

Ordinance No. 730, 2002

Amending Clallam County Code, Chapter 3.08, Personnel System

BE IT ORDAINED BY THE BOARD OF CLALLAM COUNTY COMMISSIONERS:

Chapter 3.08

Personnel System

Sections:

- 3.08.010 Purpose
- 3.08.020 Applicability
- 3.08.030 Exemption for Elected Official's Deputy
- 3.08.040 Definitions
- 3.08.050 Personnel Administration/Personnel Policies and Procedures
- 3.08.060 Selection
- 3.08.070 Position Description
- 3.08.080 Classification
- 3.08.090 Salary Administration
- 3.08.100 Employee Development
- 3.08.110 Performance Improvement System
- 3.08.120 Disciplinary Action
- 3.08.130 Termination
- 3.08.140 Grievance Procedure
- 3.08.150 Personnel Records Management
- 3.08.0160 Severability

SOURCE: _____ ADOPTED: _____
 Ord No. 80, 1977 12/13/77

AMENDED SOURCE:
 Ord. No. 130, 1981 03/10/81
 Ord. No. 156, 1981 12/22/81

3.08.010 Purpose.

The purpose of this chapter is to establish and maintain a personnel system ~~that which will~~ provides for career service by assuring that recruitment, selection, promotion, retention and separation of County employees ~~is~~ shall be based on merit and fitness and ~~shall provides~~ for a County career service.

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

- (1) ~~Recruitmenting, selectionng and promotionng of employees on the basedis of their on~~ ability, knowledge and skills; within the spirit of Equal Employment Opportunity and Affirmative Action.
- ~~(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 with, so that positions of which share the same or similar duties and responsibilities and requiringe essentially the same or similar recruitmenting and selection criteria receive the appropriate compensation;

~~(43) Ensure that compensation remains competitive with other public and/or private employers in the appropriate labor market;~~

~~(54) 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 and the law;~~

~~(65) Training employees, as needed to ensure high quality performance;~~

~~(76) Retaining employees on the basis of the adequacy of their performance, correcting inadequate performance, and separating employees whose inadequate performance cannot be corrected; and~~

~~(87) Ensure that employees are provided a fair treatment process for orderly disposition of problems and complaints.~~

~~; 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.~~

3.08.020 Applicability.

The personnel system herein defined shall only apply to the classified service unless specific reference is made to the unclassified service.

3.08.030 Exemption for Elected Official's Deputy.

(1) Each elected County official shall designate, by January 15 of each calendar year, one (1) other person in his/her office, who shall be either a first deputy or administrative assistant, and who shall be exempt from the personnel system.

(2) Such designations shall be ratified by the Board of Commissioners by resolution.

(3) If an elected official fails to make his designation by January 15, then the designation may be made by the Board, by resolution.

(4) If a person designated under the terms of this section shall leave the County employ during a calendar year, then the elected County official shall designate such deputy's successor or another person in the elected official's office as the person who shall be exempt, all within fifteen (15) days of the separation, and, failing that, the designation may be made by the Board, by resolution.

3.08.040 Definitions.

The following words and phrases as used in this chapter shall, unless the context clearly indicates otherwise, have the meanings as follows:

(1) "Board" means the Board of Clallam County Commissioners.

(2) "Class" means positions which are sufficiently alike with respect to duties and responsibilities to warrant the use of the same class title, qualification requirements, examinations, and pay grades.

(3) "Classified service" means all positions in County employ except those included under "unclassified service" as defined herein.

(4) "Director" means the Director of the Personnel & Risk Management for Department of Clallam County.

(5) "Manager" means an elected official or department head.

(6) "Personnel policies and procedures" means rules and regulations for administering the personnel system, including sections on employee selection, classification, salary administration, employee development, performance improvement system, disciplinary action, termination, grievance procedures, benefits administration and personnel records management.

(7) "Position description" means a statement of duties required of the individual positions that compose a classification, providing information about position duties, responsibilities, skills, and relationships with other positions.

(8) "Regular full-time employee" means an employee who is not serving a probationary period, and who is employed on a permanent, annual basis, requiring work on a regular schedule of at least thirty-five (35) hours per week.

(9) "Supervisor" means a position in the classified or unclassified service with the responsibilities and authority as set forth under CCC 3.08.050 (4).

(10) "Unclassified service" means all positions in the County employ which are filled by

(a) Temporary and contract employees;

(b) Volunteers, including members of boards and commissions appointed by the Board of Commissioners;

(c) Elected County officers and one (1) other person in their office who shall be either the first deputy or administrative assistant as designated by such officer or by the Board, pursuant to CCC 3.08.030; and,

(d) All reserve employees unless regularly employed, and such other employees as may be designated by state or federal law or regulation.

