# **County of Los Alamos**

1000 Central Avenue Los Alamos, NM 87544



# **BCC Agenda - Final**

# **Personnel Board**

Leslie Geyer, Chair; Beth Honea, Vice Chair, William Cooper, Christeanne Goodey, Cathe McClard, Members

Tuesday, February 28, 2017

11:30 AM

1000 Central Avenue, Suite 110

#### I.. CALL TO ORDER - ROLL CALL

#### **II.. CHAIR'S REPORT**

#### III.. HR MANAGER'S REPORT

A. 9140-17 HR Manager's Report

Sponsors: Denise Cassel

Indexes:

<u>Attachments:</u> A - HR Manager's Report Feb 2017

#### IV.. PUBLIC COMMENT

#### V.. APPROVAL OF MINUTES

**A.** 9139-17 Approval of Minutes from January 24, 2017 Personnel Board Meeting.

<u>Sponsors:</u> Leslie Geyer

Indexes:

Attachments: A - January 24th 2017 Draft Personnel Board Minutes

### VI.. DISCUSSION AND/OR POSSIBLE ACTION ITEMS

A. 9141-17 Personnel Rule 313 Changes

Sponsors: Denise Cassel

Indexes:

Attachments: A - Rule 313 Call Out Pay

**B.** 9142-17 FY 18 Work Plan

**Sponsors:** Denise Cassel

Indexes:

Attachments: B - FY 18 Work Plan

#### VII.. INFORMATIONAL ITEMS

- A. B&C Luncheon: March 16th from 11:30 a.m. 1:00 p.m.
- B. Next Meeting: March 17th at 11:30 a.m.
- C. Terms Expiring March 31, 2017
- 1. Christeanne Goodey
- 2. Cathe McClard
  - D. Ethics/Code of Conduct Training will be held in April

## VIII.. ADJOURNMENT

If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact the County Human Resources Division at 505-662-8040 at least one week prior to the meeting or as soon as possible.

Public documents, including the agenda and minutes can be provided in various accessible formats. Please contact the personnel in the Human Resources Division at 505-662-8040 if a summary or other type of accessible format is needed.



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February 28, 2017

Agenda No.: A.

**Index (Council Goals):** 

**Presenters:** Denise Cassel, Human Resources Manager

Legislative File: 9140-17

**Title** 

HR Manager's Report

**Attachments** 

A - HR Manager's Report Feb 2017



# Human Resources • Management Report to the Personnel Board

# February 2017

#### Administration

- Staff members participated in the Payroll Knowledge Transfer sessions for PRISM on February 8<sup>th</sup>, 9<sup>th</sup> and 10<sup>th</sup>. Human Resources Process Analysis sessions are scheduled for February 21<sup>st</sup>, 22<sup>nd</sup> and 23<sup>rd</sup>.
- The revised non-exempt PPA form has been turned over to our IT division and we have received
  a design document. We will be meeting with IT to finalize the design and coordinate the timeline
  for creation and implementation.
- The Performance Planning and Assessment (PPA) Timelines for Period Ending March 31, 2017 have been communicated to all Los Alamos County Supervisors. PPA reminders were provided to all supervisors and four Voluntary Supervisor PPA Training Workshops have been scheduled in March.
- In January, we hired twenty five regular employees. As of January 2, 2017 there were 706 active employees consisting of 628 regular with 78 casuals, included in this number are 4 limited term employees and 12 elected officials.
- HR continues to assist management with various employee issues (i.e. discipline, complaints, medical, hearings, etc.)

### Recruitment

- A new Management Analyst was hired in February in the Procurement area.
- Currently recruiting for H-E technician in Utilities, Public Service Aide Supervisor, and transit operators.
- Staff members are coordinating with the Fire Department to finalize the annual promotional process for Drivers Engineer, Captain, and Battalion Chief for later this fall.
- Staff members completed a Police recruitment in which 9 candidates applied to fill two open officer position.

#### **Benefits**

- Work on forms 1095C continues. The deadline to issue is March 2, 2017.
- Staff has begun developing an RFP for medical insurance coverage for County employees. The publish date is scheduled for March 12, 2017.
- There were 25 newly hired employees during the month of January. Staff has completed all required new hire benefits and pension entry.
- Staff has been preparing budget projections for FY18 and FY19.

# **Staff Development**

 A total of 191 employees have now completed the Need-2-Know training classes for supervisors. This training is a pre-requisite for consideration for acceptance into the LAC Leadership Academy. The next class is scheduled for March15, 2017.

