

Warren County Board of Supervisors

RESOLUTION NO. 259 OF 2014

Resolution introduced by Supervisors Taylor, Kenny, Sokol, Merlino, Dickinson, Girard, Vanselow, Wood and Simpson

**FURTHER 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, 318 of 2007 and 374 of 2011, 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) review the request with the Human Resources Director to verify that the information is accurate;

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- (3) The County Administrator shall provide formal notice of the vacancy to the Budget Officer when the Department Head files the Notice of Intent to Fill Vacant Position;
- (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;
- (5) If the County Administrator, Budget Officer and Chair of the Committee with oversight of the affected department (with or without committee approval as provided in the Board Rules) each approve the filling of the vacancy, they shall execute the form attached as Schedule "A". If the County Administrator, Budget Officer and/or the Supervisory Committee determine that the position should not be filled, the Department Head will no longer have authority to fill the position unless the Board of Supervisors shall otherwise determine;
- (6) If the required approvals are received, 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.
- (7) 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 oversight Committee. For purposes hereof, an emergency is considered existing when a Department has an urgent operational or financial related need as determined by the Chair of the oversight committee in accordance with the Rules of the Board of Supervisors.

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 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

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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, 318 of 2007 and 374 of 2011 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 _____

BUDGET OFFICER COMPLETES THIS SECTION

Date _____
☐ The Budget Officer has no objection to the filling of the vacancy.
☐ The Budget Officer objects to the filling of the vacancy.

Budget Officer 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.
☐ In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
☐ In the case of an emergency, Committee Chair 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, 318 of 2007 and 374 of 2011, 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 first file this notice of intent with the County Administrator. The County Administrator shall furnish a copy of the notice to the Budget Officer. Once both the County Administrator and the Budget Officer have executed the form, a copy must be submitted by the Department Head to the Supervisory Committee with their regular agenda. Once signed by the Chair of the Supervisory Committee, the Notice of Intent shall be submitted to the Clerk of the Board, who shall report the action on the Personnel Committee agenda and forward the fully executed form to the Department Head.

OBJECTIONS

If either the County Administrator, Budget Officer or Supervisory Committee objects to the position being filled, each should affix their signature to this form indicating they have an objection. In this case, the department head is advised that the position may not be filled unless otherwise determined by the Board of Supervisors.

All requests to fill vacant positions must be approved by the County Administrator, Budget Officer and a 2/3 majority vote of the Supervisory Committee or oversight committee Chair approval as provided in the Rules of the Board.

NO OBJECTIONS

If the County Administrator, Budget Officer and Supervisory Committee have no objection to the position being filled, each should affix their signatures to this form indicating they have 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 Resources and Civil Service Department. 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.