

Warren County Board of Supervisors

RESOLUTION NO. 374 OF 2011

Resolution introduced by Supervisors Conover, Kenny, VanNess, Belden, Goodspeed, Sokol, Merlino, Taylor and Strainer

AMENDING PROCEDURES WITH REGARD TO THE ESTABLISHMENT, FILLING AND INCREASING OR DECREASING OF SALARIES FOR POSITIONS WITHIN WARREN COUNTY

WHEREAS the Board of Supervisors, by Resolution No. 155 of 2003, established procedures with regard to the establishment, filling and increasing or decreasing salaries for positions of employment within Warren County, and Resolution Nos. 497 of 2006, 719 of 2006 and 318 of 2007, amended those procedures, and

WHEREAS, the Board of Supervisors desires to further clarify and amend said policies, now, therefore be it

RESOLVED, that the Warren County Board of Supervisors hereby establishes the following procedures to be followed by all Department Heads in: (1) establishing and filling new positions of employment and reclassification of existing positions; (2) filling vacant positions of employment which occur by reason of retirement, termination or resignation; and (3) increasing or decreasing salaries for existing positions of employment:

NEW POSITIONS AND RECLASSIFICATION OF EXISTING POSITIONS

(1) In order to establish a new position or reclassify an existing position not previously authorized or provided for under the approved budget in effect in any given year and not previously approved by the Personnel Officer, the Department Head shall perform the following steps in the order set forth:

- (a) complete a New Position Duties Statement and forward to the Personnel Officer, who will determine an appropriate title and description and respond in writing; to reclassify an existing position, complete a Job Classification Questionnaire and forward to the Personnel Officer, who

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will determine if a reclassification is warranted; if so, the Personnel Officer will respond in writing with the appropriate job title and description;

(b) contact the County Administrator for purposes of discussing the proposed position and salary;

(c) review the request with the Human Resources Director to verify that the information on the request is accurate;

(d) obtain approval of the Department's Supervisory Committee;

(e) obtain approval of the Personnel/Human Resources Committee;

(f) obtain approval of the Finance Committee, which shall not only consider approval of the position, but also the proper budgetary amendment or other action; and

(g) obtain approval of the full Board of Supervisors;

(h) upon completion of items a - g above, the Department Head may fill the position by completing Form 426, attaching the resolution approving same and submitting to the Human Resources Director.

(2) New positions created during the annual budget process and subsequently filled during the first six months of the year will not require additional approvals other than (a) above.

FILLING OF VACANT POSITIONS

Unless an emergency exists as herein defined, a vacant position of employment which occurs by reason of retirement, termination, or resignation shall not be filled until the Department Head performs the following steps in the order set forth:

(1) contact and review the request with the County Administrator;

(2) contact the Personnel Officer to determine the Civil Service status of the position;

(3) review the request with the Human Resources Director to verify that the information

is accurate;

- (4) provide notice of such vacancy to the Department's Supervisory Committee by:
- (i) Completing the form entitled, Notice of Intent to Fill Vacant Position, annexed to this Resolution as Schedule "A";
 - (ii) Presenting the form to the Supervisory Committee for consideration of the following options:
 - (iii) (A) The County Administrator and/or the Supervisory Committee may recommend that the position not be filled and will forward a resolution for consideration by the full Board. If the Board of Supervisors acts upon the resolution and abolishes the position, the Department Head will no longer have authority to fill the position; or
 - (B) If the County Administrator and the Supervisory Committee have no objection to the filling of the vacancy, both the ranking member of the Committee and the County Administrator shall so indicate by executing the aforescribed form annexed as Schedule "A". The form will be returned to the Clerk of the Board of Supervisors for inclusion on the Personnel/Human Resources Committee agenda for consideration of the following options:
 - (iv) The Personnel/Human Resources Committee may recommend that the position not be filled and will forward a resolution for consideration by the full Board. If the Board of Supervisors acts upon the resolution and abolishes the position, the Department Head will no longer have authority to fill the position; or
 - (v) If the Personnel/Human Resources Committee of the Board of Supervisors has no objection to the filling of the vacancy, the ranking member of the Committee shall

so indicate by executing the aforescribed form annexed as Schedule “A”;

- (vi) obtain approval of the full Board of Supervisors.
- (vii) when the position is filled, the Department Head shall file the following documents with the Human Resources Office:
 - (a) Form 426 with any required documentation;
 - (b) Schedule “A”, Notice of Intent to Fill Vacant Position, executed by all parties;
 - (c) resolution authorizing filling the vacant position.

In the event of an emergency requiring the appointment of personnel to fill a vacancy, the Department Head will contact the County Administrator who shall in turn contact the Chairman of the Supervisory Committee to discuss the same. Following the discussion, if the Chairman approves the appointment, it will then be forwarded to the Clerk of the Board of Supervisors, who will alert the Personnel/Human Resources Committee. The Personnel/Human Resources Committee shall be “on call” within forty-eight (48) hours notice to act upon notifications of vacancies requiring emergency action. For purposes hereof, an emergency is considered existing when a vacancy occurs suddenly (with less than 30 days notice) and it will be difficult, if not impossible, to carry on normal departmental operations and fulfill departmental obligations by shifting workloads or obtaining assistance from other employees in the department.

