

COUNTY CIVIL SERVICE ACT (CCSA)

**Personnel Rules and Regulations
Training
January 2015**

Purpose of County Civil Service Act

- Nebraska Statutes §23-2517 through §23-2533
- Required to establish system of personnel administration
- System shall provide means to:
 - Recruit and select;
 - Develop, and maintain an effective & responsive work force;
 - Shall include policies and procedures for hiring and advancement, training, and career development, position classification, salary administration, fringe benefits, discharge and other related activities.
 - All appointments (filling of a classified vacancy) and promotions shall be made based upon merit and fitness.

Creation of the Personnel Rules and Regulations

- Statute §23-2525 states:
 - County Personnel Officer shall, with the assistance of two advisory groups, one of classified employees and one of department heads, prepare and submit to the Personnel Policy Board proposed personnel rules and regulations for the classified service.
 - The Personnel Policy Board shall submit the rules and regulations for adoption or amendment and adoption by resolution of the Board of County Commissioners.

Advisory Group Members

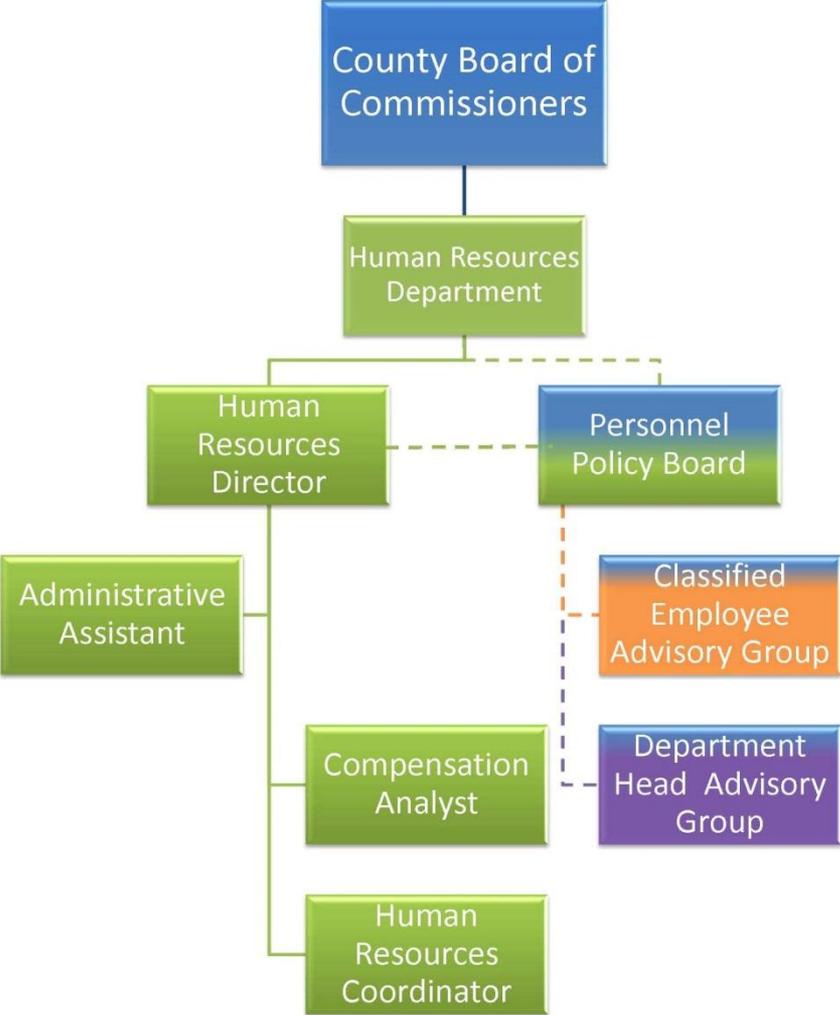
Classified:

- **PJ Biodrowski** (IS)
- **Ken Bischoff** (Clerk)
- **Tim Ederer** (Assessor)
- **Sharee Jacobs** (Sheriff)
- **Bernie Meyer** (IS)
- **Jenn Ozturk** (Diversion)
- **Debby Peoples** (Fiscal)
- **Vic Raymond** (Child Support)
- **Marcy Rees** (County Atty.)
- **Susan Stockwell** (Election)

Department Head:

