

Buncombe County Personnel Ordinance Executive Summary

The BC Personnel Ordinance was adopted in 1996 and was modeled after the Office of State Personnel System. Just as it was designed in 1996, our revised Personnel Ordinance supports the County's goal for a lean and effective workforce that maximizes County resources and delivers the best in customer service.

This revised Ordinance incorporates the many amendments that have been made over time, strengthens the Ordinance to incorporate employment practices that support the diversity of our current multi-generational workforce, and ensures the County is well-positioned with sound employment practices that are compliant with existing laws.

This revision was done in consultation with staff, county legal and an outside employment law specialist, and with approval of the County Management Team.

Highlights:

1. Ease of Access:

- User Friendly – Electronic format
- Streamlined and Cleaned-up changes made over time
- Placed policies in Appendix (allows flexibility to change quickly as laws are implemented or amended)

2. Changed policies to make sure compliant with best employment practices, applicable employment laws, and policies were easily understood for employees

- Updated to reflect changes in employment terms (definitions)
 - At-will, Covered Employee
 - Concept of due process and clarifying who is eligible and under what conditions
 - Regular Employee and Regular Position
 - This reflects the changes in HR to move away from the term “permanent” employee
 - Protected Classes
 - Further defines protected classes and covers the County for any additional ones

- Federal and state, local, and county laws – the current revisions reflect the extensive changes and revisions in law and ensures BC is fully compliant
 - Equal Employment Opportunity Policy
 - Background Record Checks
 - Disciplinary Actions
 - Unlawful Workplace Harassment
 - FMLA
 - Support for Breastfeeding Mothers
 - Smoking Policy
 - ADA/ADAAA
 - Workplace Violence
 - No Retaliation
 - IT Acceptable Usage
 - Disciplinary Section
 - Deleted Grossly Inefficient Work Performance
 - Streamlined procedures and information on disciplinary matters
3. Changed Conditions of Employment and Benefits to support a strong workforce, and minimize disruptions in service
- Extended “at-will” status to 24 consecutive months
 - In our continued effort to ensure we retain the best and the brightest, we extended the period during which an employee may be fire at-will
 - Health Insurance at 90 days effective 1/1/2013
 - Brought us into compliance with changes due in 1/1/14 with the Affordable Healthcare Act
 - Enrollment in LGERS upon hire
 - Ensures employees get credit for work from first day of employment
 - One Longevity Schedule
 - One schedule for every employee that more rapidly rewards longevity for a total of 7% reward over the course of a 30-year career. The national average for a single promotion is 7%.
 - Reduced PTO
 - One schedule for all employees for PTO, 2 days of PTO
 - Ability to sell Annual Leave
 - Allows staff to sell leave after they have taken 5 days of continuous leave and have a balance of 5 days. This allows staff extra cash, saves the County money, and encourages staff to be present at work.

- Eliminated Voluntary Shared Leave
- Aggregate Service
 - Allows employees to leave employment and come back with credit for previous years served. This supports employees leaving and coming back refreshed, allows for extended educational leave and family leave (beyond FMLA).