

## How to Handle Personnel Policies - County Update

A recent CTSI poll shows that over 90% of the member counties of the Colorado Counties Casualty and Property Pool work to approve and coordinate central personnel policies and practices. This is a huge improvement over practices that existed a decade ago when some counties had differing policies for various departments. Now, some counties use management personnel policy review committees while others use more informal means to keep policies agreeable to all elected officials.

This update provides some of the personnel policy minimums that counties should review:

### Personnel Policy Minimums

- Job classifications and work week defined
- Workers' compensation statements
- Family Medical Leave Act rules
- COBRA, HIPAA

### Highly recommended

- Explanation of benefits
- Define overtime, comp time, and leaves
- Workplace harassment/violence policy
- Job abandonment policy/failure to report to work

### Should also consider

- Absence, tardiness and leave policies
- Policy on not supervising relatives
- Lunch and break requirements
- Layoff and severance pay policy

For a full and complete list, please call CTSI.

### What This Means For Counties

Advantages of coordinating one set of practices and policies include more efficient administration of practices, better budget oversight, better benefits administration and cost control, central record-keeping which complies with state and federal oversight laws, better tracking of employee evaluation process, lower employment defense costs, and better privacy law compliance.

For more information, contact CTSI at 303-861-0507.