



PERSONNEL MANAGEMENT



Personnel Management

Role of the Governing Board

- Adopt a personnel policy and keep updated.
- Adopt other policies such as:
 - Use of vehicles.
 - Purchasing – who, when, how much.
 - Computer policy to include internet, e-mail and use of social media.
- Adopt the budget to include salary/wage rates.
- Share concerns regarding employee performance or behavior with the elected official or department head.

What Not To Do

Roles & Responsibilities

- Authority of individual commissioners.
 - The BOCC sets policy and exercises its authority as a single body, operating in public meetings preceded by notice.
 - An individual governing board member has no authority to supervise, discipline or fire employees.

Have a policy (updated)

Know your policy

Follow your policy

**If you don't like it - change it, don't
ignore it !**

Personnel Policy Issues to Consider

“At will” or “For cause”.

- Do you have confusion?
- Promise less, give more.

Access to personnel files.

Harassment – report to?

Resignations – in writing?

Personnel Policy Resources

ICRMP web site for sample policies

Your Prosecuting Attorney

Human resources

Involve your management staff

Recognize that public employment is different

- (be careful of “off the shelf”)

Training the Key to Success

Training for all elected officials on roles and procedures – meetings, hearings etc.

Training for supervisors on how to supervise and complying with employment statutes.

Training for all on harassment, ethics, discrimination and policy expectations.

Safety training.

And much more!



Welcome!