- **Wayne Bena** (Election)
- **Bruce Fountain** (Planning)
- **Rich James** (Treasurer)
- **Dan Pittman** (Assessor)
- **Ross Richards** (Facilities)
- **Danielle Richler**
(Pretrial/Community Services)
- **Lt. Dan Shukis** (Sheriff)
- **Mark Walters** (IS)
- **Mark Wayne** (Administration)

Civil Service Organizational Chart



Personnel Rules and Regulations

- Passed by Board Resolution
- Effective January 1, 2015
- Covers all classified employees
- Where Personnel Rules and Regulations (PRR) conflicts with Union Contracts/Collective Bargaining Agreements (CBA), CBA will typically rule
 - Exception if the County Civil Service Statutes (CCSA) specifically address a topic they will override the CBA

Coverage Hierarchy

Federal and State Laws

Collective Bargaining Agreements

Personnel Rules and Regulations

To the extent that any Personnel Rule and Regulations is derived directly from the statutes, this statutory rule will likely need to be followed regardless of the provisions of the Collective Bargaining Agreement. Any potential conflict will be reviewed by the County Attorney's Office for clarification.

Personnel Policy Bulletins

Department Rules and Policies

PRR Structure

- The PRR is divided into sections based upon topic category
 - ▣ Rules – broad categories
 - ▣ Regulations – specific policies/provisions

PRR Highlighted

The following slides highlight specific areas of the PRR

- Not every Rule/Regulation is addressed in the PowerPoint only those involving significant changes from the existing Personnel Policy Manual
- Employees should read through the PRR, as it outlines the employees rights and protections under the County Civil Service Act as well as the specific Rules/Regulations created by the Advisory Groups and Personnel Policy Board

Rule 1: CCSA General Provisions

□ Regulation 1: Intent and Purpose

■ Section 1: Authority

- Department Heads may adopt rules, policies, or practices to manage their department...cannot be in conflict with the PRR or CBA.

■ Section 4: Personnel Policy Bulletins

- These will be created to address items that will apply to both the Classified and Unclassified Service, such as the Drug Free Workplace Policy, Family and Medical Leave Policy, etc.

Rule 1: CCSA General Provisions

- Regulation 2: Definitions
 - The Advisory Groups attempted to identify and define every term that is not common or familiar with respect to the PRR
 - Over time, these terms will be commonly used

Rule 1: CCSA General Provisions

- Regulation 3: Coverage, Unclassified & Savings Clause
 - Section 1: Coverage
 - Employees accepting a “classified appointment” who have completed their Introductory Probationary Period have all the rights and benefits of the classified service...they become “tenured employees”.

Rule 1: CCSA General Provisions

- Regulation 3 (continued)
 - Section 2: Unclassified Defined Statute §23-2519
 - County Officers elected by popular vote;
 - County personnel officer & administrative assistant to the county commissioners;
 - Bailiffs;
 - Department heads and one principal assistant/chief deputy;
 - Members of boards/commissions appointed by county commissioners;
 - Attorneys;
 - Employees of an emergency management organization; and
 - Deputy sheriffs.

Rule 1: CCSA General Provisions

- Regulation 4: Personnel Policy Board (PPB)
 - Unpaid Board Members
 - 2 Appointed by County Commissioners
 - 2 Appointed by Elected Officials
 - 2 Appointed by Classified Employees
 - Serve 5 year rotating terms
 - Duties and Responsibilities outlined in the CCSA
 - Conduct Hearings for Grievances/Appeals
- Regulation 5: PPB Hearings

Rule 2: County Employment

- Regulation 1: Selection Process
 - HR Director with the Appointing Authority (Department Head) develop competitive examinations to ascertain “merit and fitness”
 - Follow process we’ve been using to fill jobs...review job description, update if needed, determine grade using the dimensional scoring system (DSS), and post

Rule 2: County Employment

- Regulation 1 (continued)
 - Postings
 - CBA Jobs will be posted within the Department as outlined
 - If not CBA job or no one applied for a CBA job, then posted internally “county-wide” for 5 calendar days
 - Statutes require promote from within the classified service whenever practicable thus why postings are county-wide
 - If no county candidates, post externally for 7 calendar days

Rule 2: County Employment

- Regulation 1 (continued)
 - Selection Criteria
 - Similar to now...qualified applications forwarded to Department Head for review
 - Examinations/assessments used wherever possible for internal and external applicants
 - Any examinations/assessments created or used by department must be reviewed and approved by the HR Director prior to use