- The <u>LAC Leadership Academy</u>, is in its fifth offering with 74 graduates. There are 20 new candidates who are currently attending the course.
- Our Tuition Assistance Reimbursement Program (TARP) is in full swing with fiscal year end grades still being submitted for reimbursements and a new wave of applications for the start of the spring and summer terms. Over 65% of the budget has already been committed.

# **HRIS/ERP & Compensation**

- There are still a few bugs that are being worked out on the HRIS 4.50 Upgrade; hoping to have everything fully resolved soon.
- HR Staff members continue to progress through the PRISM process. We are now moving into the analysis phase AKA "As is/To be". HR and Payroll continue to work very closely with one another because of the close integration of the two processes.
- Two new job descriptions were presented/approved to Council on 1/31/17; the new jobs include the Assistant to the Utilities Manager and Transit Operator Trainee.
- Certification incentives/stipends were approved by Council at the 1/31/17 meeting for the Assessor's office. HR is working with Payroll to develop the necessary set-up in the system for an effective date of July 2017.

## Safety & Risk Management

- Risk has completed and submitted to FTA an MIS annual summary report of FTA drug testing activities.
- Risk has completed and submitted a BLS requested 2016 summary of injuries in the area of electric production and distribution, engineering services and library services.
- Since 2/6/17, Risk Management has been sitting for a PHMSA audit of drug testing policy and procedures.



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February 28, 2017

Agenda No.: A.

**Index (Council Goals):** 

**Presenters:** Leslie Geyer, Chair of the Personnel Board

Legislative File: 9139-17

#### **Title**

Approval of Minutes from January 24, 2017 Personnel Board Meeting.

#### **Recommended Action**

I move that the Board approve the attached minutes.

#### **Body**

The January 24th, 2017 minutes are ready for consideration and approval.

## **Attachments**

A - January 24th, 2017 Draft Personnel Board Minutes



#### I. Call to Order & Attendance

Ms. Geyer called the meeting to order at 11:34 am. The following individuals were in attendance:

#### A. Board Members

Leslie Geyer, Chair Christeanne Goodey, Member Cathe McClard, Member (via teleconference) Bill Cooper, Member

#### B. Others

Denise Cassel, Human Resources Manager/Staff Liaison Kathy Casados, HR-SOS/Administrative Support Rosabella Romero, HR-SOS/Administrative Support Valerie Aghaei Park, HR-Compensation Analyst

#### C. Public

None

#### II. Chair's Report

Ms. Geyer announced that the 2017 Board and Commission presentations to the Council schedule is out and the Personnel Board is scheduled for October 17<sup>th</sup>.

No action was taken on this item.

#### III. HR Manager's Report

Ms. Cassel distributed the HR Manager's report and commented on some highlights. A copy of the report is attached to the minutes for the record.

No action was taken on this item.

# **IV.** Public Comment

There was no public comment.

No action was taken on this item.

#### V. Approval of Minutes – December 6, 2016

Ms. Gever called for comments or corrections to the minutes; there were none.

Ms. Goodey made a motion to accept the minutes as presented. Ms. McClard seconded. The vote was unanimous; the motion passed.

#### VI. Discussion and/or Possible Action Items

# A. PRISM Update

Ms. Park presented a PRISM Phase Two HR/Payroll timeline showing development, testing, and training by month of the Munis software. The software is designed to be user friendly and more intuitive than the current system being utilized by the County. The board was also given a 2017 LAC HR/Payroll/Prism Calendar and Ms. Park explained in detail the training process and how it is being conducted by Tyler. Copies of both handouts are attached to the minutes for the record. Ms. Park also showed a preview of what the new HR and Payroll screens will look like and gave a quick demonstration. Ms. Cassel spoke of the paperless initiative that might result from the implementation of the new software. She asked the board for any ideas or suggestions with regards to the implementation

and the idea of paperless. Discussion was held. Ms. Geyer cautioned about the use of Electronic signatures and Digital Signatures. She stated that there is a difference between the two and recommended Ms. Cassel consult with the attorney on what would be required and sufficient to use at the county level.

No action was taken on this item.

# VII. <u>Informational Items</u>

A. Next Meeting: February 28, 2017

#### **B.** Ethics/Code of Conduct Training

Training will be held at the February regular meeting.

#### C. B&C Luncheon

The next luncheon is scheduled for March 16th from 11:30 to 1:00 pm in Council Chambers. Ms. Cassel asked board members to notify Ms. Romero of their intended attendance in order to announce notice of a quorum, if necessary.

