



PUBLIC HEARING AGENDA ITEM

DATE OF PUBLIC HEARING: April 4, 2017
SUBJECT: Resolution approving employee manual updates
FROM: Amy Jones, HR Manager
AGENCY/DEPARTMENT: Human Resources
HEARD AT STUDY SESSION ON: March 21, 2017
AUTHORIZATION TO MOVE FORWARD: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
RECOMMENDED ACTION: That the Board of County Commissioners approves the resolution.

BACKGROUND:

Human Resources Department maintains the Adams County Employee Manual. Approximately every other year, in conjunction with the County Attorney's Office, the manual is reviewed for modernization and improvements. In doing so, collaboration with Department Directors, Deputy County Managers, the County Attorney and the County Manager took place. A draft of the new policies and the Executive Summary of Changes Document was sent to each Elected Office (that has adopted our manual) and Department, and we provided a window to receive feedback and comments in relation to the proposed changes. The changes were proposed and approved at the March 21, 2017 study session.

AGENCIES, DEPARTMENTS OR OTHER OFFICES INVOLVED:

All County Departments and Offices following the Employee Manual

ATTACHED DOCUMENTS:

Resolution
Summary of changes
Updated Employee Manual

FISCAL IMPACT:

Please check if there is no fiscal impact ☒. If there is fiscal impact, please fully complete the section below.

Fund:**Cost Center:**

	Object Account	Subledger	Amount
Current Budgeted Revenue:			
Additional Revenue not included in Current Budget:			
Total Revenues:			

	Object Account	Subledger	Amount
Current Budgeted Operating Expenditure:			
Add'l Operating Expenditure not included in Current Budget:			
Current Budgeted Capital Expenditure:			
Add'l Capital Expenditure not included in Current Budget:			
Total Expenditures:			

New FTEs requested: ☐ YES ☐ NO

Future Amendment Needed: ☐ YES ☐ NO

Additional Note: