



**NEVADA
COUNTY**
CALIFORNIA

DEPARTMENT OF HUMAN RESOURCES
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NEVADA COUNTY BOARD OF SUPERVISORS
Board Agenda Memo

MEETING DATE: September 12, 2023
TO: Board of Supervisors
FROM: **Steven Rose, Director of Human Resources**
SUBJECT: Resolution Amending the Nevada County Personnel Code Sections 23, Tuition Payment and Reimbursement Program, and P-7, Travel Reimbursement and Expense Program

RECOMMENDATION: Approve the attached resolution.

FUNDING: N/A

BACKGROUND: The Personnel Code promulgates effective human resources policies and procedures that comply with federal and state regulations and the service needs of Nevada County. When regulations change or new business processes are enacted, a revision to the Personnel Code is triggered.

The modifications we bring to you today are in two sections of the Personnel Code. The two sections pertain to the tuition reimbursement policy and the travel policy. The changes to the tuition reimbursement policy, found at Section 23, are ministerial in nature, aligning the process of approval for tuition reimbursement to our updated SharePoint process. No substantive changes in this policy (eligibility, terms) are made. Simplifications to the approval process for out-of-state travel have been made to the travel policy, found at Section P-7. The changes align with our HPO principles of leadership at all levels. All bargaining units were provided the proposed changes and had no objections.

Exhibit A, attached, provides the specific revisions to the two policy sections for adoption and finalization by the Board of Supervisors. Exhibit B, also attached, provides the final, clean language. Your consideration of this matter is appreciated.

Item Initiated and Approved by: Steve Rose, Director of Human Resources