

STAFF SUMMARY

For

BOCC MEETING PRESENTATION

Date of Presentation/Discussion: July 12, 2017

Staff Lead: Human Resources

Effectuated Departments and Offices Effectuated: All

Topic: Update to Employee Handbook

1. Purpose: To present an updated draft of the County's Employee Handbook.

2. Background: The Employee Handbook has been under review for over 12 months. Two public work sessions have been held for the purpose of editing the document. Commissioners, elected officials, and department heads have been involved and provided input. The copy presented at this meeting captures all relevant input and indicates recommended changes.

3. Key Points:

- a. Mountain States Employers Council Reviewed Initial Draft
- b. Commissioner/Elected/Department Head Input is Incorporated
- c. This Document Provides More Specificity Regarding Expected Behaviors and Required Procedures
- d. This is "Living Document"

4. Impact on County:

- a. **Fiscal:** Minimal. Establishes limits on accruals of sick/vacation hours to limit county fiscal liabilities.
- b. **Services:** Promotes a more stable and productive workforce, anticipated to lead to higher quality of service.
- c. **Infrastructure:** None.

5. BOCC Action Required: Board discussion and approval of release for public and employee review and comment prior to formal adoption.

6. Required Decision Date: July 12 (release for review), July 26 (vote to approve)

7. Point of Contact: Dianna Hiatt