

County of Nevada
Department of Human Resources
Eric Rood Administrative Center
950 Maidu Avenue
Nevada City, CA 95959
Ph: 530-265-7010 Fx: 530-265-9841
www.mynevadacounty.com/hr

NEVADA COUNTY BOARD OF SUPERVISORS
Board Agenda Memo

MEETING DATE: March 28, 2023
TO: Board of Supervisors
FROM: Steve Rose, Director of Human Resources
SUBJECT: Resolution to Amend the Nevada County Personnel Code

RECOMMENDATION: Approve the attached resolution.

FUNDING: N/A

BACKGROUND: The Board of Supervisors, at their December 11, 2018 meeting, approved Resolution 18-591, which adopted a revised Personnel Code, and whereas the Board of Supervisors have adopted subsequent revisions to the Personnel Code by Resolutions 19-602, 20-264, 20-439, 21-111, 21-494 and 22-012, the time to update the personnel rules to comply with legal changes has come again. The Personnel Code promulgates effective human resources policies and procedures that comply with federal and state regulations and the service needs of Nevada County.

The amendments to the Nevada County Personnel Code include: adding a payroll errors section which explains the process required to address pay errors (5.4); updating six recruitment-related sections to reflect new reduced time-to-hire practices (6.1, 7.2, 9.2, 9.3, 10.1, 10.2); revising the holiday section (21.7) to amend one holiday's name ("Columbus Day" to "Columbus Day/Indigenous Peoples' Day"); updating the tuition reimbursement policy found at section 23.3 to permit, when approved, probationary employees' eligibility under the policy; and updating Appendices P-1, P-2, P-3, and P-11 with various legal updates. Appendix P-1 and P-2, Equal Employment Opportunity and Policy Against Discrimination, Harassment and Retaliation, respectively, add reproductive decision-making as protected against discrimination, harassment and retaliation in employment (SB 523). Appendix P-3, Family and Medical Care Leave, adds "designated person" to the list of individuals an employee may request to care for under California Family Rights Act-designated leave (AB 1041). Finally, the Internal Revenue Service, in *IRS Publication 1075*, promulgated changes to the frequency employers must conduct background checks for employees who access Federal Tax Information. Employers must reinvestigate more frequently as a result of the IRS changes (once per 5 years instead of once every 10 years.)

The sections before you today include only those discussed above and not the Code in its entirety. Exhibit A provides the specific revisions to the language for adoption and finalization by the board of Supervisors. Exhibit B provides the final language.

Your consideration of this matter is appreciated.

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

Submittal Date: February 24, 2023

Revision Date: