

Kittitas County Human Resources

Agenda Staff Report

AGENDA DATE:

2/20/2013

ACTION REQUESTED:

Request to Approve a Resolution Updating the Personnel Policies Manual

BACKGROUND:

Kittitas County has established a Personnel Policies Manual under the authority of the Board of County Commissioners.

Necessary amendments have been identified for the following policies:

1) Wage Administration - Update the method by which range adjustments may be considered during years when a market study is not conducted.

2) Merit Increase Chart - Delete policy; due to changes in compensation practices, this policy no longer applies. Compensation practices are covered by 5-1 Wage Administration.

3) Drug & Alcohol Use - Update reference to EAP (Employee Assistance Program) availability; EAP is now a bundled benefit with the County's medical plans; employees who choose to waive medical also waive EAP coverage. HR and the Prosecutor's Office have determined that no changes to this policy are necessary despite the passage of I-502.

INTERACTION:

Board of County Commissioners
Human Resources
Prosecutor's Office
Kittitas County Management Team

RECOMMENDATION:

HR recommends approval of the attached Resolution updating the Personnel Policies Manual as described.

HANDLING:

Please return one original to HR

LEAD STAFF:

Lisa Young