

RESOLUTION NO.: 2013-03

SUBJECT: Public Health Employees' Personnel Policies and Procedures

EFFECTIVE DATE: March 18, 2013

RESOLUTION OF THE EL PASO COUNTY BOARD OF HEALTH

WHEREAS, pursuant to Section 25-1-508(5)(f), C.R.S., the El Paso County Board of Health ("Board of Health") is authorized to determine general policies to be followed by the Public Health Director in administering and enforcing public health laws, orders and rules of the Board of Health and Colorado Board of Health; and,

WHEREAS, pursuant to Section 25-1-508(5)(k), C.R.S., the Board of Health is authorized to accept and, through the Public Health Director, to use, disburse, and administer all federal aid, state aid, or other moneys allotted to El Paso County Public Health ("Public Health"), and to prescribe by rule consistent with the laws of the State of Colorado, the conditions under which such moneys shall be accepted and administered; and,

WHEREAS, in order to more efficiently and effectively provide for the administration of Public Health employees' personnel policies and procedures, the Board of Health desires to adopt such personnel policies and procedures as adopted by the El Paso County Board of County Commissioners in the El Paso County Personnel Policies and Procedures Manual currently in effect on the date of this Resolution.

NOW THEREFORE, BE IT RESOLVED BY THE EL PASO COUNTY BOARD OF HEALTH AS FOLLOWS:

- 1. PERSONNEL POLICIES AND PROCEDURES:** Effective April 1, 2013, the Board of Health hereby adopts all personnel policies and procedures as adopted by the El Paso County Board of County Commissioners in the El Paso County Personnel Policies and Procedures Manual (hereafter "Personnel Manual") as provided in Attachment "A" (revised August 2, 2012), except as provided in Attachment B, both of which are hereby incorporated by reference. All employee policies and procedures previously adopted by the Board of Health and/or Public Health including, but not limited to, the El Paso County Public Health Employee Handbook, are repealed effective April 1, 2013.
- 2. HUMAN RESOURCES ADMINISTRATION:** Effective April 1, 2013, Human Resources Administration, including, but not limited to administration of all personnel policies and procedures, shall be provided by El Paso County on behalf of Public Health, except that, as provided in CRS Section 25-1-509(1)(b), C.R.S., the Public Health Director shall select and prescribe the duties of all personnel required by Public Health, other than those personnel performing human resources administration duties.
- 3. EXCESS LEAVE REDUCTION; BANKING:** Effective April 1, 2013, full-time Public Health employees who have accrued annual leave, including holiday leave and personal day leave, and/or sick leave in excess of the maximum accruals provided by these policies, shall have such accrued leave reduced to the maximum accruals provided by these policies, less one month's maximum accrual based on years of service, hire date,

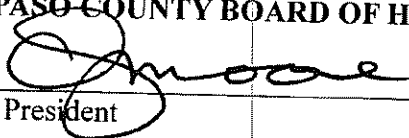
and, as applicable, executive or management status. Such reduced accrued leave for full-time Public Health employees shall be banked for future use or monetary pay-out in accordance with appropriate pay-out policies. Effective April 1, 2013, part-time Public Health employees shall no longer accrue annual leave, including holiday leave and personal day leave, and /or sick leave. Those part-time Public Health employees who have accrued annual leave, including holiday leave and personal day leave, and /or sick leave shall have all such accrued leave banked for future use or monetary pay-out in accordance with appropriate pay-out policies.

4. **BOARD OF HEALTH DUTY AND AUTHORITY:** Nothing contained in this Resolution, or the policies and procedures adopted hereby, shall be deemed or construed to supersede the powers and duties of the Board of Health, the Public Health Director, and/or Public Health as provided by the laws of the State of Colorado. In the event of an irreconcilable conflict or incongruity between the provisions of this Resolution or policies and procedures adopted hereby, the laws of the State of Colorado will govern and control in all respects. Specifically, but without limitation, in accordance with the provisions of Section 25-1-508(5)(c)(I), C.R.S., the Board of Health shall select the Public Health Director to serve at the pleasure of the Board of Health; and, Section 25-1-509(1)(b), C.R.S., all other personnel required by Public Health shall be selected by the Public Health Director, and shall perform the duties as prescribed by the Public Health Director.
5. **IMPLEMENTATION:** Except as otherwise specifically provided, the Public Health Director is authorized and directed to implement the policy and procedure changes contained in this Resolution in a reasonable and appropriate manner. If any policies or procedures adopted herein require an adjustment to the Public Health budget, the Public Health Director shall request the Board of Health to make such adjustment.
6. **FUTURE PERSONNEL POLICY CHANGES:** The personnel policies and procedures adopted in this Resolution for Public Health may only be changed in the future by approval of the Board of Health.

MOVED, SECONDED AND ADOPTED BY THE EL PASO COUNTY BOARD OF HEALTH AT ITS REGULAR MEETING HELD ON MARCH 18, 2013.

EL PASO COUNTY BOARD OF HEALTH

BY:


President

ATTEST:


Secretary