



Action

Item IID

Regular Meeting 1/10/02

TO: Juvenile Welfare Board Members

FROM: James E. Mills, Executive Director 
Walter G. Williams, Director, Human Resources 

Requested Action

Approve the recommended changes to the Personnel Practices Manual as proposed.

Options

1. Approve the changes to the Personnel Practices Manual as proposed.
2. Deny all or any part of the above recommendations.

Recommended Action

1. Approve the changes to the Personnel Practices Manual as proposed.

Fiscal Impact

None

Narrative

Personnel Practices Manual

The JWB Personnel Practices (which cover employees of JWB Administration, License Board, and those remaining in the State Retirement Fund and leased to Coordinated Child Care, and Marriage & Family Center) are reviewed annually.

The following recommended changes in the Personnel Practices Manual reflect the final recommendations proposed by management. Input from staff was solicited through each satellite agency, JWB departments, as well as through the EPC (Employee Personnel Committee). Proposed revisions have been prepared legislative style to illustrate both additional and deleted language.

Section 1.0 General Policies

- 1.2 The Executive Director is appointed by the JWB and serves at their pleasure and subject to the provisions of any employment contract.

He/she is responsible for the implementation of the personnel policies, and may delegate authority for specific functions at his/her discretion and as provided for in these policies. Unless otherwise stated, the Executive Director has the authority to execute all personnel actions authorized in these policies subject to budgetary constraints and applicable federal and state laws or administrative regulations. The Executive Director (OHD) may make an exception to policy if extraordinary circumstances are present in individual situations and a request for exception to policy is made in writing. (EPC proposal)

Rationale: To allow the Executive Director to make an exception to policy if necessary. This revision is put forward as an alternative to a proposal to expand the definition of extended family and still require individual judgment by management in extraordinary situations. (EPC proposal)

Section 5.0 Benefits/Holidays

5.122 Family Member - A family member is defined as spouse, parent, stepparent, child, stepchild, daughter-in-law, son-in-law, foster child, brother, stepbrother, sister, stepsister, grandparent or grandchild of either the employee or his/her spouse, or any person regularly residing in the employee's household.

Rationale: This relates to sick leave and bereavement leave. It clarifies that stepparent, daughter-in-law, son-in-law, stepbrother and stepsister are included as family members. (EPC proposal)

The following suggestions were submitted and are not recommended for adoption:

1. Reference overtime and compensatory time (Paragraph 4.52, 4.64, and 4.67). Recommendation was to require that accumulation of overtime and compensatory time be approved in writing in advance. Current policy requires approval in advance but does not require approval in writing. It is felt that requiring approval in writing is too restrictive. (individual suggestion)
2. Reference number of compensatory hours that may be accumulated (paragraph 4.51 and 4.66). Recommendation was to limit accumulation of compensatory time to a maximum of 5 hours. Current policy allows accumulation of up to 15 hours. It is felt that reduction of the amount of hours, which may be accumulated, is a reduction of benefits and would adversely affect employee morale. (individual suggestion)
3. Reference utilization of compensatory time. Recommendation was to require that compensatory time be used in the week that it is accumulated. It is felt that this requirement is too restrictive. It would be very difficult to take time off in the week that an employee has already worked extra

- hours. Current policy sets no time limit on when compensatory time may be utilized. (individual suggestion)
4. Reference definition of family member (paragraph 5.122).
Recommendation was to include death of other family members not included in the current definition (aunt, uncle, cousins, etc.). Current policy is believed to be appropriate. Exceptions to this policy may be made in accordance with proposed revised paragraph 1.2. (EPC proposal)
 5. Reference length of provisional period of employment (paragraph 7.22).
Suggestion was to reduce the provisional period to 6 months or less. Current provisional period is 1 year. While management supports the concept of this recommendation more time is needed to study the fiscal impact of this change and its potential impact on the overall administration of the Salary and Classification system. This will be included in the Salary and Classification Study. (EPC proposal)

In addition, management and individual staff of JWB, CCC, MFC and PCLB have asked that a review be made of the across the board increases approved by the board over the past 2 years. This matter will be included in the salary and classification study and (as in number 5 above) returned to the Board at that time.