

RATIFY ACTIONS OF PERSONNEL OVERVIEW COMMITTEE

SUGGESTED MOTION:

Move to ratify the actions of the Personnel Overview Committee from the meeting held on April 17, 2023, and amend the recommended changes to Employee Handbook Policy 516 and 111 as presented.

111 Job Posting*Effective Date: 08/01/2022*

We believe strongly in employee promotion and development. We encourage you to express your interest in open positions and advancement opportunities within the organization according to your skills and experience. We typically post job openings on the Cass County Government website, but Department Heads have the discretion to post elsewhere at their discretion. All positions are posted with North Dakota Job Services as well as job boards. In the interest of finding the most qualified candidate, we often post positions both internally and externally at the same time.

To apply for an open position, all interested individuals must submit an online job application to the Human Resources Department listing job-related skills and accomplishments. Job openings for the Human Services Zone are posted on the State of North Dakota's website and applications should be submitted following directions on that website.

If you are selected as a finalist, your supervisor will generally be contacted to verify performance, skills, and attendance. Any staffing limitations or other circumstances that might affect a prospective transfer will also be discussed at that time.

We recognize the benefit of developmental experiences and encourage you to talk with your supervisor about career plans. Supervisors are encouraged to support employees' efforts to gain experience and advance within the organization.

Although we typically prefer to fill open positions with current employees who express interest in the positions, we may choose to hire an external candidate over a current employee if we determine that the external candidate best meets the needs of the position.

Promotions or Transfers

If you are interested in a promotion or a transfer, a completed Cass County application must be submitted. You are not guaranteed a promotion simply because a vacancy may occur. Instead, promotions will be based on information documented by our performance evaluation process, including outstanding work performance, levels of skills and training, demonstrated reliability, your current disciplinary status, as well as position availability, and the qualifications of external candidates, if applicable.

We reserve the right to transfer employees if it is in the best interest of the County. If offered and you accept a transfer, you must notify your current Department Head. The transfer will be negotiated between the Department Heads but will be delayed no longer than 30 days.

Posting jobs

All vacant positions, including temporary positions, must have a staff requisition form signed either electronically or in writing by the Portfolio Commissioner and the Commission Chairman prior to advertising. In the absence of the Portfolio Commissioner, another Commissioner shall be appointed by either the Portfolio Commissioner or the County Administrator to sign and/or approve the staff requisition form. When the Commission Chairman is the department portfolio, the staff requisition for vacant positions shall be signed by

the Commission Chairman and Vice Chairman. If a temporary position is recruited through an employment agency, the Human Resources Department must be informed of the individual's name and length of employment.

Promotions from within a department may occur. However, the position must be posted within the County. In general, these vacancies are posted for 5 working days.

Hiring and Referral Bonus

Hiring Bonus – Hard to Fill Positions:

Hiring Bonuses of \$1,000 will be paid to new full-time Cass County employees hired into hard to fill positions who meet certain requirements. ~~Positions and~~ New employees eligible for the hiring bonus will have the following characteristics: the new employee will have successfully completed six months employment in the hard to fill position. Prior to filling The position will be considered “hard to fill” if with the new employee, the position was advertised and vacant for at least 90 days. If a job offer is made and accepted during the 90 days, the position will not be considered “hard to fill.” Current employees promoted into a hard to fill position are not eligible to receive this bonus. Individuals who successfully complete internships in County departments and are hired into hard to fill positions at the conclusion of the internship are eligible to receive a hiring bonus.

Referral Bonus for Current Employees:

Referral bonuses of \$500 will be paid to current full-time Cass County employees who refer new employees to full-time Cass County employment. Referral Bonuses will only be paid after the new employee has successfully completed six months of employment.

A current employee is only eligible to receive a Referral Bonus if the new employee lists the referring employee on their initial employment application submitted to Cass County Human Resources. Department Heads are not eligible to receive a referral bonus related to a position within their department. Referral bonuses will not be paid related to interns hired into a full-time county position.

