

ADDENDUM

Pima County Board of Supervisors' Meeting

130 W. Congress St., Hearing Room, 1st Fl.

February 8, 2011 9:00 a.m.

1. COUNTY ADMINISTRATOR

A. Revisions to Merit System Rules and Personnel Policies

UNFINISHED BUSINESS (RM 2/1/11)

Staff requests approval of the following Personnel Policy revisions effective February 1, 2011, with the exception of Personnel Policy 8-102 to be effective May 1, 2011:

Rule 1- Definitions: Rule 1.09 adds the definition of Assignment Pay which previously was undefined but is a practice that has been used in special circumstances for the duration of the assignment. Rules 1.10 through 1.71 have been renumbered due to the creation of Rule 1.09.

Rule 11- Terminations: Rule 11.4.E deletes reference to the specific rule number of the definition of "Seniority" due to the renumbering of Rules 1.10 through 1.71.

Rule 12- Disciplinary Actions, Administrative Suspension and Special Observation: The word "Period" was added to the Header and text in order to correct the title of action. Rule 12.1.B adds the requirement that a notice of pre-action is required to be in writing. Rule 12.1.B.3 changes the spelling of workplace to the preferred version. Rule 12.1.C.13 adds computer and other related misusages as cause for discipline. Rule 12.1.C.14 adds "any other" and "and/or systems" to County property that shall not be misused. Rules 12.1.C.14 through 18 have been renumbered to Rules 12.1.C.15 through 19 due to the creation of Rule 12.1.C.13. Rule 12.2.A.1 clarifies the procedure for issuing notices of documented verbal counseling. Rule 12.2.B.1 corrects grammar usage. Rule 12.4 adds "period" to correctly describe the action and also corrects grammar usage by changing "copy" to "copies."

Rule 14- Merit System Commission Appeals: Rule 14.4.A has been amended to delete the word "disciplinary" at the request of the Merit System Commission and consistent with other related areas where the removal of "disciplinary" had already been adopted by the Board of Supervisors.

Personnel Policy 8-102- Premium Pay: Any reference to a specific Merit System Rule to define "intermittent employee" has been removed in Personnel Policies 8-102.D, E and F.2. This policy is also being amended to conform to industry standards and best practices required by the PimaCore system. The system is unable to accept our unique procedures

for shift differentials without extreme customizations. The current procedures were put into place to accommodate a manual calculation for shift differential pay and clearly are not the best practice for automated processing. Therefore, Personnel Policy 8-102.G.1.a, b and c deletes “in which more than half of the scheduled hours fall” from the definition of shifts. Personnel Policy 8-102.G.2 clarifies that only non-exempt employees are eligible for shift differential pay. It also establishes that shift differential pay will be applied to each hour worked in the respective shift eligible for such premium pay. Personnel Policy 8-102.G.3 clarifies that only non-exempt employees are eligible for shift differential pay since exempt employees are salaried and are not to be tracked or paid by the hour. It also establishes that shift differential pay will be applied to each hour worked in the respective shift eligible for such pay for classifications listed on Attachment 1. Attachment 1 is amended based on the recommendation supported by the Commission that only hourly (non-exempt) employees are eligible for shift differential. As a result any classification on Attachment 1 that is exempt is removed. Based on the recent transition of Pima Health System, one of these classifications Patient Care Services V has no incumbents. Patient Care Services IV already had no incumbents. Patient Care Services III has one incumbent remaining in Posada del Sol. In essence, this change has very minimal, if any, impact.

Personnel Policy 8-105- Annual Leave: Personnel Policy 8-105.A.1 deletes reference to specific rule number of definition of “Intermittent Employee” for ease of future numbering changes. Personnel Policy 8-105.C.1 deletes the statement “30 work days” due to the varied daily work schedules of County employees that do not equate to 30 workdays, though the time still equates to 240 hours. Personnel Policy 8-105.C.2 deletes “retirement” and adds specific policy references governing the conversion of sick leave hours to annual leave for payout purposes which include layoffs and unclassified employees whose positions are eliminated due to a transition to another non-County entity. The revision of Personnel Policy 8-105.D.1 was requested by the Finance and Risk Management Department to reflect current payroll practice for granting the use of annual leave. This practice has been in place for some time and a clear policy needs to be established for consistency in application.

Personnel Policy 8-106- Sick Leave: Personnel Policy 8-106.A.1 deletes reference to a specific rule number for the definition of “Intermittent Employee” for ease of future numbering changes. Personnel Policy 8-106.A.7 is being changed to reflect the current practice and to align it to 8-106.F.2. Personnel Policy 8-106.C.1 deletes the statement “240 work days” due to the daily work schedule variations of Pima County employees. Personnel Policy 8-106.C.2 is deleted due to the fact that it is already stated in 8-106.A.7. Based on this, the numbers 1 and 2 are removed. Personnel Policy 8-106.D.6 clarifies when an employee may convert accrued sick leave to annual leave. As written, this policy has been confusing to employees and management. This is for language clarification only and does not change the manner that has been in place for years for sick leave conversion. With the implementation of the e-TAF payroll system in Finance and Risk Management, Personnel Policy 8-106.D.6.a reflects the change for the submission of sick leave conversion requests from the department to Payroll. Personnel Policy 8-106.J establishes the conversion of sick leave to annual leave for an unclassified employee whose County position is eliminated due to a transition to a non-county entity.