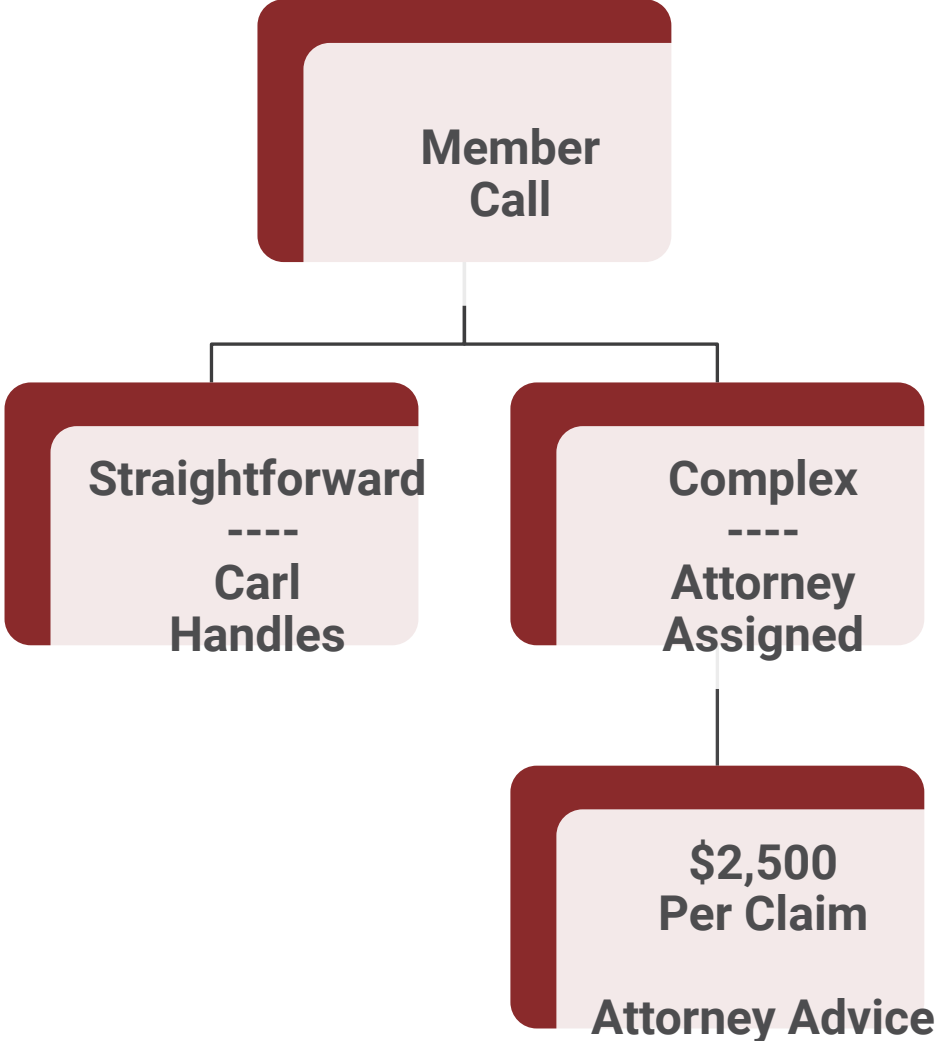
Tammy Middleton, HR Risk Manager

- Bachelor of Science in Psychology
- SHRM-CP, CIWCS, CPHR
- Telecommunications, Manufacturing, Staffing, Marketing, Construction
- Idaho Department of Labor, Micron, MHAB

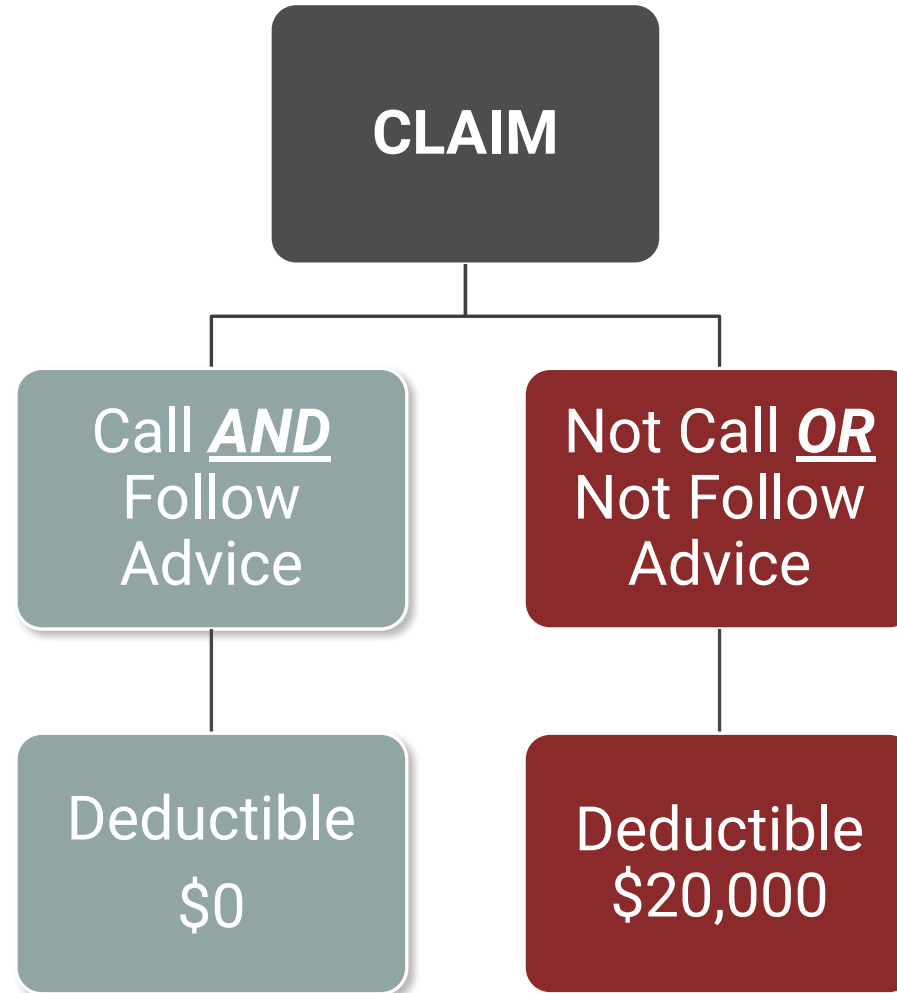
Employment Practices Attorney Consultation ICRMP



Carl Ericson



Employment Deductible



Avoid Liability!

Before terminating an employee

- Are you authorized to make this decision?
- Check and follow your personnel policy
- Consult with HR
- Consult with your city attorney
- Call ICRMP – we are here to assist including assigning a defense panel attorney

Thank You

Jim McNall

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Member Owned, Member Driven