Rule 2: County Employment

- Regulation 1 (continued)
 - Eligibility for Promotion/Transfer
 - Requirements to apply for a promotion or transfer
 - Completed Introductory Probationary Period or Trial Probation Period prior to the closing date of the job posting
 - Satisfactory or better performance review in prior 12 months
 - Cannot have been suspended within the last 12 months
 - Cannot have a non-voluntary demotion within the last 24 months
 - Probationary employees can apply for external job postings

Rule 2: County Employment

- Regulation 1 (continued)
 - Examination, Testing, and Rating Process
 - HR Director determines the rating process
 - HR Director places names of qualified applicants on Eligible Lists based upon applicants' overall scores/ratings
 - Scoring of applications may include:
 - Examination/Testing Results
 - Supplemental Questions/Filter Responses
 - Subject Matter Expert Review, and/or
 - Other relevant factors relating to ability to perform job

Rule 2: County Employment

- Regulation 1 (continued)
 - Preference Scores
 - 15% given to employees of department (when position posted county-wide)
 - Veterans (required by law)
 - HR calculates and applies preference scores
 - Applicant Appeal and Adjustment Process
 - Question ranking
 - Appeal received within 15 days
 - Remedies

Rule 2: County Employment

- Regulation 2: Employment Lists
 - Used to fill vacancies...creates a pool of applicants
 - Contain names of “certified” applicants
 - HR Director responsible for Employment Lists per statute
 - Appointing authority can request to fill a vacancy from a Certified List without posting as long as List is still active
 - With the exception of the Seasonal and Recall Lists, the duration is 90 days

Rule 2: County Employment

- Regulation 2 (continued)
 - Appointing Authority prior to the job being posted determines the number of candidates to be placed on the Referred List (minimum of 5)
 - All candidates on the Referred List must be interviewed
 - If none selected after interviewing initial group, appointing authority can request the next group (same number as first group) and can retain up to 5 from the first group
 - The Appointing Authority must select from the Referred List or request to repost due to lack of qualified candidates
 - Appointing Authority must document why each candidate is not being selected

Rule 2: County Employment

- Regulation 2 (continued)
 - Promotion/Transfer Lists and Certification
 - Statute 23-2525 [4] states rules and regulations shall provide for promotions which shall give appropriate consideration to examinations and record of performance, seniority, and conduct **AND**
 - Vacancies shall be filled by promotion whenever practicable and in the best interest of the service and preference may be given to employees within the department in which the vacancy occurs

Rule 2: County Employment

- Regulation 4 Background Checks and Pre-employment and Post-employment Screens
 - Physical Exams (Post-employment)
 - Employees may be required to undergo a “fitness for duty” exam to determine whether they are able to perform the essential functions of their job or for safety concerns or the protection of the employee or others
 - Any exam shall be job-related and consistent with business need

Rule 2: County Employment

- Regulation 5: Job Offers, Employment Conditions, and Rehires
 - This is a **new requirement** all employees need to know
 - Employees, regardless of the job occupied, are required to report in writing or by email to the HR Director within 7 calendar days notification of being:
 - 1) formally charged with a felony, misdemeanor, or the violation of a law concerning the use, possession or manufacture of a controlled substance, including marijuana; or
 - 2) conviction of a felony, misdemeanor, or a moving traffic violation

Rule 2: County Employment

- Regulation 5 (continued)
 - HR Director will make a determination as to the relevancy of the conviction or citation as it pertains to the essential functions of their job.
 - Employees who omit, conceal, and/or provide false or misleading information regarding a conviction or citation will be investigated and subject to appropriate disciplinary action, up to and including termination.

Rule 3: Types of Appointments

- Classified Appointment
 - All vacancies in the classified service shall be filled by appointment (refer to definition in Rule 2).
 - Several types of appointments – primary are full-time and part-time

Rule 4: Promotions, Transfers, Demotions & Detail Assignments

□ Promotions

- A promotion is the filling of a vacancy by the advancement of an employee from a job in a lower grade/class to a job in a higher grade/class
- Employees must meet the criteria to be considered for promotion (refer to slide 18)

