

COCHISE COUNTY

Cochise County Merit Rule and Policy Revisions

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Public Programs...Personal Service

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Purpose

Discuss four new policies

- Workplace Violence
- Confidentiality
- Budget
- Food and Beverage

Discuss the amendment of current policies

- Vehicle Use
- Merit Rules - Commission Hearings & Cert Lists
- Human Resources, Sick Leave Upon Separation



Motivation for Change

- Ensure fair and consistent practices and procedures
- Address emerging workplace issues
- Limit liability
- Comply with state laws
- Promote fiscal responsibility and public transparency



Proposed New Policies

Workplace Violence

- Demonstrates our commitment to employee and citizen safety
- Provides emergency response procedures

Confidentiality

- Establishes expectation for maintenance of sensitive information



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Proposed New Policies

- Budget
 - Establishes guidance on how the County budget will be prepared and managed
- Food and Beverage
 - Establishes a purchasing policy to ensure public money is being spent appropriately, with clear public benefit



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Proposed Revisions to Existing Policies and Merit Rules

Vehicle Use Policy

- Defines unacceptable driving record
- Establishes a requirement to report law enforcement contact
- Places accountability for timely and appropriate corrective action within chain of command
- Establishes criteria for mandatory suspension of driving privileges
- Changes mission of Risk Review Board



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Proposed Revisions to Existing Policies and Merit Rules

Merit Rules

- Open Merit Commission hearings
- Increase CCSO Certification List duration to 1 year

Human Resources Policy

- Sick Leave upon Separation from Service
 - Delete reference to A.R.S. 38-615
 - Delete 15 year service requirement
 - Draft comprehensive new benefits accrual, forfeiture, and payment upon separation policies



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Proposed Revisions to Existing Policies and Merit Rules

- Benefits policy strategies
 - Implement ARS 38-615
 - ✓ Increases minimum threshold to 500 hours
 - ✓ Decreases monetary value of accrued time
 - ✓ Limits payments to a maximum of \$30k
 - ✓ Allows lump sum or payments over 3 years
 - Decrease accrual rates; add upfront vesting
 - Eliminate forfeiture of annual leave; create rollover
 - Increase sick leave maximum to 2080 hours
 - Annual leave payout at % of value



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Chronology of Implementation

- BOS Work Session December 6, 2016
- BOS Formal Consideration December 20, 2016
or later
- Effective Date(s) ?



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Summary

- New Policies
 - Workplace Violence
 - Confidentiality
 - Budget
 - Food and Beverage Purchases
- Policy/Merit Rule Revisions
 - Vehicle Use
 - Merit Commission Hearing Protocol
 - CCSO Certification List
 - Sick Leave Conversion Upon Retirement



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Questions?

Public Programs...Personal Service

