



HUMAN RESOURCES POLICY REVISION

MAY 13, 2025

COUNCIL 2025

HR POLICY REVISIONS:



2-400: **New Hire and Separation Requirements**

2-1100: **Personnel Records**

5-100: **Pay and Employment Practices**



HUMAN RESOURCES POLICY REVISIONS

HR Policy 2-400:

New Hire and Separation
Requirements

Change complies with Payroll Audit Recommendation:

“We recommend that Human Resource Management develop written policies and procedures to address employee off-boarding, including network and Payroll system access termination, roles and responsibilities, and required timing.”

Cleans up language

Adds a new section outlining Separation Requirements

HR POLICY 2-400: NEW HIRE AND SEPARATION REQUIREMENTS CHANGES

Sections: Title, Purpose, and Policy description

Updated language to include separation requirements for all terminations

Section II.C Cleaned up training related information – no substantive change

New Section III

- Clarifies separation (offboarding) requirements.
 - Agency must submit an electronic Personnel Action Request, terminate agency-specific access and terminate county-access no later than the last day worked
 - Termination of county access, submitted through I.T. includes but is not limited to: Network access, as defined by the Salt Lake Countywide Information Technology Standard on Regular and Service Accounts
 - Termination of email access, badge access, key-pad access, purchasing card, and gas card as applicable
 - Use of Human Resources Offboarding Checklist to ensure that all separations are processed

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HR Policy 2-1100:
Personnel Records

Change complies with Payroll Audit
Recommendation:

“We recommend that Human Resource Management establish and adhere to robust document retention policies, ensuring the secure and consistent storage of employee applications.”

Cleans up and reorganizes language

HR POLICY 2-1100: PERSONNEL RECORDS CHANGES



Section II.A

- Reorganized bullets/easier to follow
- Changed the word “file” to “records”.
 - Allows identified records to exist in multiple systems and formats (hard copy or electronic).
 - Current language required identified documents to live in an official file
 - Our Applicant Tracking System stores applications - as such since Sept of 2022 they have not been printed/placed in the employee’s personnel file
 - Training records are maintained in our Learning Management System, LMS.

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HR Policy 5-100: Pay and Employment Practices

Policy reviewed during the Feb
24th ECC meeting – revised
according to input.

Change complies with Payroll Audit Recommendation:

“ We recommend that Human Resources Management update its Human Resource Policy to require agencies to use the standard bonus form to document all employee bonus awards.”

Cleans up old language

Introduces a new tool/option to fill positions with high turnover or hard-to-fill positions.

HR POLICY 5-100: PAY AND EMPLOYMENT PRACTICES

CHANGES

Section II.I.1

- Clarifies bonus award documentation to include: Outstanding performance, EIN, date and award amount.

Section II.J.2.f

- Deletes reference to incentive plans approved prior to Jan 3, 2022 (outdated)

Section II.K and II.K.1

- Adds an option to request “sign-on compensation” in efforts to recruit staff in high turnover or hard-to-fill positions.
 - This option currently exists as a tool to retain staff but not as a recruitment tool.
- Adds that such requests require Council approval.

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