



# County of Los Alamos

1000 Central Avenue  
Los Alamos, NM 87544

## Agenda - Final Personnel Board

*Leslie Geyer, Chair; Beth Honea, Vice Chair, William Cooper,  
Terry Priestley, Members*

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Tuesday, July 25, 2017

11:30 AM

1000 Central Avenue, Suite 110

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**I.. CALL TO ORDER - ROLL CALL**

**II.. CHAIR'S REPORT**

**III.. HR MANAGER'S REPORT**

**9685-17** HR Manager's Report

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

**Attachments:** May-June -July 2017

**IV.. PUBLIC COMMENT**

*This section of the agenda is reserved for comments from the public on items that are not otherwise included in this agenda; please limit your comments to 4 minutes.*

**V.. APPROVAL OF MINUTES**

**A.** [9684-17](#) Approval of Minutes from May 23, 2017 Personnel Board Meeting.

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

**Attachments:** [A - MAY 23, 2017 Draft Personnel Board Minutes](#)

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

**A.** [9681-17](#) Personnel Rule 712 Changes

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

**Attachments:** [A - Rule 712 Sick Leave Credits Upon Separation](#)

**B.** [9682-17](#) Personnel Rule 713 Changes

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

**Attachments:** [B - Rule 713 Bereavement Leave](#)

C.     [9683-17](#)       Personnel Rule 719 Changes

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

**Attachments:**   [C- Rule 719 Leave Without Pay](#)

D.       Election of Officers

**VII..    INFORMATIONAL ITEMS**

**A.        Next meeting: August 22, 2017**

**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.



# County of Los Alamos

## Staff Report

July 25, 2017

Los Alamos, NM 87544  
www.losalamosnm.us

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**Agenda No.:**

**Index (Council Goals):**

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

**Legislative File:** 9685-17

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**Title**

HR Manager's Report

**Attachments**

A - HR Manager's Report May-June-July 2017



## **Human Resources • Management Report to the Personnel Board**

**May, June & July 2017**

### **Administration**

- Staff has updated the FY18 Salary Plan within the system and updated the references on the website.
- Staff has prepared the general County annual increase sheets and dispersed to the various appropriate departments for distribution to employees.
- Staff has prepared three personnel rule changes and submitted to all four unions for comment which is scheduled to be reviewed by the Personnel Board on July 25th.
- Staff has been working with internal departments and the LANL badge office to update records and consolidate County requested badges (except for Fire) through the HR office.
- HR Manager attended the SHRM national conference in June which assists in maintaining CE credits for her certifications.
- In April, May, and June, we hired six regular employees. As of June 30, 2017 there were 699 active employees consisting of 625 regular with 52 casuals, included in this number are 10 limited term employees and 12 elected officials.
- HR continues to assist management with various employee issues (i.e. discipline, complaints, medical, hearings, etc.)

### **Recruitment**

- Currently recruiting for Environmental Services Superintendent, and summer positions of Recreational Leaders and Laborers.
- Staff members continue coordinating with the Vendor and Fire Department to finalize the dates for testing and practical assessments for the annual promotional process for Drivers Engineer, Captain, and Battalion Chief for later this fall.

### **Benefits**

- Staff completed the Knowledge Transfer sessions for the PRISM project and the first two weeks of Static Environment Testing.
- Three responses were received for the RFP for medical insurance coverage for County employees was published on March 12, 2017. Staff has reviewed responses. Gallagher Benefit Services, Inc. assisted the County with the technical aspects of the review. Best and Final offer requests went out to vendors on June 12, 2017. A decision has been made with regard to which vendor was successful. We are currently working on drafting the contract. The contract is scheduled to go to County Council for approval on September 26, 2017.
- The annual Employee Picnic, hosted by the Employee Fund Committee was held June 23, 2017 from 4:00 pm to 7:00 pm at East Park. Approximately 300 people attended.
- The RFP for Benefits Consulting Services was published May 12, 2017. The closing date was June 30, 2017. Staff is currently reviewing the responses. Once a vendor is selected and contract negotiations are complete, the contract will be taken to Council. Tentatively this is scheduled to go to County Council for approval on September 26, 2017.
- Staff assisted with drafting various Personnel Rule revisions.

- Staff is planning the annual pre-retirement seminar to be held on August 17, 2017, from 1:00 pm to 5:00 pm in Council Chambers.

### **Staff Development**

- A total of 206 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 September 12, 2017.
- The LAC Leadership Academy, is in its sixth offering with a total 94 graduates. There are 20 new candidates who will begin the course starting on September 21, 2017.
- 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 86% of the budget has already been committed.
- A total of 93 employees have completed the New Employee Orientation Training. The next class is scheduled for July 31, 2017.
- Staff has prepared the Harassment Training for supervisors for this year. The plan is to kick this off at Expanded Management in September.