3.08.050 Personnel Administration/Personnel Policies and Procedures.

(1) The Board of County Commissioners through delegation to the County Administrator and the Director of Personnel & Risk Management shall have the final responsibility and authority in all matters affecting personnel administration.

(2) The Board of County Commissioners, and shall adopt, by resolution, comprehensive personnel policies and procedures which shall apply to all Elected Officials, appointed Department Heads and employees of the County, and to volunteers as appropriate. Prior to the adoption of such policies and procedures, managers shall be afforded the opportunity to review and comment. The personnel policies and procedures adopted by the board shall include, but not be limited to provisions for classification and re-classification, position descriptions, salary administration, personnel recruitment, selection, retention, employee development and training, performance evaluation, discipline, and termination. Such policies and procedures shall also include provisions outlining the authority and responsibilities for the supervision of personnel and administration of personnel policies of elected officials, department heads, manager, supervisors, and employees. The policies and procedures shall include provisions for the fair treatment of all employees and a process to allow employees to report unfair treatment, harassment, and/or grievances and have such matters impartially investigated and resolved in a timely and consistent manner.

(3) The County Administrator shall have the responsibility and authority for the overall administration of the personnel function through delegation to the Director of Personnel and Risk Management, elected officials, and department heads. The Administrator shall approve all appointments and classifications including changes.

(4) The Personnel Director of Personnel & Risk Management 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 that 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 law this chapter;

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

(c) Administer the provisions of the labor contracts;

(d) Establish and maintain a the official record roster of all employees in the County service;

(e) Administer the classification and compensation system including but not limited to day-to-day maintenance and reclassification review for implementation recommendation to the County Administrator.

which shall include the class title, pay, and other pertinent data;

(f) Negotiate labor contracts and authorize tentative agreements subject to the ratification of the Board.

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

~~_____ (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;~~

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

~~_____ (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 County Administrator 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.~~

~~_____ 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 of the County, including provisions dealing with the following:~~

~~_____ (1) Job vacancies shall be filled through promotions 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.~~

~~_____ (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.~~

~~_____ (3) 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.~~

— C.C.C. 3.08.070. Position Description. All regular classifications shall be defined by a job description. The personnel policies and procedures shall include provisions dealing with position description, including provisions dealing with the following:

— (1) Position descriptions shall provide the basis by which positions are classified pursuant to C.C.C. 3.08.080, and shall be used in conjunction with classification specifications when developing job announcements.

— (2) Position description changes may be recommended by employees, managers, and the Personnel Director of Personnel & Risk Management to the appropriate supervisor or manager, or the County Administrator Board, based upon changes in position duties, responsibilities, skills and relationships with other positions. Position descriptions shall be updated at least annually.

— (3) Working titles based upon position descriptions that which more accurately describe the work in a particular organizational unit may be used on all official correspondence if approved by a manager.

— C.C.C. 3.08.080. Classification. The personnel policies and procedures shall include provisions for the classification of personnel, including provisions dealing with the following:

— (1) All positions in the classified service shall be grouped in classes based on their similar duties, authority and responsibilities and. Each classification shall have a description which shall setting forth thea class title, a statement of duties, authority and responsibilities, and a statement of the minimum recruitment and selection criteria.

— (2) Changes in classification may be recommended by employees, managers or the Director of Personnel & Risk Management Director to the County Administrator and appropriate supervisor or manager, the Personnel Director, or the Board, based upon documented changes in duties, authority, responsibilities and qualifications. Classification descriptions shall be updated at least annually.

— (3) Prior to the creation of a new position, such position must be classified in accordance with the provision of subsection (1) of this section. Requests for new positions by managers should comply with the requirements of C.C.C. 5.16.

— (4) Class titles and class code numbers will be used in all personnel, budget and financial records.

— C.C.C. 3.08.090. Salary Administration. The personnel policies and procedures shall include provisions for a system of salary administration that reflects compensation to ensure recruitment and retention of employees within the appropriate public and private labor market as defined by the Board, which will:

— (1) Assist the County to recruit and retain employees and to be competitive with other public and private employers for similar classifications or work in the appropriate labor market(s);

— (2) Encourage full performance by employees; and,

— (3) Provide incentives for superior performance by employees.

— C.C.C. 3.08.100. Employee Development. The personnel policies and procedures shall include provisions that for promoteing employee development, career advancement, performance evaluation and improvement.