Personnel Policy 8-107- Special Leaves of Absence with Pay: Personnel Policy 8-107.D.2 establishes the effective date, i.e. hired prior to the fourth Monday of March, when an employee is eligible to receive administrative leave with pay for the Cesar Chavez Remembrance Day. Personnel Policy 8-107.D.5 and E.3 deletes reference to specific rule number for the definition of "Intermittent Employee" for ease of future numbering changes.

Personnel Policy 8-115- Mediation Program: Personnel Policy 8-115.C deletes the term "the Mediation Unit" as no such unit exists and replaces it with "Human Resources."

Personnel Policy 8-116- Payroll Deductions: At the request of the Finance and Risk Management Department, Personnel Policy 8-116.B.3 is deleted since the Payroll Division of the Finance and Risk Management Department does not assess a fee for employee organizations in order to cover the cost for employees' payroll deductions. To set up a system to do so would be more costly to the County than dollars collected.

Personnel Policy 8-117- Pay Plan: Personnel Policy 8-117.Q.1 is numbered. Personnel Policy 8-117.Q.2 is added to establish that the effective date for compensation actions defined in 8-117.H "Promotion" and 8-117.I "Demotion," which do require County Administrator approval, shall be the first day of a pay period. This change is necessary to accommodate the PimaCore system.

Personnel Policy 8-118- Personnel Records: Personnel Policy 8-118.D replaces the letters with the correct numbering format. Based on the consolidation of services, Personnel Policy 8-118.E adds "Form I-9 Employment Eligibility Verification Archive Files" as a personnel record maintained by Human Resources. Personnel Policy 8-118.E, F and G are subsequently re-lettered to F, G and H respectively. Former Personnel Policy 8-118.E.1.d is deleted because Form I-9 is no longer maintained in payroll files with subsequent re-lettering.

Personnel Policy 8-119- Rules of Conduct: Personnel Policy 8-119.W adds do not engage in practical jokes or other activities commonly referred to as 'Horseplay' as a new rule of conduct. Incidents of horseplay are steadily increasing leaving the County exposed and employees potentially injured. Personnel Policy 8-119.W and X are re-lettered to X and Y.

Personnel Policy 8-123- Termination: Personnel Policy 8-123.A.2.c(2) is deleted since the Payroll Division of the Finance and Risk Management Department no longer offers this option and all final checks are mailed. Personnel Policy 8-123.B.2.a corrects the omission of section d and adds section e. Personnel Policy 8-123.B.2.e establishes the conversion of sick leave to annual leave for unclassified employees if their County position is eliminated due to a transition of services by the County to a non-county entity.

B. Amendments to Board of Supervisors PolicyUNFINISHED BUSINESS (RM 2/1/11)

Staff requests approval of the amendments to Board of Supervisors Policy No. D 23-11, Preventing Workplace Violence.

NEW BUSINESS**C. Supplemental Funding for Tucson Regional Economic Opportunities, Inc.**

Staff requests approval of an allocation of \$83,002.00 from the Board of Supervisors' Contingency Fund to complete funding of the Fiscal Year 2010-11 contract in the amount of \$350,000.00 with Tucson Regional Economic Opportunities, Inc.

2. CONTRACTS AND AWARDS**A. Procurement**

1. Sun Edison Government Solutions, Amendment No. 3, to provide an amendment to the Renewable Energy Credit Purchase Agreement and a Termination of Renewable Energy Credit Purchase Agreement with Tucson Electric Power Company which will reduce and consolidate solar facilities and locations, no cost (11-13-S-142732-0609)

Awards

2. Low Bid: Award of Contract, Requisition No. 1101350, in the amount of \$4,164,364.00 to the lowest responsive bidder, SunWestern Contractors, Inc. (Headquarters: Tucson, AZ) for construction of the Central Laboratory Complex Site Civil Project. Funding Source: RWRD Obligations Fund. Administering Department: Regional Wastewater Reclamation Department.
3. Award of Job Order Contracts for Requisition No. 1101118, to Continental Flooring Company (Headquarters: Scottsdale, AZ) and Tucson Commercial Carpet, Inc. (Headquarters: Tucson, AZ) in the amount of \$500,000.00 each for as-needed flooring services. These two firms were the highest ranked

respondents in the qualifications based competition for these services. The term of the contracts is one year with the option to extend for up to four additional one year periods. Funding Source: Various Funds. Administering Department: Facilities Management.

B. Regional Wastewater Reclamation

4. RESOLUTION NO. 2011 - **26**, approving an Intergovernmental Agreement with the City of Tucson Water Department, to provide for the Southeast Houghton Area Recharge Project, RWRD Enterprise Fund, contract amount \$4,000,000.00/50 year term (01-03-T-143751-0211)

POSTED: Levels A & B, 1st & 5th Floors, Pima County Administration Bldg.

DATE POSTED: 2/4/11

TIME POSTED: 11:00 a.m.