

PROCEDURE 103-1 - AUTHORITY OF DEPARTMENTS, AGENCIES, AND OFFICES

Department of Financial Management & Administration and Department of Human Resources

The Department of Financial Management & Administration is responsible for implementing and administering Human Resources Policies and Procedures that pertain to employee benefits, payroll, risk management, workplace safety, and employee expenses and reimbursement. The Department of Human Resources is responsible for implementing and administering all other Human Resource Policies and Procedures. The Department of Human Resources and Department of Financial Management & Administration, in consultation with the Legal Department, may adopt Human Resources practices as necessary to implement the Human Resources Policies and Procedures in their respective areas of responsibility. All Human Resources Policies and Procedures will be interpreted and administered in accordance with applicable laws.

Departments/Agencies/Offices Generally

To promote proactive, flexible, and efficient management in light of their operational expertise, the County Manager delegates to department/agency/office leaders the authority to hire, evaluate, compensate, suspend, and dismiss County employees, subject to the provisions of the Human Resources Policies and Procedures. For purposes of the Human Resources Policies and Procedures, "department/agency/office leaders" means the department director or other top executive of a department, agency, or office regardless of title.

Department/agency/office leaders may develop rules for the conduct of operations within their organization that are consistent with the Human Resources Policies and Procedures. Prior to implementing any rule that relates to matters of human resources administration such as recruitment, selection, evaluation, compensation, corrective action, transfer, promotion, demotion, and separation of employees, department/agency/office leaders must consult the Department of Human Resources. Final rules must be submitted to the Department of Human Resources before implementation. Department/agency/office leaders should consult the Department of Financial Management & Administration with questions regarding payroll, withholdings, pay method, garnishments, state retirement, deductions, and benefits.

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