



Disapproved by Legislature
March 14, 2023

FRANK WHITE, JR.
Jackson County Executive

EXECUTIVE ORDER NO. 23-08

**TO: MEMBERS OF THE LEGISLATURE
CLERK OF THE LEGISLATURE**

**FROM: FRANK WHITE, JR
COUNTY EXECUTIVE**

DATE: FEBRUARY 14, 2023

RE: AMENDMENT TO THE PERSONNEL RULES

RECEIVED

FEB 14 2023

**MARY JO SPINO
COUNTY CLERK**

*gpk
3:00 pm*

Pursuant to section 706.1, Jackson County Code, 1984, I hereby promulgate the following amendments to Rules 1, 4, 5, 9, 11, and 25 of the Jackson County Personnel Rules for Jackson County associates. This amendment shall be effective immediately. The following sections and the associated sections of the Table of Contents shall be updated as follows:

Section 1.2 - Positions Covered by a Memorandum of Understanding

These rules shall apply to all positions in all divisions, department, boards, commissions, and agencies of the county absent specific provisions to the contrary. Employees in positions within an established bargaining unit shall also be governed by the provisions of a Memorandum of Understanding where applicable and where in effect.

Section 4.1 - Job Classification

All appointed positions in County employment shall be assigned a job class, grade, and job description in accordance with Section 4.2

Section 4.3 - Review of Job Classification

The Director of Human Resources, under the supervision of the Manager of the Division of Administration, shall establish a system and schedule for the continuous review of the job evaluation plan. The review shall include the verification of the current duties of positions, a study of the job descriptions and of the job titles to assure that they are currently accurate and complete. If such review indicates that changes to the classification plan may be in order, recommendation of such changes should be communicated in writing to the appropriate Appointing Authority who may then initiate action pursuant to Rule 4.4 or 4.5.



Section 4.4 - Creation of New Positions

The Appointing Authority shall request the creation of a new position by application to the County Executive. If approved by the County Executive, the Director of Human Resources shall study the duties and responsibilities of the proposed position and shall work with the Appointing Authority, Manager of the Division of Finance and the County Executive to determine the appropriate job description and grade. This section shall not apply to the position of Legislative Aide, which shall be governed by the code of ordinances.

Section 4.5 - Reclassification

When the Appointing Authority believes it is necessary to reclassify a position, he shall submit a written request to the Director of Human Resources who shall act on it within a reasonable amount of time. The Director of Human Resources shall promulgate a fair and equitable process for determining the proper classification of a position. The process should be the same, or reasonably similar, to the approach recommended in the County's most recent Classification and Compensation Study.

Section 5.7 - Six Month Review

After an employee has completed the applicable probationary period following his initial appointment, the Appointing Authority shall review his job performance in accordance with Rule 14.1, 14.3 and 14.4. At that time, the Appointing Authority may increase that merit employee's compensation within the grade not to exceed 10%, subject to the approval of the County Executive or his/her designee.

Section 9.10 - Probationary Employees

During the six-month probationary period, employees may take sick leave but not vacation or a floating holiday.

Section 11.2 - Filing Applications

The applicant may submit such application and/or supplemental information as outlined in the official job posting. The Director of Human Resources shall set the time period for the acceptance of applications for any County position and for promotional examinations in accordance with the request of the Appointing Authority.

RULE 14 - EVALUATIONS OF EMPLOYEES**Section 14.1 - Performance Evaluation**

The Director of Human Resources shall prepare a system for evaluating the work performance of all County employees. The performance evaluation shall also be used as a factor in determining compensation increases, training, promotion, demotion, transfer, or dismissal and for other purposes as set forth in these rules.

In addition, the following portions of the Personnel Rules, as well as the associated portions of the Table of Contents, shall be removed in their entirety:

PART II - NON-MERIT EMPLOYEE RULES

Rule 25- NON-MERIT EMPLOYEES

Sections 25.1-.4

2/14/23
Date


Frank White, Jr.
County Executive