Rule 4: Promotions, Transfers, Demotions & Detail Assignments

- Regulation 1 (continued)
 - A promoted employee's pay will be calculated as follows:
 - Current pay rate increased by five percent (5%), and
 - Next, this newly calculated rate compared to the promotional grade and rate adjusted to the closest step that ensures a 5% promotional increase
 - Employee's position date will be adjusted to the promotion's effective date
 - When vacancies are filled by employees accepting a job in a different department, the Department Head shall release employees from their current job within a reasonable period not to exceed 30 calendar days

Rule 4: Promotions, Transfers, Demotions & Detail Assignments

- Regulation 1 (continued)
 - Employees accepting a job in another department shall give their current department no less than 14 calendar days' notice of their acceptance of the new job, unless all parties mutually agreed to a period of less notice
- Regulation 2: Transfers
 - A transfer is the filling of a job posting by moving employees from one job to another which does not involve a change in class
 - A transfer may occur by moving to a job within the same department or to a job in another department

Rule 4: Promotions, Transfers, Demotions & Detail Assignments

- Regulation 2 (continued)
 - Employees choosing to apply for a job in their department will be considered along with other County applicants (unless the CBA states otherwise)
 - They will receive preference points for being a current employee of their department
 - Employees must meet the criteria to be eligible for transfer (refer to slide 18)

Rule 4: Promotions, Transfers, Demotions & Detail Assignments

- Regulation 2 (continued)
 - Compensation Treatment for Transfer
 - Employee's pay rate will remain unchanged as a result of the transfer or changed to the closest grade and step if transfer involves movement from one salary schedule to another (i.e., non-union to union or collective bargaining unit to collective bargaining unit), and
 - The date for future wage increase and performance evaluation will remain unchanged

Rule 4: Promotions, Transfers, Demotions & Detail Assignments

□ Regulation 3: Demotions

- There are instances when tenured employees may voluntarily or involuntarily receive a demotion
- A demotion occurs when a tenured employee is reassigned to a job with a lower grade
- Reasons why demotions may occur:
 - Employees assigned to a job performing essential functions of significantly decreased complexity or responsibility,
 - Employees unable to perform satisfactorily may be demoted to a job better suited to their qualifications and/or abilities,
 - Employee's request for demotion is approved,
 - As a result of a reorganization, eligible and qualified employees may accept a demotion to continue employment, or
 - As a result of disciplinary action.

Rule 4: Promotions, Transfers, Demotions & Detail Assignments

- Regulation 3 (continued)
 - Procedures
 - A written letter from requesting employees indicating a desire to voluntarily demote
 - Demotions require the HR Director's approval prior to communication to employee except if a voluntary demotion
 - Disciplinary demotions require documentation be submitted to the HR Director prior to initiating Loudermill processes
 - Department Head completes and submits to HR an EAF reflecting the specifics of the demotion within one (1) business day

Rule 4: Promotions, Transfers, Demotions & Detail Assignments

- Regulation 3 (continued)
 - Compensation Treatment
 - With Disciplinary demotion, the pay rate is decreased to the respective grade and then step closest to the current pay rate
 - When voluntary demotion, pay rate decreased to no more than the maximum of the new salary range
 - Demotions cannot increase the pay rate
 - When demotion due to reorganization and the pay rate is above the maximum of the demoted grade, the pay rate is “red circled” until the maximum of the salary range equals or exceeds the “red circled” pay rate

Rule 4: Promotions, Transfers, Demotions & Detail Assignments

- Regulation 4: Detail Assignments
 - Detail assignments occur when employees temporarily perform a segment of or a particular task that is separate from their current job
 - Department Heads assign classified appointees or tenured employees to Detail Assignments not to exceed (6) months
 - Detail Assignments must be approved by the HR Director
 - Employees can decline a Detail Assignment; however, if no one accepts the assignment, the Department Head can designate the qualified employee with the least seniority

Rule 5: Probationary Periods

□ Regulation 2: Trial Period Probations

■ Promotional:

- Promoted employees have 45 calendar days to demonstrate requisite knowledge, skills, and abilities to perform the job
- Employees who fail the promotional trial period, as determined by their Department Head, shall be returned to a position comparable to that held immediately prior to the promotion
- Their pay rate will be adjusted to the step and pay grade occupied as if not promoted, including any step increase that occurred since their promotion
- No retroactive pay for missed steps that occurred during the Probation shall be paid

