

# HUMAN RESOURCES POLICY ADJUSTMENTS

DEC 12, 2023

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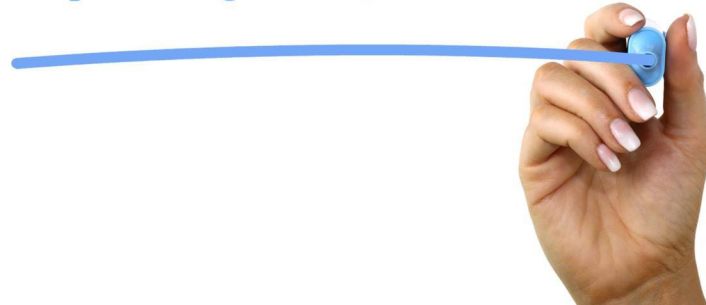


# Human Resources Policy Revisions

## Policies:

- HR Policy 3-200: Reasonable Accommodations
- HR Policy 4-200: Leave Practices
- HR Policy 2-800: Resignation and Exit Interviews

APPROVAL  
PROCESS



# HR Policy 3-200: Reasonable Accommodations



**Proposed language updates are designed to clean up and simplify language in current policy, comply with existing policies, and reduce the time designated to the reassignment process.**



**Proposed Change:** Deletes the option to appeal the Reasonable Accommodations Process to the Career Service Council. This change is consistent with current policy – HR Policy 3-1200 Administrative Separation



**Proposed Change:** Updates the transfers/reassignment process from a 90-day process to a 60-day process

# HR Policy 3-200: REASONABLE ACCOMMODATIONS

## **Deleted – II.A.7**

- States that agencies who determine they are financially unable to accommodate an employee can submit a written request to the Mayor or County Council
  - Language contradicts policy which already states the cost of the accommodation shall be borne by the Agency
  - Due to the size of SLCo an undue hardship is unlikely

## **Deleted – II.A.7.b**

- States an employee can voluntarily contribute toward an accommodation expense. Unnecessary – as that is a personal choice and does not involve the agency unless it is equipment or device – and that is already addressed

# 3-200 continued

- **Changes to transfers/reassignments process**

- Current policy supports a 30-day intra agency process and a 60- day county-wide placement process.
  - The new language reduces the current Human Resources process from 60 to 30 days.
    - This step takes place if an agency was unable to reassign or transfer during the intra agency period
    - HR has determined 30 days is sufficient time to identify if there is a position that the employee qualifies for and where the disability can be reasonably accommodated
    - The current practice keeps an employee on extended leave for that additional 30 days (either paid or leave without pay) which impacts both the employee and the agency
    - No other agency in the state offers such a lengthy process and all counties, including the state have eliminated timelines from policy

# 3-200 continued

## Added language:

- Clarifies that an employee that declines a transfer, or if there is no position that they qualify for that also accommodates their disability, moves to termination as per the Administrative Separation Policy.



# HR POLICY 4-200 LEAVE PRACTICES

- **Delete** II.K.13 – ~~An employee may not receive cash payment of vacation accruals until separation from employment.~~
- unnecessary as the following bullet (II.K.14) addresses that vacation accrued at the time of separation will be paid in accordance to policies 2-800, 4-300, 4-900.
- **Added:** New section Q – Status Change Pay Out of Leave
- States an employee shall have the option to be paid out or bank vacation and holiday when changing from a status that accrues leave to a status that does not.

# HR POLICY 4-200 LEAVE PRACTICES

- Status changes prevent accrual payouts according to current policy
  - An employment Status that accrues leave to one that didn't created challenges - Merit to temp, or any position that doesn't accrue leave.



# HR Policy 2-800: Resignation and Exit Interviews

- ADD new II.D.2 –
- Employees who banked vacation and holiday leave when changing to a status that does not accrue leave shall be paid out the banked vacation and holiday leave upon resignation.
  - Consistent with updated language in 4-200

# QUESTIONS/INPUT

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*Thank you!*