To qualify for a referral bonus, both employees must remain employed with Cass County at the time the bonus is paid. Both employees must be in good standing with no excessive absenteeism and no performance issues. A former Cass County employee returning to Cass County employment cannot be referred by a current employee for purposes of a referral bonus.

Eligible hiring and referral bonuses will be paid related to employment applications received after January 1, 2022.

516 Telecommuting

Effective Date:

Cass County supports telecommuting as an option for various positions within it's workforce. The determination of eligibility for telework will be made on a case-by-case basis, with the final approval in the Department Heads discretion. Factors that lead to these decisions include but are not limited to:

- Position and Job Duties
- Job Skills
- Organization Impact
- Performance History

Telecommuting to work has no impact upon an employees compensation, benefits, work status, work responsibilities, amount of time worked, or pay period, unless agreed upon separately in writing. If applicable, a specialized schedule for telework will need to be created and confirmed by working with an employees direct supervisor **prior** to telework beginning. If no such schedule is created, an employee's schedule will be assumed to be the same as if they were working in a Cass County Facility. Changes to this schedule must be reviewed and approved in advance by your supervisor.

Telecommuting is considered a privilege and may not work for every employee or every position. Employees who telecommute will coordinate with their supervisors about specific work assignments and specific ways to track productivity. Prior to approval of telecommuting, the Department Head must coordinate efforts with IT to ensure feasibility.

Equipment required for telecommuting will be provided to the employee, within reason. Cass County IT will continue to support end users just as if they were in the office. This support will be provided remotely. However, Cass County's support does not cover Home Internet/Network/Wireless Connections.

IT will do initial troubleshooting on all issues, but if it is determined the issue most likely lies outside of the counties purview, we will communicate this to the end user with suggestions to work with their Internet service provider.

In the event Cass County IT is unable to troubleshoot or resolve an issue remotely, the user will be requested to bring the associated hardware and any county-provided equipment into the IT office for further troubleshooting. IT will not travel to a user's home to assist with technology issues.

Access to county network resources is **only** available from county-provided equipment. This is to maintain the entire flow of data and maintain operational security. Access from non-county equipment to county network resources is prohibited unless otherwise approved.

A reliable internet connection is required for working remotely. Cass County does not provide internet connectivity for remote workers. Due to the nature of our work,

minimum speed requirements must be met to have a stable working environment remotely. A remote user must have a **minimum of 25** megabits per second download speed, as well as 10 megabits per second upload speed. Speeds lower than this will result in difficulties with multimedia activities such as Teams, Phone calls, video calls, etc. **To test your speed**, prior to working from home, bring your device home and connect to your personal internet. Open a modern browser such as Google Chrome or Microsoft Edge, and browse to <http://itdspeed1.nd.gov> . Run the speed test on this site, and verify your results. Please run the test in a similar location and environment as you would be when working remotely, including other users on the network.

All county employees or contactors are required to connect to all county resources via a secure access gateway that is provided, maintained, and controlled by Cass County. This software, called a VPN, controls connection to county resources and maintains their integrity on offsite locations. **All Employees are required to connect to the VPN when working remotely.**

We expect you to ensure the confidentiality and protection of proprietary and customer information that you may use or access while working from home. This may include the use of locked file cabinets and desks and any other steps appropriate for the job and the environment. Employees are not allowed to store, transfer, move, or copy any county data to non-county devices when working remotely.

All county devices have pre-installed security software that is monitoring activity for security related issues. No user may remove, disable, bypass, or otherwise tamper with this software for any reason without the assistance of IT.

During working hours, your remote workspace will be considered an extension of our work space. Therefore, workers' compensation benefits may be available for job-related accidents that occur in your remote workspace during working hours. All job-related accidents will be investigated immediately. We assume no responsibility for injuries occurring in your remote workspace outside of your agreed-upon work hours. You agree to maintain safe conditions in your remote workspace and to practice the same safety habits as those followed on our premises. In the case of an injury while telecommuting, follow our Workers' Compensation policy.

Telecommuting only works in some circumstances and is not a universal employee benefit. As a result, we will only provide this opportunity when we are convinced it will be in our best interests, and may terminate approved telecommuting arrangements whenever we believe necessary to do so.