### D. Terms Expiring March 31, 2017

- 1) Christeanne Goodey
- 2) Cathe McClard

Ms. Cassel announced that interested applicants may obtain information and the application form from the LAC public website. If applications are received, they may be presented to Council for approval at the March council meeting.

## E. Fuller Lodge Celebration January 31st at 2 p.m.

Event to celebrate the end of the renovations/remodeling projects of Fuller Lodge. Ms. Cassel asked board members to notify Ms. Romero of their intended attendance in order to announce notice of quorum, if necessary.

#### VIII. Adjournment

Ms.	Geyer	adjourned	the	meet	ing a	it 12	:30	pm.

Approved:				
Leslie Geyer, Cha	ir		 Date	



Los Alamos, NM 87544 www.losalamosnm.us

February 28, 2017

Agenda No.: A.

**Index (Council Goals):** 

**Presenters:** Denise Cassel, Human Resources Manager

Legislative File: 9141-17

#### **Title**

Personnel Rule 313 Changes

Body

Changes to Rule 313- Call-Out-Pay]

**Attachments** 

A - Rule 313 Call Out-Pay

Rule 313 Call-Out Pay: Only non-exempt employees shall be eligible for call-out pay. An eligible employee who receives notice after the end of his/her regularly scheduled shift or approved overtime that he/she is required to report to work at a time prior to the commencement of the employee's next regularly scheduled shift, and who actually reports to work as required, shall be considered to have been "called out." Each quarter (1/4) hour, or part thereof, worked after reporting to work on call-out shall be subject to call-out pay pursuant to this Rule, except that no time worked during any regular shift shall be subject to this Rule. An eligible employee who is called out shall be compensated for time worked on call-out as provided in this Rule.

- ab) If the employee's regular shift begins less than four (4)
  hours after reporting to work on call-out, the employee shall receive compensation at the premium rate of pay from the time the employee reports to work on call-out until the time the employee's regular shift commences. The employee may be required to perform regular duties during any period following the completion of the work for which he/she was called out and the commencement of his/her regular shift.
- a) b) If the employee works four (4) or more hours during any call-out period, the employee shall receive compensation at the overtime premium rate of pay for the eligible time worked.
- b) If the employee's regular shift begins less than four (4) hours after reporting to work on call-out, the employee shall receive compensation at the overtime rate of pay from the time the employee reports to work on call out until the time the employee's regular shift commences. The employee may be required to perform regular duties during any period following the completion of the work for which he/she was called out and the commencement of his/her regular shift.
- c.) Except as provided in subsection a above, <u>lif</u> the employee works less than four (4) hours <u>during any call-out period</u>, <u>eligible for call-out pay</u>, the employee shall receive compensation at the <u>overtime\_premium</u> rate of pay for four (4) hours.
- i) If an employee receives notice that he/she is required to report to work again prior to the expiration of the initial four (4) hours call out period, and the eligible time worked extends past the initial four (4) hours following commencement of a the call-out period, then the additional work periodeligible time worked shall be considered to be a continuation of the initial call-out period and shall be compensated at the premium rate of pay.
- d) If the employee is called out a secondsubsequent time after the expiration of initial four (4) hour call out period, this would will be treated as a new call out period and subject to the criteria listed above.

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- de) If an eligible employee who is not on standby is called-out on a County holiday, the employee shall receive call-out pay as specified in this Rule and, in addition, shall receive:
  - Holiday pay that would have otherwise been paid for on the holiday which the call-out occurred; and
  - 2. Paid administrative leave to be used within ninety (90) days after accrual, at a time determined or approved by the Department Director, consistent with the work needs of the County, in the amount of either:
    - i. The employee's regular holiday allocation if the hours worked are equal to or exceed one-half (1/2) of the employee's regular holiday allocation, or
    - ii. One-half (1/2) the employee's regular holiday allocation if the hours worked are less than one-half (1/2) of the employee's regular holiday allocation.
- ef) In the case where a non-exempt Information Management employee is required to perform work duties but does not actually report to his/her assigned work location and is able to perform the work from a remote location; he/she will be paid at a minimum two (2) hours of overtime premium rate of pay or for actual hours worked as defined above.



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February 28, 2017

Agenda No.: B.

