



Memorandum

Date: November 1, 2016
To: All Humboldt County Staff
From: Dave Mendiola, County Administrator
Subject: Amendments and Additions to the *Humboldt County Employee Policy Handbook* adopted by Humboldt County Commission on October 17, 2016

The Humboldt County Employee Policy Manual has been updated and includes the following changes:

1. General Changes to the *Humboldt County Employee Policy Handbook*:
 - a. The Table of Contents has been updated to reflect changes made throughout the *Humboldt County Employee Policy Handbook*, and
 - b. Corrections have been made to entire *Humboldt County Employee Policy Handbook* numbering scheme.
2. Chapter 2 *Employee Relations* Section 2.8 *Drug- and Alcohol-Free Workplace (Revised 10/16)* Subsection 2.8.1. *Policy* includes a new policy addition that reads:

“Humboldt County receives funding through federal grants and it's therefore subject to the Drug-Free Workplace Act of 1988. Marijuana (including medical marijuana), cocaine, opiates, amphetamines (including methamphetamines), phencyclidine (PCP), MDMA are considered illegal Schedule I or II drugs through the federal government. All employees must comply with the Drug-Free Workplace Act of 1988 and may not have any detectable level of Schedule I or II drugs in their system while at work. Failure to comply will result in disciplinary action, up to and including termination.”

3. Chapter 3 *Employment* Section 3.4 *General Requirements to Filling of Applications (Revised 10/16)* Subsection 3.4.1. *Application Forms* includes an addition to this policy that adds the option to type on prescribed employment application forms that reads:

“Applications for employment must be typed or handwritten on prescribed forms. Applicants must complete a separate application form for each vacancy unless the job announcement indicates otherwise. Humboldt County may also require resumes, completed supplemental questionnaires, and other evidence of education, training, experience, or other lawful requirements, including licenses and certifications. Applications submitted become the property of Humboldt County.”



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4. Chapter 3 *Employment Section 3.4 General Requirements to Filling of Applications (Revised 10/16)* Section 3.5 *Application Filing Periods (Revised 10/16)* now allows for the delivery of applications through electronic means or in person and informs applicants that applications must be received by the Administrator's Office no later than the date specified on the filing period. The policy now reads:

“Recruitment announcements will specify the application filing period. Applications must be received (In person, electronically, or postmarked) by the Administrator’s Office no later than the date specified on the filing period. The filing period may end on a specific date and/or may allow acceptance of applications until a sufficient number of appropriately qualified applicants have applied. Humboldt County, consulting with department management, will determine when sufficient applications have been received.”

5. Chapter 4 *Position Classification Plan Section 4.2 Procedure Subsection 4.2.1 Requests for Classification Review* updates the policy to allow any Department Head to submit a request to the County Administrator for a classification review for their employee(s) and includes an addition that allows the County Administrator to commission a classification review. The policy reads:

Requests for classification review are made by the employee to the Department Head or by the Department Head to the County Administrator each year during November. An employee may request that the Department Head submit a request for classification review to the County Administrator’s Office. The County Administrator will review the request and, if appropriate, send it with a written memorandum explaining the reasons the request meets the criteria for a classification study to the Board of Commissioners. At a minimum, the request shall include the specific duty and responsibility changes, and a verification that the changes are to be permanent. The County Administrator will review the request and indicate whether or not s/he will conduct a study. An individual employee may only make such a request once every three years. The County Administrator can commission a classification study at any time if he/she deems it necessary to improve County operations or to reduce costs.

6. Chapter 5 *Compensation Plan Section 5.5 Overtime (Revised 10/16) Subsection 5.5.1. Non-Exempt Employees* replaces excerpt from this policy that reads (*compensatory time is for Law Enforcement unit employees only*) and adds language that reads:

Compensatory time is for Law Enforcement Unit and Justice Court employees only. An ineligible department/office may request a temporary waiver to this policy by submitting a request in writing or electronically to the County Administrator. Approval or denial of any such request is at the discretion of the County Administrator.

Minimum Call Back Pay (for Communication, I.T., and TV District Personnel Only). When an employee is called back to duty after the employee has left the worksite, the employee shall be credited for two (2) hours of work plus any additional time worked in excess of two (2) hours during which the employee is continuously engaged in assigned work. If an employee completes a call back assignment in less than the two {2} hour call back period and is again called back to duty, the employee shall be paid for continuous



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time worked, but there shall be no overlapping minimum call back payments. Pay for Call Back will be time and a half.

7. Chapter 5 *Compensation Plan* Section 5.7 *Salary Increase Schedule* Subsection 5.7.2. *Anniversary Date/Step Advancement* that reads:
 - a. The date on which an employee becomes eligible for consideration for step advancement is known as the anniversary date. When approved in writing, step advancements will become effective at the beginning of the pay period following the employee's anniversary date of their current position.
 - b. If performance appraisals are completed post appraisal date recommending approval, the merit increase will be retroactive to the first pay period following the employee 's anniversary date at current position.

8. Chapter 6 *Leave Plans* Section 6.3 *Sick Leave* Subsection 6.3.1. *Policy* Section 1 *Accrual* has been updated include increases to the accrual rate of sick leave which reads:
 - a. Employees will accrue sick leave at the rate of .0577 hours per each regularly scheduled hour worked or on paid status. Sick leave is not accrued for any other hours.
 - b. Sick leave hours are earned and credited to the employee on a (biweekly, semimonthly, monthly) basis, coinciding with pay periods.
 - c. Unused sick leave will be credited to the employee's sick leave balance to a maximum accrual of 980 hours. Employees with more than 980 hours accrued as of August 4, 2003 shall not accrue sick leave until their balance drops below 980 hours.