Rule 5: Probationary Periods

- Regulation 2 (continued)
 - Transfer
 - Employees have 45 calendar days to demonstrate the requisite knowledge, skills, and abilities to perform the job
 - If the Trial Period is unsuccessful, they may request of the applicable Department Head to return to their original position
 - If not approved or requested, the employee, with approval of the appointing authority and the Human Resources Director, may apply for current job postings
 - If no current job postings, employment may be terminated

Rule 5: Probationary Periods

- Regulation 2 (continued)
 - Disciplinary
 - Employees may be placed on probation, not to exceed 90 calendar days, for significant performance/conduct deficiencies that are within their ability to correct
 - The Disciplinary Probation requires consultation with the HR Director
 - During Probation, Department Heads may decide additional discipline is warranted based on performance or conduct
 - This additional discipline can interrupt the Probation

Rule 6: General Terms & Conditions

□ Regulation 1: Nepotism

■ Immediate Family member means:

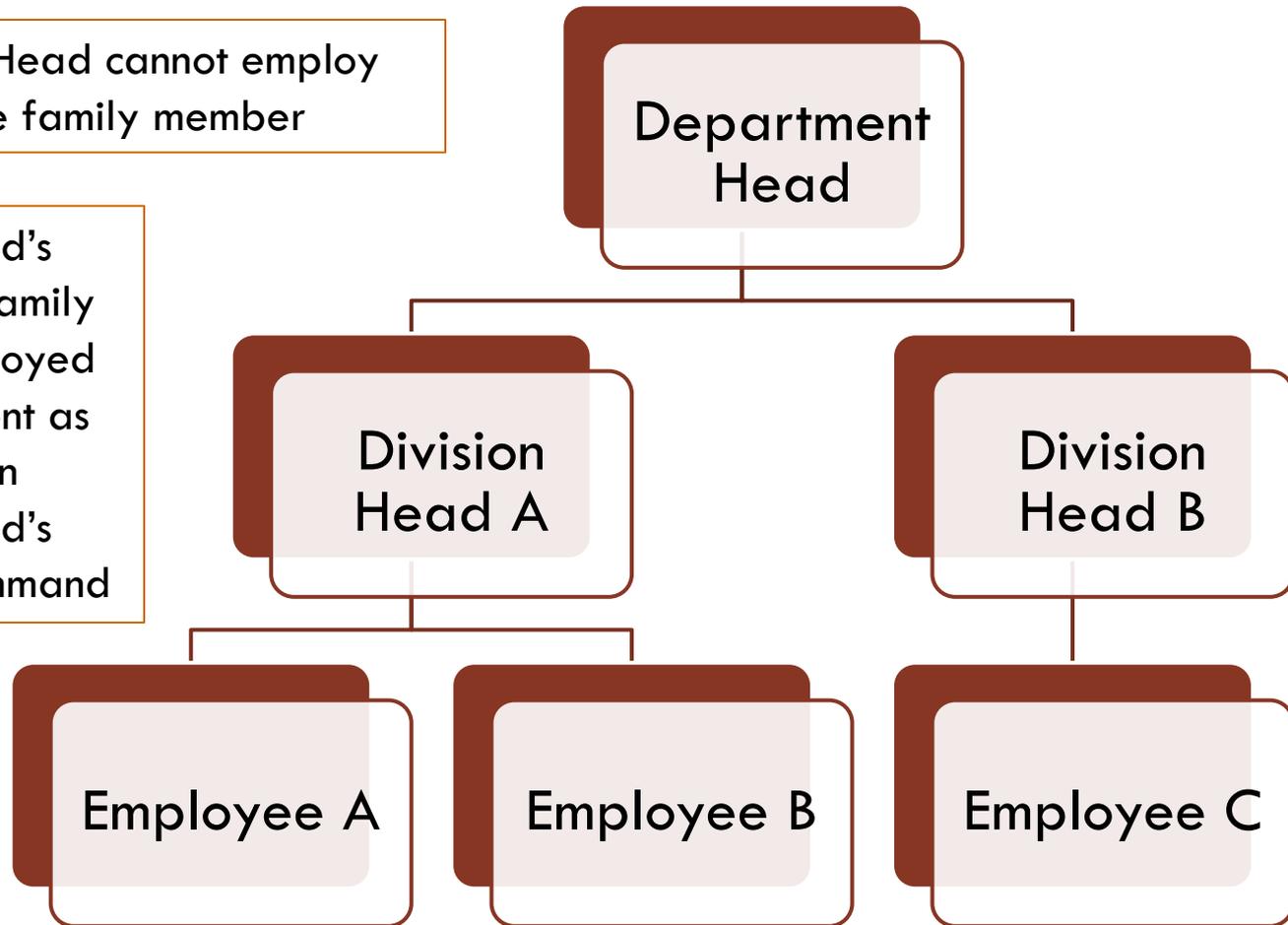
- Spouse,
- Parent (by blood, adoption or marriage);
- Child (by blood, adoption or marriage);
- Sibling (by blood, adoption or marriage);
- In-Laws pertaining to the above members;
- Individuals who reside in the same household; or
- An individual claimed by the employee or the employee's spouse as a dependent for federal income tax purposes

