



HUMAN RESOURCES POLICY REVISIONS

JULY 16, 2024

COUNCIL 2024



HR POLICY REVISIONS

Policy 2-500: Background Check Requirements

Policy 3-500A: CSC Appeals – *new policy*

Policy 3-100: Workplace Harassment, Discrimination, and
Retaliation Complaints Procedure

Policy 3-300: Standards of Conduct

Policy 3-400: Discipline

Policy 3-500: Grievance Appeals

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HR Policy 2-500: **Background Check Requirements:**

- Comply with statutory changes for the Library (HB284)
 - Includes an update to **County Ordinance 2.80.150 Criminal background checks.**
- Addresses policy compliance and reduces budgetary impact
 - Current policy compliance is difficult to track - checks are done “annually but not less than every three years” and it is up to the agencies to comply.

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HR Policy 2-500: **Background Check Requirements:**

Change:

- Adding a RAP Back (Record of Arrest & Prosecution) by FBI.. It is on-going monitoring with a one-time fee instead of conducting checks over and over; incurring additional fees
 - “set it and forget it” – no ongoing tracking needed; continuous history check rather than a single point in time
 - ROI after 2nd background check

RAP BACK - RETURN ON INVESTMENT @ 2ND BACKGROUND CHECK

Added cost is \$5 per print run, one time fee, no recurring fee, ongoing monitoring.

Agency 1	Number of EE's	Cost of Service	1st BC Expense	2x (min- every 3 years)	Total Expense
Current Cost	280	\$ 28.35	\$ 7,938.00	\$ 7,938.00	\$ 15,876.00
Rap Back (+5.00)	280	\$ 33.25	\$ 9,310.00	\$ -	\$ 9,310.00
Difference/ Savings			\$ (1,372.00)	\$ 7,938.00	\$ 6,566.00
ROI after 2nd BCI = savings			Rap Back additional yr 1 expense		Savings at 2nd BC
Agency 2	Number of EE's	Cost of Service	1st BCI Expense	2nd year (min: every 3 years)	Total Expense
Current cost	140	\$ 28.35	\$ 3,969.00	\$ 3,969.00	\$ 7,938.00
Rap Back (+5.00)	140	\$ 33.25	\$ 4,655.00	\$ -	\$ 4,655.00
Difference/ Savings			\$ (686.00)	\$ 3,969.00	\$ 3,283.00
ROI after 2nd BCI = savings			Rap Back additional yr 1 expense		Savings at 2nd BC

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Add: New II.E

- Propose: “Implementation of this policy begins immediately with countywide compliance by June 30, 2025.”
 - Compliance requires budget and capacity

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Proposed policy revisions to **Career Service Council Appeals:**

- To clarify the roles and responsibilities of the CSC – ensuring only matters under their jurisdiction, and submitted timely are advanced and heard.
- Addresses challenges with appeals taken on by the CSC
 - CSC ends up hearing and ruling on merits of EEO investigations rather than the process.
 - Resulting in confusion on roles and jurisdiction

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HR Policy 3-500A: CAREER SERVICE COUNCIL APPEALS

Changes:

- Offers process clarity for leaders, employees and CSC members regarding their jurisdiction.
- Defines the jurisdiction and procedures; outlines dates and timelines, and continues to offer employee protections
- Impacts core policy: 3-100: Harassment, Discrimination and Retaliation, 3-300: Standards of Conduct, 3-400: Discipline, and 3-500: Grievance Appeals.
- Introduces a new 3-500 A: CSC Appeals process.

HR POLICY 3-100: HARASSMENT, DISCRIMINATION AND RETALIATION

Changes ...

Updated language

- Clear and easier to review/follow

Changes the time required to report a complaint to the EEO Manager/designee

- From one working day to “as soon as reasonably practicable”

Deletes the deadlines to review/investigate a complaint

- Unrealistic deadlines create liability - - committed to ensuring employees are aware of their rights and receive the time needed for a fair and timely review

Adds a new section (G.4.)

- Allows employees to add a written response to an investigation: included as an addendum & advanced to the administrator

Eliminates the CSC appeal process

- While limited in scope it has caused significant confusion with employees and the council.

CURRENT APPEAL PROCESS CHALLENGE

*Current Section G5 in
Policy 3-100*

The ability to appeal an EEO case is misleading and confusing

- Past 3 years:
Employees that appeal
EEO cases believe they
can dispute testimony,
action taken and see
this as an opportunity
to have everything
litigated
- CSC has indicated it is
confusing to hear EEO
related appeals;
questions the integrity
of the EEO program

Results: Confusion and False Hope

- Employees
appealing often
believe things will
be reinvestigated
- This appeal process
creates a false
expectation

HR POLICY 3-300: STANDARDS OF CONDUCT

Updates

Updated Language – clear and easier to follow

No substantive changes

HR POLICY 3-400: DISCIPLINE

Updates

New language is easier to understand and provides clarity

The section referencing Performance Improvement Plans has been removed from policy as it is a proactive tool not part of discipline (II.A)

HR POLICY 3-500: GRIEVANCE APPEALS

Updates

Added language is clear and organized

Time Limits updated in section II.C. from 14 days to seven calendar days to file and advance a grievance

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Questions