Agenda

Human Resources Committee

8/9/2018

Leave

1. Paid Time Off vs. Vacation/Sick/Personal Leave
2. Sick Leave Pool – replace Jim Luther, Jr. to avoid an appearance of conflict of interest (James Oakley will serve temporarily until new elected officials are sworn in)
3. Holiday Pay:

   Personnel Policies Section 3.09 – "Full Time Shift Employees: Any Department that operates 24/7 and if the employee's regular day off falls on an authorized county holiday or if the employee works the holiday, the employee will be given 8 hours off, to be used ~~within the current fiscal year~~ within one year of accrual. Holidays do not accrue and if they are not taken will not be paid at ~~termination~~ separation."

   Personnel Policies Section 9.07 (Termination Pay), "Upon termination, an employee who has completed one year of continuous service to Burnet County and who has "Holiday Leave" on the books will be paid at his hourly rate of pay." Remove this. Holiday Leave is not paid upon separation.

Positions/Classifications

1. Re-classify Environmental Services Coordinator: Pay Group 68 to Pay Group 70; re-title position as Environmental Services Director Recommended
2. Create 2nd Crisis Intervention Officer Position, Pay Group 114. Recommended
3. Replace Hot Check Clerk position (Pay Group 58) with Victim Coordinator/Junior Civil Legal Assistant (Pay Group 59) Recommended
4. Amend Job Description for Janitorial Maintenance Supervisor: remove redundancy, add inventory duty Recommended
5. Re-title Human Resources Coordinator and Information Technology Coordinator as Director of same Recommended

Miscellaneous

1. Officials Personnel Policies Section 2.09 – Background checks
   "The HR Department shall conduct a criminal background check on all new prospective county employees prior to Official or Department Head making of offer of the position." Re-word: "Upon Request, the HR Department shall conduct a criminal background check on a new prospective county employee prior to Official or Department Head making an offer of the position.
2. Personnel Policies Section 9.07 – Termination Pay – Remove payment of holiday leave.
   Clarify meaning of "termination": discharge vs. resignation New language: "separation"
3. Work Breaks for nursing mothers
4. Personnel Policies Section 3.05 – Performance Evaluations
   This section refers to a numeric rating system and requires an overall rating of 3 to qualify for a merit increase. Burnet County currently uses the ratings, "Excellent, Good, Fair, Poor" to categorize an employee's performance. Committee discussed a "long" form which is numeric vs. "short" form which uses adjectives. Long form should be "3", short form should be "Good".