■ Supervisory/Subordinate Relationship means any individual within the chain of command

Nepotism Org Chart Example

Department Head cannot employ an immediate family member

Division Head's immediate family can be employed in Department as long as not in Division Head's chain of command



Rule 6: General Terms & Conditions

- Regulation 1 (continued)
 - If an immediate family relationship already exists, the relationship is grandfathered
 - Future appointments (i.e. promotion, transfer, voluntary demotion) shall be subject to this Regulation
 - Employees who become immediate family during the course of employment may continue employment as long as it does not create a supervisory/subordinate relationship
 - Should a conflict occur, employees must resolve it

Rule 6: General Terms & Conditions

- Regulation 1 (continued)
 - Options to resolve a conflict:
 - Decline the appointment,
 - Transfer to a vacancy in another department in six (6) months, or
 - Voluntarily demote to a vacant position removing supervisory/subordinate relationship
 - If the conflict cannot be resolved, one employee will voluntarily resign
 - Employees must disclose to their Department Head any changes in their immediate family which causes a conflict
 - Internal and external candidates must disclose, at the time of application, if the job they are applying for reports to or supervises immediate family

Rule 6: General Terms & Conditions

- Regulation 2: Conflict of Interest - **new**
- Regulation 3: Code of Ethics – **updated**
- Regulation 5: Electronic Communications
 - County email communications, even personal in nature, could be subject to Public Information Act
 - Emails could be requested on any employee and the County would have to release them unless an exception under state statute

Rule 6: General Terms & Conditions

- Regulation 6: Social Media Usage – **new**
 - Use of social media outside of work may impact job performance, performance of others, county business interests/reputation...USE THE DISCLAIMERS provided in the Regulation to protect yourself
- Regulation 7: Voluntary Usage of Personal Electronic Devices – **pending**

Rule 6: General Terms & Conditions

- Regulation 9: Attendance
 - New definition - Excessive Absence now 2 absences in 60 days vs. 3 absences in 90 days
 - 2 unapproved absences OR a pattern
 - Unapproved: fails to report an absence, reasons for the absence is not acceptable, or in unpaid leave status (that is not FMLA)
- Regulation 10: Employee Performance – **new**
 - Will be developing performance evaluation system
 - Department Heads will be involved in development

Rule 7: Discipline

- Regulation 1:
 - Use progressive discipline in most disciplinary situations
 - Formal discipline may not be initiated without consultation with HR Director and approval of Department Head
 - Administrative Actions
 - Corrective Action (non-disciplinary)
 - Verbal coaching, counselling, closer supervision, training
 - Formal Disciplinary Action
 - Reprimand, Suspension, Demotion, and Dismissal

Rule 7: Discipline

- Regulation 1 (continued)
 - Loudermill (Pre-disciplinary) Hearing Process
 - Due process available to tenured public employees
 - Regulation outlines the steps

Rule 8: Complaint, Grievance, & Appeal Procedures

- Regulation 1: Informal Complaints
 - Encourage resolution of issues within the Department through chain of command
 - Employees are assured freedom from discrimination, coercion, restraint, or reprisal when presenting complaints
- Regulation 2: Grievance Procedure
 - Non-disciplinary issues
 - Present to the Department Head
 - May appeal to the Personnel Policy Board

Rule 8: Complaint, Grievance, & Appeal Procedures

- Regulation 3: Appeal Procedure
 - Appeal to Personnel Policy Board
 - Appeal Criteria
 - 3 written reprimands on same subject matter within 12 consecutive month period
 - Suspension
 - Demotion for cause
 - Dismissal