### **HRIS/PRISM & Compensation**

- HR and Payroll have successfully completed the first two Static Environment Test sessions in PRISM. The third and final session is scheduled for August 1-3. Next, we will be moving into Process Training, data conversion and Tyler Forms Development.
- Additionally, we will begin the process for implementing Tyler's Executime; a time scheduling and management system that will integrate into the County's payroll, accounting and attendance systems.
- Annual increases were effective July 2, 2017. All appropriate collective bargaining rate increases were also updated.
- Council approved two new positions: Victim Assistant for the Police Department and a Planning Manager for CDD.

### **Safety & Risk Management**

- Risk has drafted the Safety and Risk Ownership Policy.
- Risk has drafted the Guidelines for Insurance Requirements in Contracts.
- Risk awaits PHMSA final audit results since meeting with PRC.
- Risk reviewed Samba driver report and requested driver response for medical certification.
- Safety arranged for new vendor to conduct several hundred hearing tests and respirator fit tests for our employees in June. We are pleased to share there were no employees showing a decline in hearing.
- Safety Coordinator successfully completed the second course in the series for the Certified Risk Manager designation.
- The Risk Manager performed a thorough review of the Modified Duty/Return to Work Policy, and has developed both a light duty assignment bank for the County and a Light Duty Assignment form in order to document specific details of light duty assignments in the future.



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**Agenda No.:** A.

**Index (Council Goals):**

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

**Legislative File:** 9684-17

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### **Title**

Approval of Minutes from May 23, 2017 Personnel Board Meeting.

### **Recommended Action**

**I move that the Board approve the attached minutes.**

### **Body**

The May 23, 2017 minutes are ready for consideration and approval.

### **Attachments**

A - MAY 23, 2017 Draft Personnel Board Minutes

# LOS ALAMOS

**Personnel Board Meeting Minutes**  
**May 23, 2017**

**I. Call to Order & Attendance**

Ms. Honea called the meeting to order at 11:33 am. The following individuals were in attendance:

**A. Board Members**

Beth Honea, Vice-Chair  
William Cooper, Member  
Terry Priestley, Member

**B. Others**

Antonio Maggiore, Council Liaison  
Katie Thwaits, Asst. County Attorney  
Denise Cassel, Human Resources Manager/Staff Liaison  
Rosabella Romero, HR-SOS/Administrative Support  
Valerie Aghaei Park, Compensation Analyst

**C. Public**

None

**II. Chair's Report**

Ms. Honea introduced and welcomed Mr. Terry Priestley who was appointed to the Personnel Board on May 16, 2017 by the County Council. His term began on April 1, 2017 and will expire on March 31, 2020.

*No action was taken on this item.*

**III. Public Comment**

There was no public comment.

*No action was taken on this item.*

**IV. Approval of Minutes – March 17, 2017**

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

*Mr. Priestley made a motion to approve the minutes as presented. Ms. Honea seconded; the motion passed.*

**V. Discussion and/or Possible Action Items**

**A. FY18 Compensation and Classification Plan**

Ms. Cassel presented the FY18 Compensation and Classification Plan for approval. She stated that every year after the budget has been approved the Plan is brought to the Personnel Board. After the Personnel Board has approved the Plan; it is then taken to Council for approval. The FY18 Plan has the same structure as the FY17 Plan with four (4) changes. The four (4) changes are: 1) Archive the HRIS Manager position; 2) Add the Position of Planning Manager; 3) Add the Position of Victim Assistant; 4) Increase the Chief Appraiser's position by two (2) Grades, from 201 to 203. Ms. Cassel informed the Board that union positions are not included in this plan. Each Union has its own CBA which specifies compensation for union positions. Through discussion, a couple of items on the Plan were identified that needed to be corrected.

*Ms. Honea made a motion to approve the FY18 Compensation and Classification Plan as amended. Mr. Priestley seconded; the motion passed.*

**VI. Informational Items:**

**A. Next Meeting:** June 27, 2017 at 11:30 a.m., in B&C Room, #110.

**B. Election of Officers** will be held at the June 27<sup>th</sup> meeting.

**C. Ethics/Code of Conduct Training**

Ethics/Code of Conduct Training will be held on June 9, 2017 at 11:30 a.m., in B&C Room, #110.

**D. May's HR manager's Report**

Ms. Cassel reported that there was no HR Manager's report this month but any pertinent information for May will be included in the June report at the next meeting.

**VII. Adjournment**

Ms. Honea adjourned the meeting at 11:55 a.m.

Approved:

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**Beth Honea, Vice-Chair**

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**Date**





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**Agenda No.:** A.

**Index (Council Goals):**

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

**Legislative File:** 9681-17

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### **Title**

Personnel Rule 712 Changes

### **Body**

Changes to Rule 712 - Sick Leave Credits Upon Separation

### **Attachments**

A - Rule 712 Sick Leave Credits Upon Separation

**Rule 712 Sick Leave Credits Upon Separation:**

- (a) Termination - Any employee whose ~~terminates his/her~~ service with the County ~~has been terminated~~ before retirement shall not be paid or receive any credit for unused sick leave at the time of termination.
  
