

COCHISE COUNTY

HR & Risk Management Policy Revisions

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Public Programs...Personal Service

Agenda

- Discuss proposed policies:
 - Workers Compensation
 - Traumatic Event Counseling for Peace Officers & Public Safety Employees
 - Education Reimbursement
 - Documentation of Employee Performance
 - Election Poll Workers
 - Emergency Declaration & Resources



Workers Compensation

Current

- Employee may cash check or sign check over to county
- References HR as responsible department
- Employee's Department responsible for return to work coordination

Proposed

- Checks sent directly to the employee
- References Risk Management Department
- Risk Management Department responsible for investigation, prevention training and actions for return to work



Traumatic Event Counseling

- New policy to meet statutory requirements
- Will seek BOS approval at 11/05/19 meeting
- Public Safety/Law Enforcement employees eligible for up to 12/36 visits of licensed counseling for a traumatic event.
- HR or Department may assist with obtaining counseling.



COCHISE COUNTY

Education Reimbursement

Current

- No salary cap on eligibility
- No stipulation on employee portion
- \$2500 cap per year on reimbursement for tuition, books, lab, fees
- PT employees reimbursed pro-rata

Proposed

- Salary cap at \$100,000 (+)
- Reimbursement percentage related to salary, ex: \$30,000 salary, County pays 70%, Employee pays 30%
- \$2500 per year for tuition, lab and fees. Books, late fees, supplies, taxes not included
- PT employees reimbursed similarly to FT employees



Education Reimbursement

Current

- Reimbursement paid back to county upon separation
- Schedule modifications for classes reported to HR
- Course related to current or plausible future job duties

Proposed

- No pay back plan
- Clarifies degree studies are not compensated work time
- Course related to documented goals



Education Reimbursement

Current

- Does not address non-credit professional certifications
- Does not address department training

Proposed

- Professional exams and certifications approved by department head and paid out of department budget
- Departments shall provide employees with job-related training



History of Performance Reviews



Became popular as labor union contracts required annual reviews for merit raises.



Focus is on the carrot/stick method of creating motivation.

Works for jobs with narrow scope and responsibility.

Time spent talking about employees instead of talking to employees.



Discipline focus with ranking measures.

Forced rankings harms collaboration, fosters competition for rewards.

Incredibly expensive and time consuming way to make people unhappy.



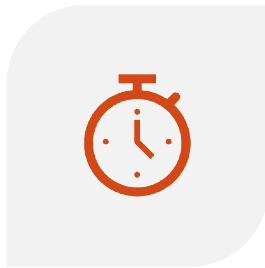
HR mandates and supplies a standard form.

Annually performed with rankings.

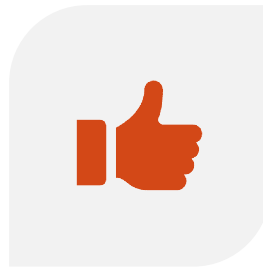
Scores/rankings can be appealed to HR Director or County Administrator.



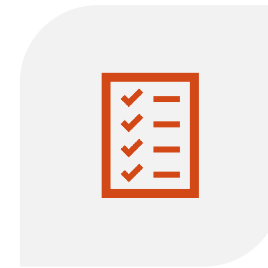
Understanding in the Moment



Daily, Weekly, Quarterly =
Shorter Time Span
Between Goal Check-ins



Immediate Feedback
Improved engagement
and development



Written records of
performance must be
shared with HR

Documentation of Employee Performance

- Defines responsibilities of Appointing Authority, Employee, and Human Resources.
- Removes review of ratings by HR or County Administrator
- Establishes written annual performance goals
- Employees provided with evaluation criteria before beginning of evaluation period
- HR shall aid in creating performance evaluation documents
- HR shall offer training on performance evaluations and goals



Election Poll Workers

Current

- Eligibility criteria not compliant with statute
- No statement regarding potential conflicts
- Election Worker application must be completed by employee and supervisor
- Employees must receive approval to be absent to work for elections
- Employees receive regular pay for Election Day, OT if applicable, and mileage
- Employees work polls on regular day off, then receive poll worker stipend and mileage
- Separate criteria for County Wide and Non-County wide elections



Election Poll Workers

Proposed

- Worker must be a qualified elector within county (meets statute)
- Professional or personal conflicts do not disqualify; must be disclosed
- No form necessary
- Employees serving as poll workers on scheduled work day considered on alternative duty assignment from department
- Non-exempt employees must still punch in/out
- No additional stipend for employees on alternative duty assignment, Employee working polls on day off or using PTO, may receive stipend from Elections or waive.
- Removes Non-County wide elections; same policy applies to any election.



Emergency Declaration and Resources

Current

- Complicated language for determining county emergency
- Difficult to understand roles and responsibilities of departments regarding equipment and personnel
- Does not address necessity of appropriately trained employees

Proposed

- Clarifies roles of BOS, County Administrator, and Director of Emergency Mgt
- Emergency Mgt Director coordinates with Departments regarding allocation of resources
- Only appropriately trained personnel shall be called upon in emergencies.

