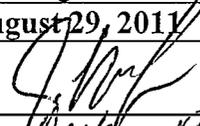


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HUMAN RESOURCE MANAGEMENT

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**PURPOSE**

The efficient administration of government, and the programs and projects for which it is responsible is the goal of Uintah County. Employees are considered to be the County's most valuable asset. Therefore, the County will take every reasonable step to ensure that the employees' work environment is free from dangers, harassment, or problems that are within the County's control. Uintah County's Human Resource (HR) department shall continually identify and develop policies and procedures to enhance employee morale and increase productivity in a safe, healthful, and professional environment.

**SCOPE**

This policy presents the general philosophy and goals of the Uintah County human resource department.

**CROSS REFERENCES**

All Uintah County Policies and Procedures  
Title VII of the Civil Rights act of 1964  
County Personnel Management Act, Utah Code Annotated, 17-33  
Veteran's Preference, Utah Code Annotated, 71-10

**POLICY AND PROCEDURE**

1. Philosophy of Human Resource Management
  - A. Comparative merit, achievement, and demonstration of knowledge govern the selection and advancement of employees. Employees are rewarded for performance in a manner that encourages excellence and strengthens Uintah County government.
  - B. All personnel status changes shall be based on the employee's ability to perform the duties and responsibilities assigned to a position without regard to race, color, religion, sex, national origin, age, sexual orientation, physical or mental disability, political affiliation, genetic information, or veteran status.
  - C. The County shall take affirmative actions to ensure that members of all protected classes have an equal opportunity to apply and be considered for open positions. The County shall adhere to all veteran preference statutes set forth by the Utah Code.

- D. The HR Director shall develop a formal procedure for processing the grievances and appeals of employees without discrimination, coercion, restraint, or retaliation and in a confidential and expeditious manner.

2. Department Head Responsibilities

- A. Each Department Head is responsible for the day-to-day administration of the human resources within that department in coordination with the HR Director.
- B. Each Department Head may establish policies as necessary for efficient scheduling of personnel and functioning of the department. Each Department Head may establish policies which meet the needs and the function of the department as they relate to work detail or public exposure. Such policies shall be in writing, shall be consistent with these policies and procedures, and shall be approved by the HR Director prior to adoption. The Department Head shall ensure that all members of the department receive copies of the policies, as well as file a copy of the policies with the HR Director.
- C. Department Heads shall refer all inquiries of past employees to the HR department. All other supervisors and employees are prohibited from providing verification of employment to external inquirers unless authorized to do so by the HR Director on a case-by-case basis.

3. HR Director Responsibilities

- A. The HR Director shall direct and coordinate the personnel activities within the County organization including the following:
  - 1. Developing and administering competitive examinations for original appointments and promotions;
  - 2. Assigning job classifications to Career Service and FLSA exempt and non-exempt categories in accordance with legal guidelines;
  - 3. Preparing, recommending, and administering the position classification, and compensation plans of the County;
  - 4. Directing the recruitment, screening, selection, and promotion of County employees;
  - 5. Recommending and interpreting policies, procedures, and programs;
  - 6. Supervising, developing, and maintaining human resource information systems and records;
  - 7. Maintaining personnel files on County employees;
  - 8. Reviewing appointments, promotions, demotions, and discipline in order to ensure compliance;

9. Coordinating personnel training with Department Heads and the County Commission;
10. Monitoring the employee performance evaluation and disciplinary systems;
11. Administering employee benefit programs; and
12. Ensuring that County employment activities comply with applicable laws and County policies.

B. Establish a personnel system to ensure the operation of sound personnel principles in all activities:

1. Recruitment, selection, and advancement of employees are based on relative ability, knowledge, and skills, including consideration of qualified applicants for career service positions.
2. Equitable and adequate compensation is provided.
3. Employees are trained as needed to ensure high quality performance.
4. Career service employees are retained on the basis of the adequacy of performance. Provisions are made for correcting inadequate performance and separating employees whose inadequate performance, after reasonable efforts by the County, continues to perform inadequately.
5. Employees are provided copies of the County's Personnel Policy & Procedure Manual within one month of employment and when revisions are made. This notification may be provided by any means, including electronic formats.

C. Policy Review - The HR Director shall regularly review the County's policies and procedures manual. The County Commission may approve, amend or reject elements of the manual before they are implemented.

#### 4. Workforce Analysis

A. In cooperation with the HR Director, the Department Heads shall annually complete a workforce analysis for the respective department. The purpose of the analysis is to evaluate whether the proper workforce is in place to meet the current and future needs of the County.

B. The workforce analysis shall include:

1. An assessment of future needs, comparing the current composition of employees and skills to future needs required for the efficient operation of

the various departments within the County organization;

2. An assessment of the types and numbers of employees who will need to be recruited, retrained, and/or phased out of the present workforce to meet the County's goals;
3. Recommendations for the Commission's approval of changes in the County's employment practices and policies to achieve an appropriate workforce composition; and
4. Orientation and training programs for Department Heads on how to enhance the quality and diversity of the County's workforce.

C. The HR Director shall:

1. Make the analysis available to the Commission and to all Department Heads and shall assist Department Heads in addressing employment issues; and
2. Develop programs for the initial and continuing education of Department Heads regarding these policies and recommendations approved by the Commission to improve the County's workforce.