

BEFORE THE BOARD OF COMMISSIONERS  
FOR BONNEVILLE COUNTY

In the Matter of the Establishing )  
A General Personnel Administration )  
System for Bonneville County )

RESOLUTION NO.: 11-02

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WHEREAS it is necessary for Bonneville County to develop a general personnel administration system in order to effectively comply with state and federal laws and regulations governing employment practices, and

WHEREAS the Board of County Commissioners is the only executive body authorized to establish general policies for Bonneville County,

THEREFORE BE IT RESOLVED by the Board of County Commissioners of Bonneville County, Idaho that a general personnel administration system be established as follows:

SECTION I. PURPOSE

A. The purpose of the personnel administration system shall be to promote the efficient and effective management of human resources by establishing a framework under which the efforts of employees can be directed in a manner which will advance the objectives of county government and the interests of the employees.

B. In order to accomplish these objectives, the Personnel Administration System shall provide for the following:

1. A Position Classification Plan which provides for the orderly grouping of jobs into classes based on their specific duties, levels of responsibility, levels of difficulty and minimum qualifications required to assume the position.

2. A Pay Plan which provides for the allocation of job classes to appropriate pay grades or ranges with consideration given to prevailing rates, the financial policies of the county and other relevant factors.

3. A system for recruitment, selection, training and advancement of qualified employees which provides equal consideration and opportunity without regard to race, religion, color, sex, age, national origin or disability.

4. Establishment and communication of general rules and regulations governing employee conduct.

5. Uniform guidelines for evaluating and resolving employee complaints or grievances.

6. Establishment of policies and procedures governing hours of work, leaves and holidays, overtime compensation and other benefits.

7. Development of such other policies and procedures, rules and regulations as may be necessary to carry out the intent and purpose of this resolution.

C. With the exception of non-disciplinary administrative actions, it shall be the policy of Bonneville County that all regular employees of Bonneville County, other than those designated as employed-at-will, shall not be suspended without pay, demoted with an accompanying change in pay, or discharged except for cause related to the performance of their assigned duties or violations of reasonable standards of conduct including but not necessarily limited to established policies or procedures.

## SECTION II. SCOPE

A. This personnel administration system shall apply to all employees of Bonneville County except those specifically exempted below:

1. Elected officials and designated members of their personal staff.
2. Members of advisory boards and councils appointed by the Board of County Commissioners.
3. Personnel employed under a separate written contract approved by the Board of County Commissioners or employed as a qualified independent contractor.

B. In the event of a conflict, general county policies and procedures, rules and regulations developed under the authority of this resolution shall take precedence over departmental policies and procedures, rules and regulations to the extent that they do not unreasonably restrict the elected officials ability to exercise his or her constitutional authority.

## SECTION III. ADMINISTRATION

The following administrative bodies and positions shall be established and/or charged with providing for the orderly development, maintenance and management of the personnel administration system provided for by this resolution.

A. Board of County Commissioners.

1. The Board of County Commissioners shall retain the authority to establish, add to, modify or revoke any and all policies, procedures, rules, regulations and/or pay and classification systems provided for by this resolution.

2. The Board of County Commissioners shall review and take such action as they determine appropriate concerning all appointments, promotions, transfers, allocations and other actions affecting payment of wages or benefits.

3. The Board shall review and take such action as they determine appropriate concerning all claims for reimbursement of expenses incurred by employees in the discharge of their duties or responsibilities.

4. The Board shall have final authority to regulate the hours of operation for all county departments.

5. The Board shall establish such committees, councils, and positions as are provided for by this resolution and appoint or retain such other council as it shall deem necessary to establish and maintain the Personnel Administration System.

**B. Personnel Officer.**

1. The Board of County Commissioners shall appoint a Personnel Officer to serve as an advisor to the Board and other elected officials of Bonneville County with regard to personnel and labor relations matters and to assist in the development and maintenance of the personnel administration system.

