

RESOLUTION 2005-01

A RESOLUTION AMENDING TOOELE COUNTY PERSONNEL POLICIES AND PROCEDURES SECTION 9; REDUCTION IN FORCE AND TERMINATION

WHEREAS, it is necessary to clarify personnel policies regarding reduction in force and training;

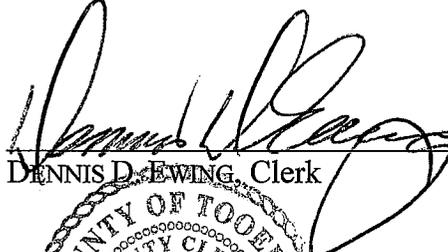
NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF TOOELE COUNTY THAT Section 9 of the Tooele County Personnel Policies and Procedures is hereby amended to read as attached.

EFFECTIVE DATE: This resolution shall take effect immediately upon passage.

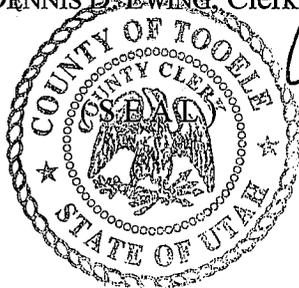
DATED this 4th day of January 2005.

ATTEST:

TOOELE COUNTY LEGISLATIVE BODY

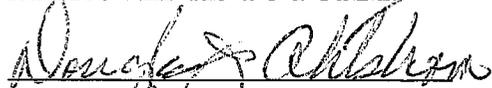

DENNIS D. EWING, Clerk


DENNIS ROCKWELL, Chairman



Commissioner Rockwell voted aye
Commissioner White voted aye
Commissioner Lawrence voted aye

APPROVED AS TO FORM:


DOUGLAS J. AHLSTROM
Tooele County Attorney

SECTION 9
CAREER PLANNING AND PERFORMANCE MANAGEMENT

A. PERFORMANCE EVALUATIONS: Employee performance and potential shall be evaluated during and at the end of the probationary period and annually thereafter on or before the eligibility date. These evaluations will be used to improve employee effectiveness, assess training needs and plan training activities, and provide a basis for decisions on placements, promotions, separations, salary advancements, and other personnel actions.

B. PROBATIONARY PERIOD: The probationary period is an integral part of the selection process. It allows the appointing authority to train an employee and evaluate the employee's progress, adaptability and effort. The probationary period is six months, but it is extendable by the department head for a period not to exceed six months for good cause. The employee may appeal directly to the career service council any undue prolonging of the period designated to thwart merit principles.

C. EVALUATING PROBATIONARY EMPLOYEES: The appointing authority shall submit in writing an evaluation and recommendation for action at least one month prior to the employee's eligibility for graduation from probation. The affected employee shall be notified of the action proposed to be taken. Any of the following actions may be instituted by the appointing authority:

1. The employee may be given full-time status and the associated pay raise, based on satisfactory performance by the employee.
2. Based on less than satisfactory performance or for good cause the employee's probationary period may be extended for a period not to exceed six months, at which time the employee will be reevaluated. Such an employee will not receive a pay increase until performance is deemed satisfactory and probation is ended.
3. Based on unsatisfactory performance or questionable competence, the employee may be demoted or returned to a former position.
4. The employee may be dismissed for any reason, so long as it is specific, nondiscriminatory and job-related.

D. PROMOTION: When it is in the best interest of the county to fill vacant positions from among current employees, eligibility may be limited to a specific department. Promotions shall be based on demonstrated capacity, as well as quality and length of service. All promotions must be certified by the department head, director of personnel management, and the county commission.

E. REDUCTION-IN-FORCE: A department head may separate employees because of lack of funds, curtailment of work, because of the return of an employee taking a leave of absence or who was unsuccessful in completing a promotional probationary period within the same

department. The department head will determine which job class and the number of positions that will be affected after developing a work force adjustment plan (WFAP) that has been reviewed by the Human Resource Director and the County Commission. No full-time employee shall be separated from a department while there are emergency, provisional, probationary, or temporary employees serving in similar positions in that department. The decision of the department head to apply a reduction in force is final and not grievable.

1. All employees in a job class that are targeted for a reduction in force (RIF) will be evaluated upon a systematic consideration of length of service and relative efficiency. Each employee will be assigned up to 100 points on a current performance evaluation, or be assigned an average score of all performance evaluations given for the past five years, whichever is greater. In addition, each employee will receive seniority points as follows with Length of Service plus Time in Class:

<u>Length of Service</u>	<u>Points</u>
six months to two years	25
two years to five years	30
five years to 10 years	35
10 years to 15 years	40
15 years to 20 years	45
20 years or greater	50

Time in class begins when the employee entered the career ladder classification for their current position.

<u>Time in Class</u>	<u>Points</u>
six months to two years	30
two years to five years	35
five years to ten years	40
ten years to 15 years	45
15 years to 20 years	50
20 years or greater	55

Employees who have transferred from a non-county agency to county employment and who have been credited years of service for benefits accrual shall not be allowed to use the non-county service time for seniority points.

The retention rating will be calculated by adding total performance points to total seniority points. The employee with the lowest retention rating will be subject to the RIF. Where the total ratings of two or more employees are identical, length of service points will take precedence.

2. RIF employees will have the option to bump any employee within their department with lower retention points if all of the following apply:

- a. The position is of equal or lower pay grade.
- b. The RIF employee meets the minimum qualifications for the position.
- c. The RIF employee previously held a similar class position with comparable duties.

The grade and step for the retained employee will be determined under Section 11, M (1).

No bumping rights will be allowed outside a department.

3. A full-time employee in good standing shall not be terminated through a reduction-in-force before the employee has been made a reasonable offer of reassignment, if such an offer is immediately possible.
4. Any employee who is separated by a RIF will be paid two weeks severance pay.

F. TRAINING: Employees may receive training to assure high quality performance. Each responsible elected officer and department head shall develop and implement a program to improve the job and career related skills of employees so that they may render more valuable service to the county. The following standards shall apply to departmental training and development programs:

1. Employee development programs must focus on legitimate needs of the department.
2. Training programs should be relevant to the job and designed to improve employee behavior and performance.
3. Individual development plans should be established for each employee providing for job and career related development needs.
4. Departments shall keep records of all training activities in which their employees participate. These records shall include the names of participants, the type of training and the number of hours, and the costs per participant hour. Departments offering education assistance to employees will keep records of the amount paid annually and the type of training received for each employee who receives assistance.

G. TERMINATION:

1. Each terminating employee shall be given an exit interview by the department head or the director of personnel management.
2. Employees who resign must give a minimum of two weeks' written notice of that

resignation if they are to be considered for re-employment at a future date.

3. Each terminating employee shall return all property belonging to Tooele County, including pagers, cellular phones, radios, computers, credit cards with proof they are paid in full, gas cards, keys, clothing, tools, passwords, books and manuals, and shall clear all financial obligations prior to receiving a final paycheck. Any obligation not cleared shall be deducted from the final paycheck. Whenever possible, the exit interview form shall be signed by the department head or director of personnel management and the terminating employee before the final paycheck is issued.