

CHAPTER 2 PERSONNEL ADMINISTRATION

1.0 APPLICATION OF REGULATIONS AND POLICY STATEMENT. In order to comply with state and federal laws and regulations and to ensure that the principles of merit are the basis for all personnel actions, Davis County does hereby establish a system of personnel administration.

1.1 These rules and regulations will be administered impartially through the Davis County Office of Personnel Management.

1.2 These standards and procedures have been established to ensure the operation of merit principles in all County activities; to ensure that in all personnel action, including recruitment, examination, selection, appointment, compensation, training, promotion, retention, and discipline, actions and procedures employed will be impartial and universally applied.

1.3 Davis County is an equal opportunity employer and provides equal employment opportunity for all applicants and employees. Discrimination against any person in any aspect of personnel administration because of political or religious opinions or affiliations or because of race, sex, age, national origin, disability, or other non-merit factors will be prohibited except where specific age, sex, or physical requirements constitute a bonafide occupational qualification necessary to proper and efficient administration as determined by the Personnel Director.

1.4 It shall be the policy of Davis County to appoint qualified employees and to make possible a career service by making promotions on the basis of efficient work and by providing tenure of office to those who give satisfactory service.

1.5 The terms and definitions established in the Personnel Policy and Procedure Manual shall apply to this Ordinance.

2.0 Davis County has established an affirmative action plan. This program will communicate important guidelines and procedures that will be followed in providing equal employment and advancement opportunities in the County. One of its primary aims will be that of attracting qualified minority group applicants to fill vacancies within the County.

3.0 Davis County authorizes and encourages the establishment of a Davis County Employees' Association, with offices to be elected by County employees. The purpose of the Employees' Association is to give employees an opportunity to make suggestions to the Board of County Commissioners pertaining to employee relations, fringe benefits, including employee insurance programs, cost of living increases, and other related matters of personnel policy. It is explicitly understood that this authority is to make recommendations only and does not imply a policy-making position.

4.0 OFFICE OF PERSONNEL MANAGEMENT. The Davis County Office of Personnel Management (Personnel Department), for purpose of administrative control, shall be responsible to the County Commission.

4.1 The Office of Personnel Management is established with certain legal powers and duties, among which are the following specific powers to be administered under the direction of the Davis County Commission:

A. Design and administer a compensation plan that includes salaries, wages, incentives, bonuses, leave, insurance, retirement, and other benefits for all County personnel, and initiate and alter such salary schedules with final approval by the Commission except where such salaries are fixed by statute, appropriation, or where governing boards are authorized by law to fix certain salaries.

B. Design and administer the County classification plan and grade allocation system including final decisions on position classification and grade allocation.

C. Conduct position classification studies, including periodic desk audits. Receive classification recommendations from departments.

D. Examine and recommend all requests for personnel and certify all new positions and the filling of all vacancies except those that are exempt.

E. Maintain registers and certification of eligible applicants.

F. Monitor County agency, department, or office personnel practices to determine compliance with equal opportunity and affirmative action guidelines.

G. Maintain central personnel records.

H. Promulgate and publish rules and regulations regarding the conduct and employment of County employees, covering working hours, overtime, sick leave, vacations, and other related matters of personnel policy.

I. The Office of Personnel Management should perform pertinent personnel duties and activities that will improve the efficiency and productivity of Davis County employees, such as attitude and turnover studies; develop in-service and out-service training programs; develop organizational charts; establish adequate procedures for department transfers and promotions, employee orientation, and performance review.

5.0 DAVIS COUNTY MERIT SYSTEM ESTABLISHED. Davis County, in concurrence with the County Merit Law passed by the 1969 Utah Legislature, does hereby

establish a County Merit System as an integral part of personnel administration. The County Merit System shall provide for:

- A. A County-wide system of employment by merit.
- B. Job classification and personnel examination as a basis for employment.
- C. Rules and regulations to define a plan for appointment, dismissal, promotion, demotion, transfer, tenure, discipline, and removal of employees without discrimination as to race, sex, age, disability, national origin, religion, or political affiliation.