2. Under the direction of the Board of County Commissioners, the Personnel Officer shall:

- (a) Develop and maintain such written policies, procedures, rules and regulations as may be deemed necessary to carry out the intent of this resolution to promote the efficient and effective management of human resources.
- (b) Establish and maintain an official personnel record for each employee and such other related records and data as may be required.
- (c) Serve as and advisor to the Board of County Commissioners and elected or appointed officials on personnel and labor relation matters.
- (d) Develop and maintain a position classification system and compensation plan for positions not specifically exempted from this resolution.
- (e) Develop and maintain a procedure to assist elected officials in evaluating and resolving employee complaints and grievances.
- (f) Provide assistance to elected officials in recruitment, selection and training of qualified employees.
- (g) Serve as a liaison between elected officials and employees.

- (h) Provide the employees association with copies of any proposed changes to this resolution or polices, procedures, rules and regulations adopted hereunder, prior to final adoption.

C. Executive Committee.

1. The Executive Committee shall consist of the elected officials of Bonneville County including the Board of County Commissioners, Assessor, Prosecuting Attorney, Sheriff, Treasurer, Coroner and the Clerk Auditor & Recorder. The Chairman of the Board of County Commissioners shall serve as Chairman for the Committee.

2. The Executive Committee shall review all proposed changes to the personnel administration system, policies and procedures, rules and regulations and make such recommendations as it shall deem appropriate to the Board of County Commissioners.

D. Personnel Advisory Council.

1. The Board of County Commissioners shall establish a Personnel Advisory Council consisting of five members, one of which shall be selected directly by the Board of County Commissioners, two of which shall be selected from candidates recommended by a committee of the other elected county officials, and two of which shall be selected from candidates recommended by a committee representing all Bonneville County employees. Appointments shall be for a term of three years with the exception of the initial council, wherein three of the five members shall be appointed for a three year term and two members for a two year term, thereby staggering the terms of office. Members must be residents of Bonneville County and may not be an elected official or employee of the county. In addition to these qualifications the member selected by the Board of County Commissioners must have at least two years experience in personnel administration or a related field. Members may not be removed except for good and sufficient cause by the Board of County Commissioners and may be reappointed to successive terms.

2. The Council shall designate a chairman and vice-chairman and shall meet at least annually, and additionally as often as shall be deemed necessary, to elect officers and conduct such other business as shall be necessary to properly discharge its duties and responsibilities.

3. The Council shall function as an independent board under the grievance procedure to review cases which cannot be resolved to the employee's satisfaction and make recommendations to the appropriate elected official.

E. Elected Officials.

1. In addition to serving on the Executive Committee, elected officials shall have the following responsibilities with regard to their respective departments:

- (a) Staffing and directing the operation of their respective departments.
- (b) Development and implementation of such additional rules, regulations, policies or procedures as they shall deem necessary for the efficient and effective operation of their respective departments.
- (c) Evaluation of employee's job performance.
- (d) Review and approval of personnel actions.
- (e) Investigation of employee misconduct and determination of appropriate action including discipline or discharge.

2. A committee of the elected officials of Bonneville County excluding the County Commissioners shall also be responsible for recommending candidates to fill two positions on the Personnel Council.

F. Limited Authority

None of the duties of any of the officers or councils mentioned herein shall be construed to abrogate or modify the authority or rights of duly elected county officials as prescribed by the Idaho Code.

SECTION IV.


Any provision of this resolution or the Rules and Regulations herein specified which is held to be in conflict with any state laws, shall be inoperative solely to the extent of such conflict and will in no way affect any other portion of the resolution or Rules and Regulations.

SECTION V.

This resolution and any policies, procedures, rules or regulations established hereunder may be added to, modified or revoked by the Board of County Commissioners.

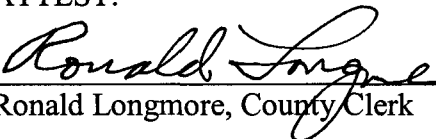
PASSED by the Board of County Commissioners of Bonneville County, Idaho this 13th day of July, 2011.

  
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Roger Christensen, Chairman

  
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Lee Staker, Member

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Dave Radford, Member

ATTEST:

  
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Ronald Longmore, County Clerk