

Cochise County Human Resources Policy Revisions

Michael J. Ortega, P.E., County Administrator

Julie Morales, Human Resources Director

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Basis for HR Policy Manual

- **BOS Direction**
 - Culture of Accountability and Customer Service
 - Code of Ethics
 - Recognition of employees' role in organizational excellence
- **Strategic Plan**
 - Policies support County's vision, mission and goals and foster an environment for success
- **Consistency and consolidation of various policies**
- **Cultural expectations for employees/organization**
 - Support structure for employee work-life
 - Outlines culture of excellence



Importance of Merit System Rules and HR Policies

- Guides all aspects of employee work life in a consistent and clear manner
- Provides structure to employees, management and the organization
- Fosters and reinforces a positive organizational culture



Merit Rules and HR Policies

- Merit Rule revisions approved by BOS in 2010
- Merit Rules – Predominantly apply to classified employees
- HR Policies - apply to all employees
 - (classified and unclassified)



Revisions to Existing Policies

- Attendance, Holidays, Leave
- Discrimination Prevention
- Employee Conflicts Of Interest
- Flexible Work Schedules
- Leave Donation And Usage
- Nepotism
- Outside Employment
- Premium Pay/Overtime
- Uniform Allowance
- Sexual Harassment
- Smoking
- Tuition Reimbursement
- Political Activity
- Personnel Files
- Outside Employment
- Polygraph Examinations



Additional Policies

- Inclusion of
 - Vision and Mission Statements
 - Code of Ethics
 - Customer Service Statement
 - Statement of Public Accountability
- Voluntary and Involuntary Reassignments
- Volunteer Program



HR Policies under review (2012)

- Workers' Compensation
- ADA
- Drug Free Workplace And Testing Policy
- FMLA Policy And Procedure
- Comp Plan



Chronology of Policy Revisions

- BOS Adopts Merit Rules January 10, 2010
- BOS Work Session September 27, 2011
- Dept Director/Elected Officials Presentation September 28, 2011
- Roundtables
 - November 7, 2011 (Benson)
 - November 10, 2011 (Sierra Vista)
 - November 14, 2011 (Douglas)
 - November 15, 2011 (Willcox)
 - November 16, 2011 (Bisbee)
 - November 28, 2011 (Bisbee)
 - December 7, 2011 (Willcox)
 - Various Department Specific Meetings/Presentations
- Comments addressed and posted February 13, 2012
- BOS Formal Consideration February 14, 2012
- Policies Effective (adoption 2/14/12) April 1, 2012



Changes since BOS Work Session

- **Track changes outlined**
- **Merit Rules need to be reviewed for consistency with Policies**
 - Some changes identified and presented for inclusion
- **Nepotism**
 - Clarified Cochise County's definition of "family member"
 - No relative may be employed in the same dept, functional area or division if reporting to the same first-line supervisor.
 - No supervisor may employ family members within his/her chain of command.
- **Political Activity**
 - Removed "Resign to Run" (leave of absence) language
- **Polygraph**
 - Originally included, unintentionally left out; re-added



Summary

- Updated Merit Rules – 2010
- Revised many HR Policies
 - Consistent with BOS Direction/Strategic Plan
 - Included Dept Directors, Elected Officials, and Staff
 - Effective 4/1/12
- Ongoing review of Merit Rules & Policies