6.0 THE ADMINISTRATIVE OFFICER. Administrative Officers may establish such rules as deemed necessary for the efficient and orderly administration of the department. Such rules, however, are subject to the approval of the Personnel Director and must be on file in the Personnel Office before they become effective, and they must be consistent with the personnel policies and procedures as set forth in this ordinance. Copies of department rules must be made available in the office of each Administrative Officer for use by employees.

6.1 Administrative Officers shall:

- A. Establish initial job descriptions.
- B. Recommend position classifications and grade allocations.
- C. Make final selections from lists of certified eligible applicants for appointments and promotions to vacant positions.
- D. Discipline employees.

7.0 EXTENSION OF THE MERIT SYSTEM. Employees not already having status under a merit system, meeting the standards set forth in the Davis County Merit System and not hereafter exempted, may acquire such status through either:

- A. An open competitive examination;
- B. If the employee has successfully completed at least six (6) months of service as a County employee in a full-time permanent position at the time the Davis County Merit System is initiated, then they shall have attained the right of merit system status.

8.0 RESPONSIBILITIES OF THE PERSONNEL DIRECTOR. The County Personnel Director shall be responsible for directing and coordinating the personnel activities of the County, including the following:

- A. Design and administer a County pay plan that includes salaries, wages, incentives, and bonuses.
- B. Design and administer the County's retirement, leave, health, dental, life, and other benefit programs.
- C. Design and administer the County classification plan and grade allocation system. Conduct position classification studies, including periodic desk audits.
- D. Prepare, recommend, and enforce policies and procedures for personnel administration.
- E. Interpret and administer where necessary the County personnel policies and procedures, including the employee grievance procedure.
- F. Direct and coordinate procedures and practices for the recruitment, testing, selection, and hiring of County employees.
- G. Obtain or prepare and administer competitive examinations for all original appointments and promotions in the County service subject to testing, in conjunction with the appropriate department head.
- H. Maintain registers and certification of eligible applicants.
- I. Certify all appointments, promotions, demotions, discipline, and other actions affecting classified County employees.
- J. Supervise, develop, and maintain personnel systems, forms, procedures, and methods of record keeping.
- K. Maintain a personnel file on all persons employed by the County.
- L. Direct or coordinate employee orientation, training, counseling, and career development in conjunction with Administrative Officers.
- M. Perform any other lawful acts which are considered necessary or desirable to carry out the purpose of the Personnel Office and the provisions of the Davis County Personnel Policies and Procedures.

8.1 The Personnel Director shall also comply with and provide personnel assistance to the Commission on all matters pertaining to the County compensation and longevity plans; organizational structuring; sick leave, vacation leave, overtime, physical examinations,

retirement policy, workers' compensation, and other miscellaneous fringe benefits as required; training programs; labor relations and collective bargaining; and any other assignments as may be delegated at the discretion of the Commission.

8.2 The position of Personnel Director shall be a merit-exempt position and shall be appointed by the County Commission.

9.0 CAREER SERVICE COUNCIL SECRETARY. The Commission shall select a qualified County employee with the consent of the Career Service Council to serve as Secretary to the Council. The secretary shall serve without additional compensation unless the Commission decides to pay additional compensation. The secretary need not be appointed under the merit principle from a register established for this position.

10.0 APPOINTMENT OF OTHER MERIT SYSTEM PERSONNEL. The Personnel Director is authorized to appoint other personnel necessary to carry out the responsibilities of the County Merit System and other matters of personnel administration with the consent and approval of the Commission. In selecting such Merit System personnel, all appointments shall be made in conformity with these regulations.

11.0 POSITIONS EXEMPTED FROM REGULATIONS. These regulations shall apply to all personnel of the participating County departments except those individuals in positions specifically exempted.