, 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 the County career goals; (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) 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 annually the allocation of funds in their budget for specific training programs. Once the annual budget is approved by the Board of County Commissioners, managers will be responsible for utilizing training funds within their departments for the specific training as approved by the Board in the annual budget. Costs resulting from this training shall be charged against the BARS training account line in the department's budget. Non-budgeted training requests shall be submitted to the Board for review and action, on forms prepared by the Personnel Department, prior to employees attending the training session.

No County employee will be reimbursed and no County funds will be expended for fees and expenses for a training session which is:

— (a) not part of a budgeted specific training program approved by the Board of County Commissioners; or

— (b) a non-budgeted training request not specifically approved by the Board of County Commissioners prior to attending the training session.

— (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.

— C.C.C. 3.08.110. Performance Improvement System. The Personnel Policies and Procedures shall include provisions for a performance improvement system which will:

— (1) encourage quality service to the public at the least possible cost;

— (2) encourage managers, supervisors, and employees to develop work plans that relate to the goals, objectives and programs of their respective departments;

— (3) assist in motivating and developing employees to their fullest potential;

— (4) encourage the support and involvement of all employees in the system;

— (5) encourage open communication between managers, supervisors and employees;

— (6) establish an employee suggestion system; and,

— (7) provide for evaluating the performance of employees with regard to:

— (a) identifying performance deficiencies objectively and correcting those deficiencies;

— (b) retaining or dismissing employees;

— (c) identifying promotional potential;

— (d) identifying training needs; and,

— (e) providing a basis for determining incentive awards.

— C.C.C. 3.08.120. Disciplinary Action and Termination. The personnel policies and procedures shall include provisions for disciplinary action based upon the standards of sufficient cause and utilizing appropriate due process:

— which provisions shall be:

— (1) Constructive: Supervisors should come to an understanding about the causes and/or reasons for an employee's deficiencies, attempt to correct those deficiencies and restore the employee to a productive and positive employment status; and,

— (2) Progressive: Discipline will normally begin with an oral reprimand or warning and, when the circumstances of separate incidents warrant, proceed to written reprimand, suspension from work without pay, or demotion in status; and, finally discharge from County employment. A severe incident of misconduct may require severe disciplinary measures such as immediate discharge and may not necessarily be preceded by lesser forms of disciplinary action; and,

— (3) Lawful: Disciplinary procedures shall not violate any provisions of law.

~~C.C.C. 3.08.130. Termination.~~ The personnel policies and procedures shall include provisions for termination including provisions dealing with the following:

~~(1) It shall be the policy of the personnel system to adhere to merit principles in the separation of employees from County service. Managers will base their separation decision on relative merit, and shall give consideration to employee seniority in the county service only where the employee's qualifications and abilities are relatively equal.~~

When faced with certain lay-offs, the manager will make a reasonable effort to integrate employees into another department by transfer, subject to the approval of the other department's manager.

~~(2) In order to resign in good standing, an employee must give the manager at least two (2) weeks' written notice, or obtain approval for a shorter period before separation.~~

~~(3) Exit interviews with all employees leaving the County service should be conducted by the Personnel Director regardless of length of service, position, or the circumstances of separation.~~

~~C.C.C. 3.08.140. Fair Treatment Grievance Procedures.~~ The personnel policies and procedures shall include provisions for an orderly process in which employees may have problems and complaints considered as fairly and rapidly as possible without fear or repercussion. Such procedures shall be designed to provide a method for addressing non-disciplinary as well as disciplinary appeals, grievance procedures for bargaining unit employees, which procedures shall be as established under bargaining unit contracts.

~~C.C.C. 3.08.150. Personnel Records Management.~~ The personnel policies and procedures shall include provisions for personnel records management.

3.08.0160 Severability.

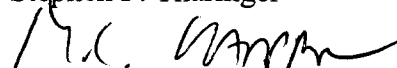
If any section subsection, paragraph, sentence, clause, or phrase of this chapter is for any reason held to be invalid or unconstitutional, such invalidity or unconstitutionality shall not affect the validity or constitutionality of the remaining portions of this chapter; it being herein expressly declared that this chapter and each section, sub-section, paragraph, sentence, clause and phrase thereof would have been adopted irrespective of the fact that any one (1) or more other section, subsections, paragraphs, sentences, clauses, or phrases be declared invalid or unconstitutional.

ADOPTED this 19th day of November, 2002

BOARD OF CLALLAM COUNTY COMMISSIONERS


Howard V. Doherty, Jr., Chair

Excused Absence
Stephen P. Tharinger


Michael C. Chapman

ATTEST:


Trish Perrott, Clerk of the Board

