

THE COUNTY AUDITOR'S SIGNATURE CERTIFIES  
THAT THIS RESOLUTION HAS BEEN FORMALLY  
APPROVED BY THE BOARD OF SUPERVISORS ON

\_\_\_\_\_  
DATE

SCOTT COUNTY AUDITOR

## R E S O L U T I O N

### SCOTT COUNTY BOARD OF SUPERVISORS

April 18, 2019

APPROVING CHANGES TO VARIOUS GENERAL AND HUMAN RESOURCES POLICIES  
BE IT RESOLVED BY the Scott County Board of Supervisors as follows:

Section 1. General Policies 11 "Purchasing", 30 "Grant and Funding Assistance" and Human Resources Policy G "Employee Conduct" are updated to comply with language required for the processing of purchases being made under federal grants.

Section 2. General Policies 28 "Electronic Device Policy" and 34 "Technology Use" are updated to address overtime eligible employees receiving electronic devices that expose them to working after approved hours. It also extends the email retention from 3 years to 5 years.

Section 3. General Policy 4 "Emergency Plans" updates the language to reflect the current phone system utilization of 911.

Section 4. General Policy 44 "Emergency Notification and Alerting" is a new policy implementing the usage of Alertus utilization and notification of emergent situations.

Section 5. General Policy 9 "Credit Cards" prohibits taking credit card numbers over the phone.

Section 6. Human Resources Policy C "Recruitment and Selection" is modified to reflect the practices related to recruitment and clarifies the current nepotism policy to address not only hiring, but supervision.

Section 7. Human Resources Policy D "Classification and Compensation" updates the policy to reflect the movement away from the Hay compensation system to the market and equity system adopted by the Board during budget process.

Section 8. Human Resources Policy F "Performance Appraisal and Development System" is updated to reflect the implementation of changes in the compensation system, thereby directing Human Resources how to process changes.

Section 9. Human Resources Policy I "Hours of Work" addresses the impact of changes to the collective bargaining law no longer allowing supplemental pay issues to be addressed in the union contracts.

Section 10. Human Resources Policy J "Overtime Compensation" adds language requested by the Sheriff to address Bailiff, Bailiff Sergeant, Classification Specialist and Corrections Sergeants ability to receive overtime after their regular shift. Additionally compensatory bank limits are made consistent for staff.

Section 11. Human Resources Policy K "Holidays" deleted language not being used by the Health Department.

Section 12. Human Resources Policy L "Vacation" allows for employees to obtain 5 weeks of vacation after 20 years of employment.

Section 13. Human Resources Policy P "Insurance and Deferred Compensation" modifies the pay grades eligible for specific life insurance benefit and increases the deferred compensation match.

Section 14. Human Resources Policy S "Employee Grievance Procedure" modifies the policy so the County Administrator would hear the final grievance step.

Section 15. Human Resources Policy U "Separation of Employment" clarifies that employees need to be physically present on their last day of work and adds "catastrophic events" as possible reason for layoffs.

Section 16. Human Resources Policy V "Employee Recognition" clarifies that regular part-time employees, not temporary or PRN, are recognized based on date of hire.

Section 17. This resolution shall take effect immediately, however policies D, F, I, J, L and P shall become effective July 1, 2019.