

HUMAN RESOURCES POLICY ADJUSTMENTS

DEC 12, 2023

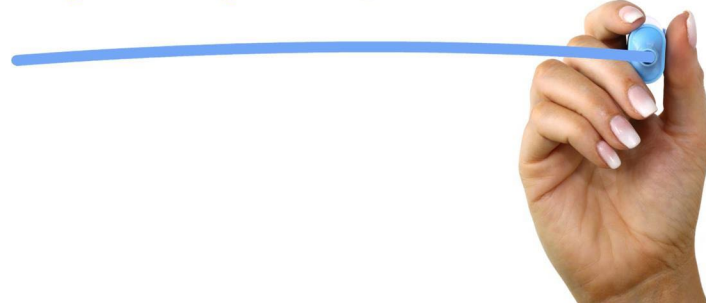


Human Resources Policy Revisions

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

Thank you!