- (b) Retirement - Any employee who retires from the County under PERA and has a minimum of five (5) years creditable County service (reference Rule 304) may be allowed to use his/her unused sick leave balance to extend his/her service time on an hour-for-hour basis. ~~("Pre-Retirement Sick Leave Status")~~. Full-time regular personnel may be allowed to use a maximum of 520 hours of accrued and unused sick leave to extend his/her service time under PERA. Shift firefighter personnel may be allowed to use a maximum of 728 hours. Part-time employees' maximum accrual shall be pro-rated based on the number of hours worked in a forty (40) hour work week. ~~(Subsection 10-11-20, 1978 NMSA provides for use of sick leave in this manner.)~~ To be eligible for this benefit, an employee must file his/her intent to retire with PERA, the Department Director, and the Human Resources Division. Employees in Pre-Retirement Sick Leave Status are not eligible to take bereavement leave. An employee may not rescind the intent to retire after its submission to PERA, the Division Director, or the Human Resources Division if the employee begins using sick leave for pre-retirement purposes as defined herein.

HISTORY: APPROVED 8/5/65; AMENDED 5/14/79; AMENDED 5/7/84; AMENDED 3/13/90; AMENDED 2/13/95; AMENDED 9/11/07; AMENDED 9/10/13



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**Agenda No.:** B.

**Index (Council Goals):**

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

**Legislative File:** 9682-17

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### **Title**

Personnel Rule 713 Changes

### **Body**

Changes to Rule 713 - Bereavement Leave

### **Attachments**

B - Rule 713 Bereavement Leave

**Rule 713 Bereavement Leave:** In the event of death, as defined by N.M.Stat.Ann.§12-2-4, of eCertain #Family #Members defined below, a regular or limited-term employee (not in a Pre-Retirement Leave Status using paid leave), shall be granted bereavement leave with pay for up to five (5) working days per occurrence. Shift firefighter personnel shall be authorized up to two (2) twenty four (24) hour shifts per occurrence. The Department Director or designee grants this leave upon request of the employee. Such leave is generally approved for the time period immediately following the death. However, the Department Director or designee may approve a portion of the bereavement leave allowance to be utilized within three (3) months immediately following the death due to extenuating circumstances (i.e. postponed memorial, etc.).

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For the purpose of this rule, certain family members shall be considered to include spouse, parent, parent-in-law, child, sibling, grandparent, grandchild, and step-relatives in the same relationship.

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In the event of the death of a family member that is not a eCertain #Family #Member as defined above, a regular or limited-term employee may use up to five (5) working days of authorized leave without pay, annual leave, or sick leave or two (2) twenty four (24) hour shifts for shift Firefighter personnel. The Department Director, pursuant to Rule 719, may approve the leave without pay.

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*HISTORY: APPROVED 8/5/65; AMENDED 3/7/66; AMENDED 11/17/86; AMENDED 2/6/90; AMENDED 2/13/95; AMENDED 3/4/96; AMENDED 8/24/99; AMENDED 9/11/07; AMENDED 9/10/13*

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**Agenda No.:** C.

**Index (Council Goals):**

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

**Legislative File:** 9683-17

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### **Title**

Personnel Rule 719 Changes

### **Body**

Changes to Rule 719 - Leave without Pay

### **Attachments**

C- Rule 719 Leave Without Pay

**Rule 719 Leave Without Pay:** Department Directors may grant any employee leave without pay for a period not to exceed five (5) consecutive work days or shift equivalent for Police Officers and Firefighters. The County Manager may grant a regular employee leave without pay for a period not to exceed one (1) year. Leave requests in excess of five (5) consecutive work days must be submitted in writing to the County Manager through the Human Resources Division. Leave without pay may be granted only when it is in the best interest of the County, and only following consideration of the employee's performance and disciplinary history, and the potential disruption of County operations.

Employees on leave without pay shall not accrue annual or sick leave for those hours on leave without pay, nor be paid for observed holidays. Employees on leave without pay shall be responsible for 100% of health insurance premiums for benefits in which they are enrolled. Employees must pay their premiums on time or be subject to having their Leave Without Pay request rescinded.

Unless otherwise stated, an employee on leave without pay must maintain communication with their department regarding their work status on a bi-weekly basis, and shall provide documentation to Human Resources Division regarding their ability to return to work prior to the return. Failure to do so may result in termination of employment.

HISTORY: AMENDED 2/06/90; AMENDED 9/16/91; AMENDED 5/16/94; AMENDED 2/13/95; AMENDED 3/9/99; AMENDED 8/24/99; AMENDED 9/10/13