



PERSONNEL RULES

GENERAL PROVISIONS PERSONNEL RULES §1101

Overview: The purpose of these Rules is to establish a system of uniform and appropriate personnel policies and procedures that shall maintain the quality of personnel administration consistent with such principles as:

- a) Recruiting, appointing, and promoting employees on the basis of their relative ability, knowledge and skills, including open consideration of qualified applicants for initial appointment;
- b) Retaining employees on the basis of the adequacy of their performance, correction of inadequate performance and separating employees whose inadequate performance cannot be corrected;
- c) Assuring impartial treatment of applicants and employees in all aspects of personnel administration without regard to political affiliation, race, religion, color, gender, sexual orientation, age, marital status, national origin, or physical or mental handicap or any other basis proscribed by law and with proper regard for their privacy and their constitutional rights.

Except as otherwise provided, the provisions of these Rules shall apply to all offices, positions, employees, and officials (both elected and appointed) in the service of the County, except as stated in the individual policy or disallowed by law.

Applicable to: Pursuant to TCPD §1101: Personnel Rules (General Provisions), this Personnel Rule applies directly to all Tehama County employees, including elected officials (appointed and elected). Department Heads and elected officials (appointed and elected), must abide by and enforce these policies within their Departments.

Guidelines: Authority

The Personnel Rules have been enacted under the authority of the Tehama County Board of Supervisors.

Scope

This document is a compilation of Rules, which govern and affect personnel administration for all employees of the County of Tehama. The provisions of these Rules shall not supersede any state law, federal Law or current collective bargaining agreement between an employee organization and Tehama County. The provisions of these Rules shall not preclude specific County departments from developing operational policies and procedures. If this Rule conflicts with another law, policy, or agreement, the stricter document will apply.

Severability

If any provision, section, paragraph, sentence, clause or phrase of these Rules, or the application of such to any person or circumstance, shall be held invalid or declared unconstitutional or void, the remainder of the Rules shall not be affected.

Amendments to Rules

Other than for non-compliance with state or federal law, the procedure for amending or adopting new Rule is below. A Department Head (elected and appointed) or Chief Administrator must make a request to the Personnel Director to amend or adopt a Rule. The Personnel Director may also initiate an amendment or new Rule.

- a) The revised or newly created Rule is presented to the Department Heads (elected and appointed) for review and comment within a timely manner.
- b) The Personnel Director will meet and confer with the appropriate bargaining units regarding the impact on the members.
- c) The Personnel Director will present the Rule to the Board of Supervisors for adoption.
- d) Upon Board adoption, the new or amended Rule is effective immediately and replaces the existing Rule.

The Personnel Director may also initiate an amendment at any time without following the process above for the following reasons:

- a) When a change in state or federal law deems the Rule to be non-compliant
- b) When the language could be revised for better clarification without changing the intent of the Rule

Access to the Personnel Rules

The Personnel Rules will be posted on the County website and available to the public and employees. Each Department within the County will maintain a hard copy of current Personnel Rules.

Procedure: Responsibilities for implementation, application, and enforcement of this Rule are listed below.

Personnel Director: It is the responsibility of the Personnel Director or his/her designee to maintain the Personnel Rules, ensure the Rules are compliant with state and federal law, oversee the amendment process, and provide access to the public and employees according to the Overview above.

Chief Administrator and/or Department Heads: Unless specifically noted otherwise, actions or authority assigned by these Rules to the Chief Administrator or Department Head (elected and appointed) may be delegated to his/her designee.

A Department Head (elected and appointed) or the Chief Administrator may initiate the amendment process as outlined in the Overview above.

The provisions of these Rules shall not preclude the development of operational policies and procedures within specific departments of the County, providing such policies and procedures are consistent with these Rules. Alternate standards shall be submitted to the Personnel Director for review and compliance in consultation with the Chief Administrator and County Counsel. The Personnel Director shall respond to the request within ten (10) business days. Any individual Department standards shall be in writing and communicated to all staff within the Department. Alternate standards may take effect immediately upon approval of the Personnel Director for all unrepresented employees of the department, and upon completion of meet and confer process for represented employees.

Each Department within the County will maintain a hard copy of current Personnel Rules.

References: CA GC §82048
Effective Date: December 5, 2017
Revised Date:

| *The provisions of this Personnel Rule shall not supersede any state law, federal law or current collective bargaining agreement between an employee organization and Tehama County. The provisions of these Personnel Rules shall not preclude specific County departments from developing more restrictive operational policies and procedures.*