

HUMAN RESOURCES POLICY ADJUSTMENTS

SEPTEMBER 13, 2022



HR Policy Revisions



Policies for approval:

- Human Resources Policy 3-1200: Administrative Separations
- Human Resources Policy 4-1000: Long Term Disability Program

HR Policy Revisions

Policies for approval - continued:

- Human Resources Policy 1-200: Definitions
- Human Resources Policy 2-100: Employment Status
- Human Resources Policy 3-200: Reasonable Accommodations
- Human Resources Policy 4-200: Leave Practices
- Human Resources Policy 4-600: Family and Medical Leave Act (FMLA)

Human Resources Policy 3-1200: Administrative Separations

- **New policy created to address the process for non-disciplinary separations of employment**
 - Requires a 7-day notice: Intent of an Administrative Separation
 - Notice includes the reason (factual basis) for the intent to terminate
 - Notice includes an opportunity to respond (in writing or in person) prior to the Administrative Separation
 - Allows Administrator to place the employee on paid admin leave between the date of the notice and the proposed effective termination date
 - Clarifies that Admin Separations are not discipline terminations and may not be appealed to the Career Service Council

Human Resources Policy 1-200: Definitions & 2-100: Employment Status

HR Policy 1-200

- Added a new Administrative Separation definition
 - Consistent with new policy 3-1200
- Added a new benefits definition to simplify language – rather than listing each type of benefit.
 - Less human error if benefits change
 - Creates consistency

HR Policy 2-100

- Added language to ensure compliance with the benefits offered per employment status and deleted redundant language.
 - Clear, user-friendly language

HR Policies: 3-200, 4-200, 4-600

- Policy 3-200: Reasonable Accommodations
- Policy 4-200: Leave Practices
- Policy 4-600: Family and Medical Leave Act (FMLA)

**Updated these policies to include the new
Administrative Separations reference**

- Creates consistency

HR Policy 4-1000: Long Term Disability Program

New direction to end County employment upon the approval of Long-Term Disability.

- Aligns with market practices and creates less disruption for employees and agencies while still allowing for the rehire of former merit employees.
 - Current practice creates an unreasonable economic impact to the organization
 - Current process creates liability

QUESTIONS/INPUT

Thank you!