INCREASING OR DECREASING SALARIES

When a Department Head desires to increase or decrease a salary or hourly wage for a position of employment, the Department Head shall perform the following steps in the order set forth:

- (1) contact and review the request with the County Administrator;
- (2) review the request with the Human Resources Director to verify that the information

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is accurate;

- (3) present the request to the Supervisory Committee;
- (4) if approved by the Supervisory Committee, the request will be referred to the Personnel/Human Resources Committee for their consideration;
- (5) obtain approval of the Finance Committee, which shall not only consider approval of the position, but also the proper budgetary amendment or other action; and
- (6) obtain approval of the full Board of Supervisors;
- (7) upon completion of items 1-6 above, the Department Head will submit Form 426 indicating the salary increase or decrease, along with the resolution approving same to the Human Resources Director.

RESOLVED, that the filling of vacancies for positions at the Westmount Health Facility of CNA, LPN, RN and all other positions requiring a license to practice nursing, are hereby excepted from the requirements of this resolution to the extent that the Administrator of the facility is filling positions that have been budgeted, and be it further

RESOLVED, that if any position is vacated during the probationary period of the employee, the Department Head does not have to repeat the process as set forth in said Resolution, and be it further

RESOLVED, that the terms and provisions of this resolution shall take effect upon adoption of this resolution, and be it further

RESOLVED, that Resolution Nos. 155 of 2003, 497 of 2006, 719 of 2006 and 318 of 2007 are hereby amended accordingly as of the date of adoption of this resolution.

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an *existing* funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a *new* position. For complete instructions on the procedure to be followed, see the reverse of this form.

DEPARTMENT HEAD COMPLETES THIS SECTION

Department _____ Payroll Dept. No. _____

Title of Position _____ Annual Salary _____ Grade _____

Budget code and title _____ Union ☐ Non-Union ☐

This position is vacated due to: ☐ Retirement ☐ Resignation ☐ Termination ☐ Promotion ☐ Other

Employee No. _____

Is this position mandated? ☐ Yes ☐ No Is the position reimbursable? ☐ Yes ☐ No

Source of reimbursement: ☐ Federal ____% ☐ State ____% ☐ Other ____%

Impact to Budget: _____

Human Resources Director has approved this form when initialed. _____

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee _____ Date _____

- ☐ The Administrator has no objection to the filling of the vacancy.
☐ The Administrator objects to the filling of the vacancy.

Administrator Signature _____

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee _____ Date _____

- ☐ The committee has no objection to the filling of the vacancy.
☐ The committee objects to the filling of the vacancy.

Ranking Committee Member Signature _____

PERSONNEL/HUMAN RESOURCES COMMITTEE COMPLETES THIS SECTION

Date _____

- ☐ The Personnel/Human Resources Committee has no objection to the filling of the vacancy.
☐ The Personnel/Human Resources Committee objects to the filling of the vacancy.

Ranking Committee Member Signature _____

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Schedule "A"

AUTHORITY FOR POLICY AND PROCEDURE

Resolution 155 of 2003, amended by Resolution Nos. 497 of 2006, 719 of 2006 and 318 of 2007, provides the policy and procedure for the establishment, filling and increasing or decreasing of salaries for positions within Warren County. Copies of the resolutions are available from the Clerk of the Board.

WHAT FORM TO USE

- For giving notice of intent to fill an existing vacant position, use this form.
- For creating a new position, complete Resolution Request Form No. 11.
- For increasing or decreasing salary of non-union position, complete Resolution Request Form No. 13.
- For reclassification of position, complete Resolution Request Form No. 14.

These forms are available from the Clerk of the Board.

HOW TO USE THIS FORM

Department heads must file this notice of intent with both their Supervisory Committee and the Personnel/Human Resources Committee. A copy for informational purposes must be submitted to the Supervisory Committee with their regular agenda. Once signed by supervisory committee, the Notice shall be submitted to the Clerk of the Board for inclusion with the Personnel/Human Resources Committee agenda. If there is no supervisory committee, the Department Head should file this form with the Clerk of the Board for the Personnel/Human Resources Committee agenda. Once all signatures are obtained, the Clerk of the Board will return the form to the Department Head.

Department Heads are requested to attend the Personnel/Human Resources Committee meetings to provide any information the committee members may need to make an informed decision on the notice of intent to fill a vacancy.

OBJECTIONS

If either the Supervisory Committee or the Personnel/Human Resources Committee objects to the position being filled, the ranking committee member in attendance should affix their signature to this form indicating the committee has an objection. In this case, the department head is advised that the position may not be filled.

All requests to fill vacant positions must be approved by a 2/3 majority vote of the Supervisory Committee, the Personnel/Human Resources Committee and the Board of Supervisors.

NO OBJECTIONS

If both the Supervisory Committee and the Personnel/Human Resources Committee have no objection to the position being filled, the ranking committee member in attendance for each committee should affix their signatures to this form indicating their committee has no objection.

PAPERWORK

To fill the position, complete the 426 Report of Personnel Change, attach the original of this form to the back of the 426, along with the Resolution approving same and submit to the Human Resource Office. Be certain to make a copy of both the 426 and this form for retention in your department files.

Department Heads are reminded that an oath of office must be filed in the Office of the County Clerk. Oath of Office forms are available from the County Clerk.