

RESOLUTION 92-2022

RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF WASHINGTON COUNTY AMENDING THE PERSONNEL POLICIES & PROCEDURES MANUAL CONCERNING SUPERVISORY AUTHORITY

WHEREAS, the Board of County Commissioners desires to amend the County's Personnel Policies and Procedures Manual to clarify that the County Administrator shall be responsible for County Human Resources matters for all County Departments; and

WHEREAS, the Board of County Commissioners desires to amend the County's Personnel Policies and Procedures Manual to clarify that in the event of a vacancy in an appointed department head position, the Board of County Commissioners has authority to appoint an individual to serve as an interim department head and/or to allocate specific department head job functions to multiple employees.

NOW, THEREFORE, BE IT RESOLVED, that:

1. A new section entitled, "HUMAN RESOURCES DEPARTMENT" is hereby added at the end of Chapter 2 of the Personnel Policies and Procedures Manual to read as follows:

HUMAN RESOURCES DEPARTMENT. The Office of the County Administrator shall serve as the Washington County Human Resources Department and the County Administrator shall be responsible for administering the provisions of this Personnel Policies and Procedures Manual. All employment matters of all County departments shall be administered by the Human Resources and County personnel records shall be maintained by such department. Supervisors and Department Heads shall inform the County Administrator of all employment-related matters in their departments, including hirings, terminations, discipline, complaints, and grievances, and written records of all such actions shall be maintained by the Office of Human Resources. Nothing set forth herein shall be deemed to modify the authority of Department Heads and supervisors over employees in their departments.

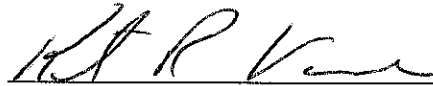
2. A new section entitled, "VACANT APPOINTED DEPARTMENT HEAD POSITIONS" is hereby added after the new HUMAN RESOURCES DEPARTMENT Section at the end of Chapter 2 of the Personnel Policies and Procedures Manual to read as follows:

VACANT APPOINTED DEPARTMENT HEAD POSITIONS. If an appointed Department Head position becomes vacant, the Board of County Commissioners may appoint an individual to serve as the Interim Department Head for a temporary term. The Board of County Commissioners may allocate the job functions of the Department Head among multiple employees, including without limitation allocating authority over departmental employment matters to the County Administrator during the period the Interim Department Head serves in office.

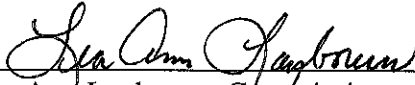
3. No provision set forth in this Resolution shall be deemed to supersede the authority of any elected or appointed official of Washington County and the statutory provisions addressing vacancies of such offices. If any article, section, paragraph, sentence, clause, or phrase of this Resolution is held to be unconstitutional or invalid for any reason, such decision shall not affect the validity or constitutionality of the remaining portions of this ordinance. The Board of County Commissioners hereby declares that it would have passed this Resolution and each part or parts hereof irrespective of the fact that any one part or parts be declared unconstitutional or invalid.

DATED this 20th day of December, 2022.

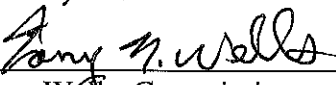
**BOARD OF COUNTY COMMISSIONERS
WASHINGTON COUNTY, COLORADO**



Kent Vance, Chairman



Lea Ann Laybourn, Commissioner



Tony Wells, Commissioner



Annie Kuntz, Clerk to the Board