Rule 9: Training & Career Development Programs

- Career Development Program
 - Identify key managerial, professional, scientific, technical, and administration jobs where need for replacements can be reasonably anticipated within the next decade;
 - Assess available manpower to determine if competent replacements or persons of considerable potential are available;
 - Determine what is required to develop that potential into high competency; and
 - Provide necessary resources to ensure a supply of highly competent manpower to meet the needs of the County

Rule 10: Classification System

□ Section 1: Introduction

- The HR Director responsible for the maintenance of the Classification Plan
 - New jobs
 - Reallocation/Reclassification of existing jobs
 - Maintenance of class descriptions, class lists, and classification system records
- Classes are broad categories that group individual jobs together that are similar (i.e. Skilled Craft Workers)

Rule 10: Classification System

- Regulation 1 (continued)
 - Preparing Content & Classification System
 - Each Class shall have a title, description of the general duties/responsibilities, and a general statement of qualifications necessary to perform jobs within the Class
 - The Class descriptions are intended to indicate the types of jobs allocated to a particular Class and are not to declare specific duties/responsibilities or limit or modify the power of Department Heads to assign, direct, or control the essential functions assigned to a particular job or control the work of employees under their direction

Rule 10: Classification System

- Regulation 1 (continued)
 - Class and Job Titles
 - Class titles are generally indicative of the type of work performed, whereas job titles are specific to each job individually
 - Modifiers may be utilized to indicate level (roman numerals, Sr., Lead, etc.)

Rule 10: Classification System

- Regulation 1 (continued)
 - Interpretation & Use of Class and Job Descriptions
 - When a job is to be created, the HR Director authorizes HR to consult with the Department Head to ensure it accurately reflects the necessary qualifications, knowledge, skills, and abilities, to perform the essential functions as set forth by the Department Head
 - Once finalized, the Dimensional Scoring System (DSS) is used to allocate the job to the appropriate Class and pay grade
 - When a Department Head desires to make permanent and substantial changes to a current job, written notice of the proposed change(s) must be submitted to HR Director

Rule 10: Classification System

□ Regulation 1 (continued)

■ Reallocation, Reclassification, and Abolition

- HR Director may initiate on own, at request of Department Head, or request of tenured employees (for his/her own position) a job study to determine if the Class and grade are proper
- Studies typically conducted at time of a vacancy or every 3 years
- HR Director may implement Class reallocation or grade reclassification within budgetary constraints
- Tenured employees occupying a job whereby the job is reallocated, reclassified, or abolished may appeal the decision to the Personnel Policy Board

Rule 10: Classification System

- Regulation 1 (continued)
 - Compensation Adjustment
 - Any reallocation or reclassification is subject to affected department's existing budget
 - Any compensation adjustment shall be effective with the start of the next pay period following the date of determination
 - If the compensation adjustment is not within current year's budget, HR Director may authorize retroactive compensation for up to 6 months at the beginning of the new fiscal year to correct the delay

Rule 11: Compensation Plan

- Starting compensation in a classified appointment shall be the minimum rate of pay as established by the job's grade
- Upon recommendation of Department Head, HR Director may approve starting compensation at a rate higher than the minimum pay rate when the needs of the service make such action necessary; provided candidate's experience and ability is over and above job's requirements

Rule 11: Compensation Plan

- If adjustment is due to labor market conditions, employees occupying the same job shall have their compensation increased to the rate established for entrance of those receiving initial appointments
- Tenured employees shall have their performance reviewed annually
- To receive a pay increase, must receive an overall performance rating of satisfactory or greater

Rule 11: Compensation Plan

- A Department Head may request a merit increase for due to exceptional/unusual circumstances in connection with employee's performance
- All merit increases must be authorized by HR Director

Rule 11: Compensation Plan

- In the event of a reallocation/reclassification to a higher class or grade
 - Pay rate increased by the schedule's step percentage
 - This calculated rate will be compared to the new grade and adjusted to the closest step that ensures the full schedule's step increase, and
 - The date for future wage increases and performance evaluations will be adjusted to the reallocation or reclassification effective date

Reallocation/Reclassification Example

- Jane Doe's grade is reclassified from a non-union 4 to a non-union 5 on 11/19/14
 - Current pay rate is \$20.57 per hour (Grade 4/Step 3)
 - Step percentage is 3.8%, so current rate increased by 3.8% ($\$20.57 * 1.038 = \21.35)
 - For Grade 5, the closest Step above \$21.35 is Step 2 which is \$21.51 per hour
 - So, Jane's new pay rate would be \$21.51 per hour and the effective date would be 11/28/14 (next pay period) and her next performance evaluation and step would be 11/28/15