9. Chapter 6 *Leave Plans* Section 6.3 *Sick Leave* Subsection 6.3.1. *Policy* has been updated include increases to the maximum an employee may convert sick time to PERS service credit and increased the amount of times an employee may exercise this option. This policy now reads:

Conversion to Retirement credit prior to retirement (Not a choice for Elected Officials) - An employee who is eligible to purchase retirement service credit under the Public Employees Retirement System (PERS) may convert a maximum of 400 hours of accrued, unused sick leave into retirement credit prior to retirement under the following conditions only:

 - a. *Must have at least 400 hours of accrued, unused sick leave.*
 - b. *Can only convert hours in excess of 400 (in increments of 8 hours).*
 - c. *Maximum hours allowed to convert is 400.*
 - d. *Effective July 1, 2016 may only use this option (5) times during employment with Humboldt County. Employees who have already exercised this option three times by December 31, 2010 shall be "grandfathered."*

10. Chapter 7 *Benefits* Section 7.8 *Education Assistance (Revised 10/16)* updated to allow for the completion of Graduate and Post-Graduate college degree programs to qualify for reimbursement for the cost of registration and books for job-related class work with the same amounts designated



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to an associates and bachelor's degrees. Amount for educational reimbursement have also been increased. The policy now reads:

The County will reimburse each employee for the cost of registration and books for job-related class work which is part of the requirement for completion of a major for an Associates, Bachelor, Graduate, and Post-Graduate college degree which is directly related to the employee's current County employment or if not in pursuit of a degree, classes directly related to the employee's current County employment, provided all of the following conditions are met:

The employee must request and receive approval for reimbursement prior to beginning the class. Requests shall be submitted to the County Administrator and shall be considered for approval subject to the conditions of this section.

Class work will be completed on the employee's own time.

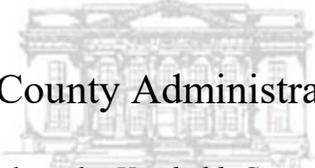
The total reimbursement paid by the County to all employees for education under this section in any fiscal year shall not exceed ten thousand dollars (\$10,000.00), nor shall any employee be reimbursed more than one thousand five hundred dollars (\$1,500.00) in any fiscal year. Classes will be approved for reimbursement on a first come first paid basis, based on the date of initial application for approval, until funds are exhausted.

Reimbursement shall be for actual cost of tuition and registration for a class in an amount not to exceed two hundred fifty dollars (\$250.00) per class. Employees shall present evidence of completion of the course with a grade of "B" or better. Non-graded classes are not eligible for book reimbursement.

11. New section added to policy manual for the (Chapter 8) *Government Credit Card Issuance and Use* approved on August 15, 2016 by the Humboldt County Board of Commissioners.
12. Chapter 9 *Travel Policy* updated to reflect the opinion of the Nevada Attorney General's Office that requires local governments to use the United States Government Services Administration reimbursement rates.
13. Chapter 11 *Performance Management* Section 11.1.4. *Written Record* updated to include a new addition to the policy that reads:

Performance appraisals will ordinarily be completed within thirty (30) days prior to the completion of twenty-six (26) payroll periods. The content of a performance appraisal and any decisions based upon such content may be appealed only through the grievance procedure to the County Administrator level. The decision of the County Administrator shall be final and binding.

A disclaimer has also been added to the Humboldt County *Employees* section of the website under the *Employee Policy Manual* link that reads 'This employee policy manual is subject to change and should not be considered an official copy. An official copy can be found in the county administrator's office.'



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The redlined version of the changes made to the *Humboldt County Personnel Policy Handbook* will be made available on the county website at <http://www.hcnv.us/employees/employees.htm> for thirty (30) calendar days following the date of this memorandum. During this time, all Humboldt County Employees are encouraged to review the redlined version of the policy and submit their questions and/or concerns in writing to the Administrator's Office. I will review any letters received by the office and reply to and/or address any questions or concerns regarding the updated policy handbook during this review period.

Once the thirty calendar day period for review of the redlined version of the policy handbook has ended, the redlined version will be replaced with the final version of the policy with all changes outlined in the redlined version accepted.

Any questions or concerns after this period may be brought to the attention of the Administrator's Office staff via phone at (775) 623-6300 or in-person at Humboldt County Courthouse 50 West Fifth Street Room 205 Winnemucca, Nevada 89445.

Department Heads are tasked with distributing this memorandum to their subordinates.

After the review period, Department Heads will be tasked with gathering their employee's signatures (along with their own) acknowledging receipt of these policy manual changes and agreeing to continue to follow the guidelines outlined therein. The signed acknowledgment forms for all employees must be scanned electronically into a Portable Document Format (PDF) file and sent to Abel Del Real-Nava via e-mail at abel.del.real-nava@hcnv.us or turned in to the Administrator's Office no later than December 30, 2016. Employees who are on leave will have to sign this acknowledgement form within one week of returning to work. The acknowledgements will be made available following the review period.

Please contact the county Administrator's Office staff via phone at (775) 623-6300 or stop by their office at 50 West Fifth Street Room 205 inside the Humboldt County Courthouse if you have any questions regarding this memorandum.

Dave Mendiola
County Administrator