BOARD OF COMMISSIONERS

AGENDA REQUEST & STAFF REPORT

MEETING DATE: October 22, 2025

SUBJECT: Work Session and possible action on proposed updates to three County Policies: HR-14 Leave Policy, HR-16 Non-Represented Time Management Leave Policy, F-3 Purchasing Card Policy, and establishment of HR-19 Respectful Workplace Policy

RECOMMENDED MOTION:
Recommend authorization of County Administrator signature on proposed policy updates as presented by staff.

BACKGROUND AND POLICY IMPLICATIONS:
County Human Resources is proposing policy updates to HR-14 Leave Policy, HR-16 Non-Represented Time Management Leave Policy. Human Resources is also proposing the creation of a new policy, HR-19, Respectful Workplace Policy. County Finance requests approval of the revised Purchasing Card (P-Card) Policy, F-3.

Attached for review are redlined versions and 'clean' versions of the revised policies. All policy updates and development have been vetted with the County's Policy Advisory Committee and Department / Office leadership.

The proposed policy changes are summarized below:

HR-14: Leave Policy
Establishes the County's paid time-management leave for vacation and sick time and sets expectations for responsible use, including supervisor approval of scheduled leave only from existing leave balances. It gives employees general guideline to ensure compliance with county leave requirements. Clarifies when leave without pay may be used after exhausting accruals and how protected leaves (PLO/FMLA/OFLA) are handled within scheduling and approval processes.

HR-16: Non-Represented Time Management Leave Policy
This policy outlines the county's leave-with-pay program, so that it's easily understood and administered. Defines the sick leave bank and sick leave vault and outlines eligibility, usage, and payout rules to promote faithful attendance and program integrity.

HR-19: Respectful Workplace Policy
This policy gives general guidelines to employees to ensure they understand the what the county defines as appropriate and inappropriate workplace behavior. Details responsibilities for reporting and addressing inappropriate behavior, includes anti-retaliation protections, and outlines potential disciplinary consequences.

F-3: Purchasing Card Policy
This policy ensures control and oversight of P-Card usage while empowering employees to make necessary purchases efficiently. The purpose of this policy is to provide a framework for the issuance, use, and management of P-Cards to ensure efficient procurement processes for small-dollar transactions and the proper stewardship of public funds.

The P-Card Policy includes the following updates:

- Allows for individual named cards and a general department named card with an assigned custodian.
- Clarifies responsibilities for cardholders, department custodians and reconcilers, department users, and approvers.
- Removes the ability to obtain and use store issued credit cards.
- Allows the P-Card Program Administrator (Procurement Manager, or designee) to approve P-Cards limits up to $25,000.

With this revised policy, Finance is also proposing to delete a separate policy (also numbered F-3) County Issued Credit Cards – Sheriff's Office, dated March 19, 2007. This policy is no longer needed as it was in place prior to a Countywide purchasing card program. The Sheriff's Office (SO) no longer needs this policy and the revised Countywide P-Card policy covers their needs. If the SO does have exceptions (more restrictive), they will include them in their General Orders. Any department can have a separate and more restrictive P-Card policy, but not less restrictive than the general County policy while still meeting all the requirements of the policy.

BUDGET IMPACTS:
None

ATTENDANCE:
Susan DeJoode, Human Resources Director
Robert Tintle, Chief Financial Officer