Rule 11: Compensation Plan

- When a reallocation/reclassification results in a grade decrease, the pay rate shall be frozen (red-circled) at the current pay rate until the new grade's pay rate meets or exceeds the frozen rate
- Any change in pay rates shall be effective the first day of the pay period following the reallocation/reclass within budget limitations
- Overtime/Compensatory Time – For non-exempt employees, Holidays count toward 40 hours worked

Rule 11: Compensation Plan

- On-Call Compensation – non-exempt employees who are on-call shall be paid 2 hours pay at their regular pay rate for each pay period served in this capacity and will receive pay at time-and-a-half for any actual hours worked
- Call Back Compensation – Non-exempt full-time employees who are called to physically return to work during their off-duty time shall be paid a minimum of 2 hours at time-and-a-half or time-and-a-half for the actual number of hours worked whichever is greater

Rule 11: Compensation Plan

- Emergency Standby Compensation – non-exempt employees required to standby their post and be ready to work, at the direction and under the control of the County, shall be paid 2 hours pay for each hour assigned to standby
- Out-of-class Compensation – employees performing the majority of a job's essential functions of a higher grade/class are working out-of-class. Upon the 5th continuous day working out-of-class, they shall receive a pay increase of 5% or the first step of the assigned job's pay grade, whichever is higher.
 - ▣ This increase will be retroactive to the first day worked out-of-class and will continue for the duration of the assignment

Rule 11: Compensation Plan

- Detail Assignment Compensation – Tenured employees may be compensated at the discretion of the Department Head
- Supervisor/Manager Compensation – These employees shall be paid at a pay grade higher than those supervised (also applies to detail assignments)

Rule 11: Compensation Plan

- Selective Position Compensation – Department Heads may request a job be categorized as a Selective Position due to recruitment/retention difficulties with HR Director's approval
 - Up to 2 grades higher
 - Employees occupying this job receive the higher compensation
 - Subject to budgetary constraints
- Longevity Pay – **minor changes**
 - Practice of including part-time employment was documented
 - Clarification of retroactivity and accumulation

Rule 12: Types of Leave

- Regulation 1: Holidays
 - Christmas Eve added (4 hours)
 - Vacation scheduled around Holidays...requested 14 calendar days in advance
- Regulation 2: Vacation
 - 2 new accrual levels added 25-29 years & 30+ years
 - Part-Time employees: prorated accrual
 - Leave requests denied if sufficient accrual balances do not exist at time of request...unless authorized by the Department Head

Rule 12: Types of Leave

- Regulation 3: Sick
 - Immediate family members definition expanded
 - Increased from 20 to 40 hours for immediate family members living outside employee's home
- Regulation 4: Illness Leave Donation Program
 - Expanded use to employee's immediate family members as defined by FMLA
 - Created “pool” for unused donated leave
 - Clarified benefits and procedures further

Rule 12: Types of Leave

- Regulation 5: Bereavement Leave
 - Increased one day for parent and sibling; nieces and nephews added
 - 1 day travel granted for travel 300+ miles one-way
- Regulation 8: Family & Medical Leave Procedures
 - **New**
- Regulation 9: Special Leaves
 - Emergency Leave expanded
 - Unpaid Leave added
 - Leave for Unclassified Service Appointment added

Rule 13: Separation from County Service

- Regulation 1: Types of Separation
 - ▣ Defines types of separation
 - Resignation - rescind
 - ▣ Return of County Property

Rule 14: Records and Reports

- Regulation 3: Human Resources Records
 - HR record-keeper of all civil service records and personnel files
 - Access to civil service personnel files by contacting HR

Rule 15: Fringe Benefits

- Regulation 1: Educational Reimbursement
 - Reimbursement percentages set to 90%
 - Reimbursement maximums increased to \$2,000 for undergraduate and \$2,500 for graduate courses
 - “C” letter grade for graduate level courses now reimbursable

Points to Remember

- Some of the PRR Regulations may be overridden by a union contract/collective bargaining agreement (CBA)
- If uncertain whether a particular provision applies, contact Human Resources for clarification
- Human Resources is responsible for administering the Personnel Systems of Civil Service
- Classified employees are customers of Human Resources