

(c) Recommend to the manager initially, or if necessary to the Personnel Director, or the Board, changes in the personnel policies and procedures; and,

(d) Perform first line supervisory and other functions.

(5) Employees shall have the responsibility and authority to:

(a) Read, understand and carry out provisions of the personnel policies and procedures as appropriate, and provisions of the collective bargaining agreement; and,

(b) Recommend changes in the personnel policies and procedures to the appropriate supervisor or manager initially, or if necessary to the Board.

Section 3. Amend section C.C.C. 3.08.060 of Personnel System Ordinance to read as follows:

C.C.C. 3.08.060 Selection. The personnel policies and procedures shall include provisions for the conduct of an active recruitment program designed to meet current and projected manpower needs, including provisions dealing with the following:

(1) Job vacancies shall be filled through promotion from within or open competitive selection;

(2) Every person appointed to a position in the classified service will serve a probationary period of a minimum of three (3) months and not longer than eighteen (18) months, based on the probationary period for each class as established by the personnel policies and procedures;

(a) At any time during the probationary period, any person may be terminated by the manager for sufficient cause, including unfitness or unsatisfactory performance. Probationary employees shall not be entitled to a public hearing by the Board of Clallam County Commissioners.

(b) Each employee shall be evaluated by his immediate supervisor thirty (30) days prior to the completion of the initial and any extended probationary period. The employee must have a satisfactory evaluation in order to achieve regular status. The supervisor's evaluation shall be reviewed by the probationary period employee and the manager, and copies of the evaluation shall be given to the employee and the Personnel Director. The employee may attach his written comments to any such evaluation.

(c) The probationary period for promotional appointments and transfers may be shorter than the established probationary period for each class. If such employees do not receive a satisfactory evaluation for their respective probationary periods, they shall be reinstated in their former positions if those positions remain open.

(3) ~~((Promotional selection shall be open to the general public and to all County employees who meet the prescribed minimum qualifications for the position.))~~ Vacancies in positions shall be filled insofar as consistent with the best interest of the County, from employees holding permanent positions in appropriate job classes on a competitive basis. If qualified personnel are not available from within the service of the County, applicants shall be recruited from outside the service.

Section 4. Amend section C.C.C. 3.08.100 of Personnel System Ordinance to read as follows:

C.C.C. 3.08.100 Employee Development. The personnel policies and procedures shall include provisions for promoting employee development, including sections dealing with the following:

(1) Newly hired employees will receive orientation to the County by their managers and the Personnel Director. Orientation shall be conducted according to the personnel policies and procedures.

(2) To facilitate County career advancement, managers and the Personnel Director will be reasonably available to (a) work with the employee and determine the employee's desired County career path; (b) assess the employee's past and present job-related skills; (c) recommend skill requirements of County career goals; ~~((and;))~~ (d) recommend education, training, or experience appropriate for the employee to follow in achievement of County career objectives; and, (e) work with the Personnel Department towards meeting these goals.

(3) ~~((At least once each year the Personnel Director will prepare or revise a training resource manual listing training opportunities, along with recommendations on the quality of course content and instructional staff. This manual will be distributed to managers for use in improving~~

~~their-employees'-skills-))~~ Managers and employees will work with the Personnel Department in developing and updating resource information dealing with training. This resource information shall be maintained in the Personnel Department for use by all departments.

(4) Managers will identify training needs of employees and propose the allocation of funds in their budget for training purposes. Managers shall submit requests in advance for employees to attend training sessions, directing requests through the Personnel Director to the Board of County Commissioners. Requests will be on forms prepared by the Personnel Director.

No County employee will be reimbursed and no County funds will be expended for fees and expenses for a training session which is not approved by the Board.

(5) Each department shall submit to the Personnel Department a record of training sessions employees attend for inclusion in their personnel files. Forms for this purpose shall be prepared by the Personnel Department.

PASSED AND ADOPTED THIS 22 DAY OF December, 1981

BOARD OF CLALLAM COUNTY COMMISSIONERS

Dick Lotzgesell  
Dick Lotzgesell, Chairman

Don Feeley  
Don Feeley

Absent  
Harry L. Lydiard

ATTEST:

Karen L. Kirby, By:  
Clerk of the Board.  
Sandra J. Cleland  
Deputy