



County of Los Alamos

1000 Central Avenue
Los Alamos, NM 87544

Agenda - Final Personnel Board

*Leslie Geyer, Chair; Terry Priestley, Vice Chair;
Bernadine Goldman, Member ; Larry Warner, Member*

Tuesday, November 6, 2018

11:30 AM

1000 Central Avenue, Suite 110

I. CALL TO ORDER - ROLL CALL

II. CHAIR'S REPORT

III. HR MANAGER'S REPORT

11335-18 HR Manager's Report

Presenters: Denise Cassel

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

11336-18 Approval of Minutes

Presenters: Leslie Geyer

VI. DISCUSSION AND/OR POSSIBLE ACTION ITEMS

11337-18 Proposed Revisions to Personnel Rules

Presenters: Denise Cassel

Attachments: Attachment A_Rule 705_Rule 708

11338-18 2019 Meeting Calendar

Presenters: Denise Cassel

VII. INFORMATIONAL ITEMS

- A. Boards & Commissions Luncheon - November 15th at 12:00 pm, Council Chambers**
- B. Overview of the "Harrassment in the Workplace" Refresher Training for Employees**

Howard Hall will conduct this training for the Personnel Board and the Labor Management Review Board at the December 4th PB Meeting

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

December 04, 2018

Los Alamos, NM 87544
www.losalamosnm.us

Agenda No.:

Index (Council Goals):

Presenters: Denise Cassel

Legislative File: 11335-18

Title

HR Manager's Report

Attachments

A - HR Manager's Report September - October 2018



County of Los Alamos

Staff Report

December 04, 2018

Los Alamos, NM 87544
www.losalamosnm.us

Agenda No.: V.

Index (Council Goals):

Presenters: Leslie Geyer

Legislative File: 11336-18

Title

Approval of Minutes

Recommended Action

I move that the Board approve the attached minutes.

Body

The following minutes are ready for consideration and approval:
September 25, 2018 - Regular Meeting

Attachments

A - Draft Personnel Board Minutes 09-25-18



County of Los Alamos

Staff Report

December 04, 2018

Los Alamos, NM 87544
www.losalamosnm.us

Agenda No.: VI. A.
Index (Council Goals):
Presenters: Denise Cassel
Legislative File: 11337-18

Title

Proposed Revisions to Personnel Rules

Recommended Action

Discussion

Motion to Approve

..Body

There are two Personnel Rules for the Board to consider. The proposed rule revisions are attached.

Rule 705 Annual Leave Request: Requests for annual leave shall be submitted in advance of the proposed absence as directed by the employee's Department Director. Approvals by the Department Director shall be determined consistent with the desires of the employee and the work requirements of the County. Annual leave granted shall not exceed the total amount credited to any employee at the start of the leave period. Annual leave shall be charged in no less than multiples of ~~one half (1/2) hour~~ fifteen minutes. An employee may be allowed to use his/her accrued and unused annual leave to extend his/her service time under PERA on an hour for hour basis.

HISTORY: APPROVED 8/5/65; AMENDED 6/20/66; AMENDED 12/16/75; AMENDED 9/10/13

Rule 708 Sick Leave: Sick leave may be authorized when an employee is incapacitated by sickness, pregnancy, or injury; for medical, dental, or optical diagnosis or treatment; when the employee's attendance at duty jeopardizes the health of others; or for up to two (2) weeks [or up to four (4) twenty four hour shifts for fire fighters] per occurrence for care of certain family members in the event of illness. Additional sick leave in care of a family member may be used for serious health conditions in conjunction with Family and Medical Leave. "Certain family members" shall be defined as spouse, parent, parent-in-law, child, sibling, grandparent, and grandchild, and step-relatives in the same relationship. Sick leave shall be charged in no less than multiples of ~~one half (1/2) hour~~ fifteen minutes.

HISTORY: APPROVED 8/5/65; AMENDED 9/18/78; AMENDED 5/14/79; AMENDED 2/13/95; AMENDED 5/4/99; AMENDED 9/10/13



County of Los Alamos

Staff Report

December 04, 2018

Los Alamos, NM 87544
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Agenda No.: VI. B.
Index (Council Goals):
Presenters: Denise Cassel
Legislative File: 11338-18

Title

2019 Meeting Calendar

Recommended Action

Discussion

Motion to Approve

..Body

The board normally reviews and approves the calendar annually at the October meeting.