

**ORDINANCE AMENDING THE MERIT SYSTEM PORTION OF THE
DOUGLAS COUNTY CODE OF ORDINANCES**

WHEREAS, the Douglas County Board of Commissioners, upon receiving recommendations from the Personnel Review Board, has determined that certain amendments to the Merit System portion of the Douglas County Code of Ordinances are needed.

NOW THEREFORE BE IT ORDAINED by the Douglas County Board of Commissioners that the following amendments to Chapter 13 of the Douglas County Code relating to the merit system be enacted:

Section 1.

Section 13-51 relating to filing vacant positions is amended by adding a new subsection (c) to read as follows:

“(c) Whenever a vacancy occurs within a department, the department head will first attempt to fill the vacancy by promotion from within the department (see Sec. 13-32(1a); Sec. 13-40), or re-organization, or a combination of both. After this action has occurred, any position left vacant will be filled according to Sec. 13-52 – Recruitment for Vacant Positions.”

Section 2.

Section 13-52 relating to recruitment for vacant positions is deleted in its entirety and in lieu thereof insert the following:

“(a) All vacancies for full-time positions, with the exception of entry level positions for each department, and departmental promotions (see Sec. 13-51(c) above), shall be ~~published~~ advertised in-house for a period not to exceed three (3) days. After the three-day period, if the positions remain unfilled, the Human Resources Director may cause the vacancy to be publicized by a notice of such vacancy in the legal organ of the county or on the county web site, such announcement to remain active until such time as the position is filled or officially announced as closed. If the web site announcement fails to produce qualified and/or acceptable candidates, the Director may advertise the employment opening using any other medium which is appropriate. The announcements shall specify the title, the ~~salary range~~ minimum salary of the vacant position, any minimum qualification requirements, the manner of taking applications, ~~the final date on which applications will be received~~ and other information deemed pertinent by the Human Resources Director.

(b) Every reasonable effort shall be made to publicize vacancies so that all interested persons are informed of the position and so that all qualified persons are attracted to compete.

~~(c) All vacancies above the entry level of any occupational category shall be announced to county employees. A vacancy notice shall be posted for no less than three (3) workdays in a specified location for each department.~~

~~(d) All applications for employment will be accepted until the advertised position is filled.~~

(c) Applications will be accepted until the position is filled, or the deadline for applications is reached.”

Section 3.

Section 13-124 relating to vacation leave and emergency pay by deleting subsection (b) and inserting in lieu thereof the following new subsection (b):

“(b) *Emergency pay.* In the event of emergency, an employee may receive up to two (2) weeks pay per calendar year provided such payment is recommended by the department head, Human Resources Director and approved by the County Administrator.”

Section 4.

Division 10 of Chapter 13 relating to attendance and leave is amended by added a new section 13-136 relating to group insurance information:

“Sec. 13-136 Group Insurance Information

(a) Information on Douglas County employee group insurance benefits such as Medical, Dental, Life, Vision, etc., is available in the Human Resources Department.”

Section 5.

Sections 13-137 through 13-139 shall be reserved.

Section 6.

All ordinances in conflict are hereby repealed.

Section 7.

This ordinance shall become effective on April 15, 2008.

Tom Worthan, Chairman

Freddie Ashmon, Jr., District I

Charles Camp, District II

Michael Mulcare, District III

David Latham, District IV

Attest:

Lisa Watson, County Clerk