



LEWIS AND CLARK COUNTY POLICY

Subject: Personnel Policy Administration	Policy No: 1.2.2
Approved:	Effective Date: Aug. 1, 2015 Revised Date: 05/31/17

I. Policy Statement

Personnel policy administration is the responsibility of every elected official and department director. The Board of County Commissioners, through the Human Resource Director, will establish, administer and amend personnel policies, procedures and guidelines as the need arises using the posting process provided for in this chapter.

The Board of County Commissioners will have the responsibility and authority to participate in personnel administration duties to the extent authorized by state statute, County regulations and provisions listed in this personnel policy manual.

The policies of this personnel manual will not conflict with the powers, duties and responsibilities that are reserved, by law, for citizen boards.

II. Applicability

All Lewis and Clark County employees.

III. Definitions

None.

IV. Directives

A. Personnel Policy Amendment Process

1. The Lewis and Clark County's Personnel Policy is subject to the process that governs policy adoption. The process for amending or adopting a personnel policy is summarized below:

- a. the policy will be posted for comments in the Human Resource Department and Board of County Commissioners' office for no less than two (2) weeks prior to adoption;
- b. copies of proposed policies or amendments will be circulated to County departments and offices;
- c. comments will be directed to the Human Resource Department staff during the comment period;
- d. the Board of County Commissioners may adopt amendments at a regularly scheduled County Commission meeting;
- e. subsequently, all policies so adopted will be entered into the policy manual available in the Human Resource Department and Board of County Commissioners' office and distributed to each department and every employee;
- f. the provisions of this policy will not be construed as limiting the power and authority of any County officer, elected official, or department director to make departmental rules and regulations governing the performance of employees. Departmental rules and regulations, however, may not conflict with provisions of this manual or with any other adopted County policies; and
- g. suggestions for amendments to this manual are welcome. All suggestions must be submitted in writing to the Human Resource Director.

B. Responsibilities of Elected Officials and Department Directors

1. Department directors will have the responsibility to:
 - a. administer the County personnel policies in their department, including recruitment and selection;
 - b. inform employees of current personnel policies;
 - c. make recommendations for policy change;
 - d. administer discipline and address workplace disputes in accordance with departmental rules (including collective bargaining agreements) and personnel policies set forth in this manual;
 - e. participate in grievance procedures;
 - f. initiate personnel change forms for changes in pay, position title, status, and pay activity codes;
 - g. ensure that Position Description Questionnaires are maintained and updated on an annual basis;
 - h. request position announcements from the Human Resource Director;
 - i. make recommendations for appointments of employees to positions in their departments;
 - j. make recommendations for provisions in collective bargaining agreements;
 - k. assist in implementation of provisions in collective bargaining agreements;
 - l. report work-related incidents of unlawful discrimination, sexual harassment, illegal drug use, alcohol use or workplace intimidation to the Human Resource Department;
 - m. report workplace accidents and injuries to the Human Resource Department;
 - n. conduct accident investigations;
 - o. provide the Human Resource Department with copies of policies developed by the department; and
 - p. authorize time sheets and leave requests.

C. Human Resource Director Responsibilities and Authority

1. The Human Resource Director has the responsibility and authority to:
 - a. administer the policies and procedures set forth in this manual;
 - b. inform County department directors and elected officials about personnel policies and procedures that affect the operation of their departments;
 - c. notify County department directors and elected officials about changes to current personnel policies;
 - d. maintain open dialogue with County elected officials and department directors;
 - e. ensure the adherence to Equal Employment Opportunity and non-discrimination policies;
 - f. act as Equal Employment Opportunity (EEO) Officer. In this capacity the Human Resource Director will
 - i. counsel employees, process discrimination complaints, and keep the elected officials and department director informed of complaint activity;
 - ii. investigate work-related incidents of unlawful discrimination, sexual harassment, or workplace intimidation;
 - iii. assist the elected officials and department with identification of problem areas, proposals for solution, and methods of implementing corrective action;
 - iv. coordinate Equal Employment Opportunity activity and the County's EEO program per policies and guidelines;
 - v. design and implement systems that will measure the effectiveness of the department's program and the attainment of current goals and timetables;
 - vi. keep elected officials and department directors informed about the latest developments in the EEO area;
 - vii. ensure that County staff is knowledgeable about EEO programs and Equal Employment Opportunity through training sessions as well as the dissemination and posting of pertinent EEO materials.
 - g. approve and maintain job titles, job descriptions and wage matrices;
 - h. administer tests to determine employee exemption from terms and provisions of Fair Labor Standards Act (FLSA);
 - i. lead collective bargaining negotiations;
 - j. participate in grievance procedures;
 - k. provide direction and oversight for recruitment activities;
 - l. notify the appropriate advertising agencies when a job vacancy presents itself;
 - m. review the qualifications of applicants;
 - n. maintain the security and confidentiality of County personnel records;
 - o. when possible, conduct exit interviews with County employees who have resigned, retired, terminated, or been dismissed from positions;
 - p. perform all duties designated to the department by the Chief Administrative Officer; and
 - q. administer pay rules, collective bargaining agreements and benefits.

D. Employee Records Policy

1. An employee's personnel file is the official record of employment with the County. Employment records will not include any medical records related to the employee. Employee medical records provided to the County for any purpose will be kept separate from the employee's personnel file.

2. Access to personnel records is restricted to Human Resource Department staff, the County Chief Administrative Officer, the elected officials who supervises the employee, department director, the employee's immediate supervisor, and the employee. Access to personnel files may also be granted by court order or with written authorization from the employee.
3. Employees may review their own personnel files by scheduling an appointment with the Human Resource Department staff.
 - a. Employees should check the information regularly to ensure accuracy.
 - b. Employees must notify the Human Resource Department staff of any changes in personal information by submitting an Employee Information Update sheet to the Human Resource Department.
4. Copies of personnel file documents are subject to reasonable copying charges adopted by the Human Resource Department.

E. Employee Notification

1. Employees must furnish their supervisor with the telephone number and address where he/she can be contacted.
 - a. It is the supervisor's responsibility to notify the Human Resource Director immediately of any changes in the above information.
 - b. If the employee fails to provide the supervisor with current contact information, the supervisor is not responsible for rights and benefits that arise from call back circumstances where another employee was contacted to perform work.

F. Exit Interview

1. Whenever possible, the Human Resource Department staff will conduct an exit interview for all retired, resigned, or dismissed County employees.
 - a. The Human Resource Department staff will conduct the exit interview, which will be:
 - i. confidential in nature; and
 - ii. scheduled, whenever possible, on the employee's last day.
 - b. The Human Resource Director may notify the elected official/department director of substantive or significant complaints or suggestions that the former employee presented in the interview.
 - c. Within seven (7) calendar days of termination, the Human Resource Director will provide the terminating employee with a copy of the County's grievance procedure or applicable collective bargaining agreement language.
 - d. The Human Resource Director will notify the appropriate agent in those cases where the terminating employee is represented by a labor union

V. Closing

Provisions of this policy will be followed unless they conflict with negotiated labor contracts which will take precedence to the extent applicable.

Questions concerning this policy should be directed to the Human Resource Department.

VI. **References**

None

VII. **Attachments**

None