



# Board of County Commissioners Agenda Request

**21**  
Agenda Item #

**Requested Meeting Date:** 12/21/2021

**Title of Item:** Personnel Policy Updates

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft)	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* <i>*provide copy of hearing notice that was published</i>
<b>Submitted by:</b> Bobbie Danielson		<b>Department:</b> HR Dept.
<b>Presenter (Name and Title):</b> Bobbie Danielson, HR Director		<b>Estimated Time Needed:</b> Consent (vac)
<b>Summary of Issue:</b>  <p>The personnel policy is updated on a periodic basis. The following changes are recommended:</p> <p>Extend the early retirement health insurance incentive through 12/31/2024 (to align consistently with negotiated Agreements). This continues to be a cost-effective incentive for the employer.</p> <p>Minor updates to the Performance Management section to reflect use of the new Aitkin County performance evaluation form. (e.g. evaluation form, instead of appraisal form, no substantive change)</p> <p>Update one sentence in the discipline section: All disciplinary action up to written reprimand of personnel under the department head's authority, [new... or as otherwise directed by the County Administrator]. (For example, on rare occasion the department head and HR Director may be requested by the Administrator to administer a suspension or termination notice if the Administrator is unavailable or out of the office. It provides most timely notification to the employee and union. This follows a long-standing practice, is done in close communication with the Administrator, and leadership staff are well trained to perform this task when it is necessary.)</p>		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Motion to adopt the personnel policy updates as described above, effective December 28, 2021.		
<b>Financial Impact:</b> <i>Is there a cost associated with this request?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

Legally binding agreements must have County Attorney approval prior to submission.