**Index (Council Goals):** 

**Presenters:** Denise Cassel, Human Resources Manager

Legislative File: 9142-17

Title
FY 18 Work Plan
Attachments

B - FY 18 Work Plan



# FY18 Work Plan for Los Alamos County Boards and Commissions

(<u>Fiscal Year 2018</u>: July 1, 2017 – June 30, 2018)

Board and Commission Name: _Personnel Board
Date prepared:02/14/2017 Date approved by Council:
Prepared by:Leslie Geyer
This work plan will be accomplished in the following time frame:
From July 1, 2017 to June 30, 2018
Chairperson: Leslie Geyer Term: 04/01/2015 to 03/31/2018
Members and terms (1st term for all):
Leslie Geyer 04/01/2015 – 03/31/2018
Beth Honea 04/01/2016 – 03/31/2019
William Cooper 04/01/2014 – 03/31/2018
Cathe McClard 04/01/2014 – 03/31/2017
Christeanne Goodey 04/01/2014 03/31/2017
Department Director:Denise Cassel, Human Resources Manager
Work plan developed in collaboration with Department Director? (Y/N?)_Yes_
Staff Liaison: Denise Cassel
Administrative Support provided by: Rosabella Romero
Council Liaison: Antonio Maggiore Reviewed by Council Liaison? Yes

- 1.0 Provide a brief Summary of your Board or Commission's activities over the past twelve months. Please describe your Board or Commission's accomplishments and identify constraints. List any "lessons learned" and identify the greatest challenges faced by the Board or Commission.
  - 1.1 For fiscal year 2017 thus far, the board has held five regular board meetings and no special meetings.
  - 1.2 While the County took multiple employment actions, there has been no appeal hearings requested during the time period of July 1, 2016 to January 30, 2017.
  - 1.3 The Personnel Board reviewed Personnel Rules and Regulations and discussed necessary changes. Specifically, Rules 315, 410.1, 410.2, 411, 412, 714, 716, 720, 722.1, 722.3 and the glossary term for Temporary Employee which were all submitted to County Council for approval.
  - 1.4 County staff gave presentations on the County's Compensation Plan, an overview of the PRISM (ERP) project and a more detailed overview of specific HR screens and further how the Learning Management System will assist with the HR training initiatives for the County.
  - 1.5 Review and completion of the Annual Disclosure of Outside Employment, Membership and Financial Interest form.
- 2.0 Describe the future work plans for this Board or Commission using the following items and showing the relationship to those items: (Please remember that Council approval of this work plan does not constitute official Council approval of proposed projects, assignments, or anticipated recommendations included in this work plan that have budget implications.)
  - 2.1 List any special projects or assignments given to this Board or Commission by Council or the Department director:
    - 2.1.1 Advisory capacity in the administration of the personnel program to include the review of the personnel rules and regulations and the compensation system.
    - 2.1.2 Appellate capacity to review decisions of the County Manager/Utilities Manager when employee appeals such action.
    - 2.1.3 Reporting annually to the County Council on the operation of the personnel system.
    - 2.1.4 Review of the Total Compensation Market Studies, and make recommendations to the compensation plan.
    - 2.1.5 Provide input for the HR components of the new PRISM (ERP) software.

- 2.2 List the guiding documents/plans (with approval or revision dates listed) used by this Board or Commission.
  - Los Alamos County Personnel Rules: 12/20/2016
  - FY17 Compensation Plan/Salary Plan: 01/31/2017
  - EEOC requirements: not applicable
  - Reference Los Alamos County Administrative Policies, as needed during appeals: <u>dates vary depending on the policy</u>
  - Reference LAC Departmental Policies, as needed during appeals: <u>dates vary</u> by department and policy
- 2.3 Other projects/assignments proposed by the Board or Commission: (Any projects or activities proposed in this section should be discussed with the Council Liaison prior to listing it in this work plan.)

Not applicable.

- 3.0 Identify any interfaces for the goals/tasks in this work plan with County Departments and other Boards and Commissions. Specify the coordination required.
- 3.1.1 Review and Revision of Compensation Plan. This requires input from the Senior Management Team, the Attorney's Office, as well as the Human Resources Division.
- 3.1.2 Review and Revision of Personnel Rules as needed. This requires input from the Senior Management Team, the Attorney's Office, the four collective bargaining groups, County employees, as well as the Human Resources Division.
- 3.1.3 Employee Appeal Hearings as requested. This requires coordination with the departments taking an action, the Attorney's Office and Human Resources. In addition there is coordination with the Personnel Board's attorney and the employee's attorney/representative.
- 3.1.4 Annual Overview of the Personnel System (Work Plan Report/Presentation to Council). This requires review of various personnel programs in order to provide feedback to Council.
- 3.1.5 Review of HR processes and how it pertains to PRISM (ERP) implementation. This requires input and coordination with Senior Management Team, the Attorney's Office, the Finance and Information Technology divisions, the Utilities Department, Subject Matter Experts (SME's) throughout the County, as well as the Human Resources Division.

# 4.0 List any special public information or involvement meetings or efforts to be conducted by this Board or Commission:

At the beginning of each meeting the public and/or employees are provided an opportunity to offer comment.

## 5.0 List the current subcommittees for this Board or Commission.

Not applicable

5.1 For subcommittees with members that are not members of the parent board or commission:

List the subcommittee members and their terms.

Explain how sub- committee members are selected or appointed. Provide a description of each subcommittee's charter or purpose. Describe the expected duration for the subcommittee and their work plan(s) demonstrating how they support the Board or Commission:

Attachment A: Provide a copy of your Board or Commission's "Purpose" and "Duties and Responsibilities" from Chapter 8 of the County Code:

# Sec. 8-181. - Purpose.

A personnel board is established as required in the County Charter, section 306.2, to serve in an appellate and advisory capacity in the administration of the personnel program. The board shall report annually to the county council on the operation of the personnel system.

(Ord. No. 02-078, § 2, 10-3-2006)

#### Sec. 8-183. - Duties and responsibilities.

The personnel board shall serve in an advisory capacity and as such shall have the following functions, responsibilities and duties:

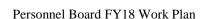
- (1) Advise council and the county administrator on personnel issues not covered under a collective bargaining agreement, review and comment to council or staff, when requested, on the following:
  - a. County-wide employee survey;
  - b. Personnel rules;
  - c. Salary plan; and
  - d. Various personnel programs (i.e. benefits, employee recognition and appreciation, employee communications).
- (2) Provide citizen input to staff and council on ways and means for improving the county's personnel program. For this purpose, the board shall gather public input in

ways appropriate to the circumstances, which may include public hearings dedicated to specific topics.

The personnel board shall serve in an appellate capacity and as such have the following functions, responsibilities and duties:

- (3) Review decisions of the county administrator regarding the following actions when taken against regular employees as a disciplinary action and for cause:
  - a. Suspensions;
  - b. Reductions in pay;
  - c. Demotions;
  - d. Dismissal;
  - e. Such other matters as are deemed to effect a property right of an employee under New Mexico law.

(Ord. No. 02-078, § 2, 10-3-2006)



Attachment B: Using the chart below, place an X in the column on the right if the Council Goal is related to the work of the \_\_Personnel\_\_\_\_\_ Board or Commission:

Mark all that apply

Economic Vitality	
Economic Vitality:	
Priority Area – Build the local tourism economy	
Priority Area - Revitalize and eliminate blight in Los Alamos and White Rock	
Promote a strong and diverse economic base by encouraging new business growth	
Collaborate with Los Alamos National Laboratory as the area's #1 employer	
Financial Sustainability	
Encourage the retention of existing businesses and assist in their opportunities for growth	
Support spinoff business opportunities from LANL	
Significantly improve the quantity and quality of retail business	
Quality of Life	
Housing:     Priority Area Promote the creation of a variety of housing options for all segments of the Los Alamos Community, including infill opportunities as appropriate     Priority Area Support development of affordable workforce housing	
Education:	
<ul> <li>Support Los Alamos Public Schools' goal of ranking among the top public schools in the nation</li> <li>Partner with Los Alamos Public Schools and the University of New Mexico – Los Alamos; and support, as appropriate, the delivery of their educational services to community standards</li> </ul>	
Quality Cultural and Recreational Amenities:	
Implement a comprehensive range of recreational and cultural amenities that enhance the Los Alamos community	
Environmental Stewardship:     Enhance environmental quality and sustainability balancing costs and benefits including County services and utilities	
Mobility:	
Maintain and improve transportation and mobility	

Quality Governance	
Operational Excellence:	
Priority Area – Implement the Comprehensive Plan with an emphasis on neighborhoods and zoning	
Priority Area – Simplify permit requirements and improve the overall development and building code processes to become easier to work with for all participants	
Maintain quality essential services and supporting infrastructure	Х
Invest in staff development to create a high performing organization	Х
<ul> <li>Manage commercial growth well following an updated, concise, and consistent comprehensive plan</li> </ul>	
Establish and implement a mechanism for effective Utility policy setting and review	
Communication:	
Improve transparency in policy setting and implementation	Χ
<ul> <li>Create a communication process that provides measurable improvement in citizen trust in government</li> </ul>	X
Intergovernmental Relations:	
<ul> <li>Strengthen coordination and cooperation between County government, LANL, and the regional and national partners</li> </ul>	
Actively pursue land transfer opportunities	