

**Sierra County
Board of Supervisors'
Agenda Transmittal &
Record of Proceedings**

MEETING DATE: December 3, 2019	TYPE OF AGENDA ITEM: <input checked="" type="checkbox"/> Regular <input type="checkbox"/> Timed <input type="checkbox"/> Consent
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DEPARTMENT: Personnel
APPROVING PARTY: Margaret Long, Personnel Director
PHONE NUMBER: 530-289-2879

AGENDA ITEM: Resolution giving authority over county personnel matters to the Personnel Department.

SUPPORTIVE DOCUMENTS ATTACHED: Memo Resolution Agreement Other

BACKGROUND INFORMATION:

FUNDING SOURCE: N/A
GENERAL FUND IMPACT: No General Fund Impact
OTHER FUND:
AMOUNT: \$ N/A

ARE ADDITIONAL PERSONNEL REQUIRED?

 Yes, -- --
 No

IS THIS ITEM ALLOCATED IN THE BUDGET? Yes No

IS A BUDGET TRANSFER REQUIRED? Yes No

SPACE BELOW FOR CLERK'S USE

<p>BOARD ACTION: <input type="checkbox"/> Approved <input type="checkbox"/> Approved as amended <input type="checkbox"/> Adopted <input type="checkbox"/> Adopted as amended <input type="checkbox"/> Denied <input type="checkbox"/> Other <input type="checkbox"/> No Action Taken</p>	<p><input type="checkbox"/> Set public hearing For: _____ <input type="checkbox"/> Direction to: _____ <input type="checkbox"/> Referred to: _____ <input type="checkbox"/> Continued to: _____ <input type="checkbox"/> Authorization given to: _____</p>	<p>Resolution 2019- _____ Agreement 2019- _____ Ordinance _____ Vote: Ayes: Noes: Abstain: Absent: <input type="checkbox"/> By Consensus</p>
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COMMENTS:

CLERK TO THE BOARD

DATE

BOARD OF SUPERVISORS, COUNTY OF SIERRA, STATE OF CALIFORNIA
RESOLUTION GIVING AUTHORITY OVER THE COUNTY PERSONNEL MATTERS
TO THE PERSONNEL DEPARTMENT

Resolution 2019-

WHEREAS, the Sierra County Board of Supervisors established a Personnel Department in 2019, and hired a Personnel Analyst to staff the Department. Assistant County Counsel Margaret Long was appointed as the Personnel Director; and

WHEREAS, the Sierra County Board of Supervisors now seeks to ensure that the Personnel Department has the proper resources and authority to oversee all personnel matters within the County.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors, County of Sierra, State of California does hereby adopt the following resolution giving the Personnel Department authority over the following personnel matters within the County;

1. The Personnel Department will coordinate the recruitment, screening, interviewing and hiring process within the County. The Department Head is in charge of selection of the candidate and the terms of his/her employment;
2. Department Heads must obtain prior approval from the Personnel Director, or his/her designee, on all disciplinary matters, including, but not limited to, firing, suspensions, and demotions. If, however, in the Department Head's best judgment, waiting to obtain prior approval jeopardizes the welfare and safety of the employee(s) or the conduct is otherwise sufficiently egregious to merit taking immediate action to place an employee on administrative leave, prior approval is not necessary. In such circumstances, immediate notification to the Personnel Director, or his/her designee is required, and any subsequent disciplinary action must be approved by the Personnel Director or his/her designee;
3. Department Heads must obtain prior approval from the Personnel Director, or his/her designee, on all extension of probations, reasonable accommodations, issuance/extension of leaves, modified work schedules, modified work locations, and unpaid leave status;
4. With the exception of certain POST law enforcement records, the Personnel Department will be the custodian of records for all personnel records. All Department Heads must provide the Personnel Department all personnel records within 2 days after they are finalized;
5. The Personnel Department is in charge of all Family Medical Leave Act (FMLA). All Department Heads must report any employees eligible for FMLA within five (5) days of their first day of eligible leave.

6. The Personnel Department will coordinate and supervise all drug testing within the County, including maintaining the contracts for drug testing services, updating the policy, confirming grounds for reasonable suspicion, and assisting in the coordination of collection of specimens. Each department may be asked to provide staff for transportation and supervision during the drug testing process.

ADOPTED by the Board of Supervisors of the County of Sierra on the 3rd day of December, 2019, by the following vote:

AYES: Supervisors

NOES: None

ABSTAIN: None

ABSENT: None

COUNTY OF SIERRA

PAUL ROEN, CHAIRMAN
BOARD OF SUPERVISORS

ATTEST:

APPROVED AS TO FORM:

HEATHER FOSTER
CLERK TO THE BOARD

DAVID PRENTICE
COUNTY COUNSEL