

HUMAN RESOURCES POLICY ADJUSTMENTS

MAY 14, 2019



HR Policy Revisions



Policies for approval:

- HR Policy 2-400: New Hire Requirements
- HR Policy 5-100: Pay and Employment Practices

HR Policy 2-400: New Hire Requirements

Clarifying language to update the required trainings for New Hires. *Section: II.C. (page 1)*

- Update II.C.1: Combines “New Employee Orientation” and “Benefits Orientation.”
 - Combining avoids confusion when searching for this training in SABA (software).
- New II.C.3: Adds “Workplace Ethics Training” as a mandatory training. This is not a new requirement but missed in policy.

HR Policy 5-100: Pay and Employment Practices

Section II.F.2: Suggested language to expand the use and simplify a Career Mobility Assignment.

- Updates II.F.2.a: Now separated into two separate bullets for clarity – “a” defines a Career Mobility.
- Add a new II.F.2.b:
 - Allows career mobility assignments **within** a county organization.
Previously limited to another section, division, etc.
 - Removes the requirement for a vacant FTE.
Prevented divisions from offering this as a career development option.

HR Policy 5-100: Pay and Employment Practices **cont.**

- Add II.F.2.e: New language spells out what a Career Mobility agreement should include.
 - Requests flexibility in length of time.
Previous language limited the assignment to one year. However, there are cases where a two year assignment would afford an employee enough experience to advance.
 - Requests a business justification for assignments that exceed one year.

QUESTIONS

Thank you!

