

County of Nevada
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NEVADA COUNTY BOARD OF SUPERVISORS
Board Agenda Memo

MEETING DATE: November 16, 2021
TO: Board of Supervisors
FROM: Steve Rose, Director of Human Resources
SUBJECT: Resolution Amending Nevada County Personnel Code

RECOMMENDATION: Approve the attached resolution.

FUNDING: N/A

BACKGROUND: The Board of Supervisors adopted a comprehensively revised Nevada County Personnel Code on December 11, 2018. The Personnel Code was most recently updated by Resolution 21-111 on April 14, 2021. The Nevada County Personnel Code promulgates effective human resources policies and procedures that comply with federal and state regulations and the service needs of Nevada County.

Before you today are two existing policy updates and one policy addition. The two policy updates pertain to the Policy Regarding Flexible Work Schedules (Appendix P-13 of the Personnel Code) and to the County of Nevada Telework Policy (Appendix P-14 of the Personnel Code). The new policy, Declared Emergency Leave, is added as section 21.16.

The County of Nevada Telework Policy has been revised to permit the use of teleworking arrangements in non-emergency situations. The Flexible Work Schedule policy has been revised to permit employees who telework to simultaneously “flex” their schedule. The Declared Emergency Leave policy provides a method to support employees who have suffered the permanent loss of their primary residence during a declared emergency in the form of additional leave granted at the discretion of the County Executive Officer.

The attached Personnel Code provides the specific revisions to the language for adoption and finalization by the Board of Supervisors. Your consideration of this matter is appreciated.

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

Submittal Date: November 3, 2021