



Agenda Submittal

Agenda #: 4 **Status:** Consent Calendar
Type: Resolution **Department:** Human Resources
File #: 19-268 **Contact:** Marc Fox, 784-2552
Agenda date: 4/2/2019 **Final action:** 4/2/2019
Title: Affirm the County's Personal Relationships Policy set forth in Civil Service Rule 7.13, Personal Relationships; and Amend the Personnel and Salary Resolution to include as Section 2.4, Personal Relationships
Governing body: Board of Supervisors
District: All
Attachments: 1. A - Resolution, 2. Adopted Resolution, 3. Minute Order

Date	Ver.	Action By	Action	Result
4/2/2019	1	Board of Supervisors	Adopted	

Published Notice Required? Yes ☐ No ☒
Public Hearing Required? Yes ☐ No ☒

DEPARTMENTAL RECOMMENDATION:

It is recommended that the Board affirm the County's Personal Relationships Policy, as set forth in Civil Service Rule 7.13, Personal Relationships, and amend the Personnel and Salary Resolution to include as Section 2.4, Personal Relationships.

SUMMARY:

The County last amended the Personal Relationship Policy on September 14, 1994, with a November 1, 1994 effective date. The Personal Relationships Policy provides that it is the intent of the Board of Supervisors to provide a workplace as free as possible from real or perceived bias or acts of favoritism due to personal relationships, that it is inappropriate for an employee to use his/her personal power or influence to aid or hinder another in the employment setting because of a personal relationship, defines personal relationships, and provides options for employees who become involved in a personal relationship.

The Personal Relationship Policy is codified as Civil Service Rule 7.13. This agenda item affirms that the County's Personal Relationship Policy applies to all County employees and duplicates the existing Civil Service Rule 7.13 as Personnel and Salary Resolution Section 2.4. There are no changes in terms and conditions of employment in the placement of the existing policy within the Personnel and Salary Resolution.

FINANCIAL IMPACT:

The cost associated with preparing the agenda item is nominal and absorbed by the department's FY2018/19 Adopted Budget.

DISCUSSION:

The Board of Supervisors amended the Personal Relationships Policy on September 14, 1994, with a November 1, 1994 effective date. A question was raised regarding the application of the Personal

Relationships Policy to those employees excluded by Civil Service Rules. While the Personal Relationships Policy is listed within the Civil Service Rules, a review of the 1994 Board of Supervisors' minutes and the 1994 Civil Service Commission staff report indicates that the County intended to apply this policy to all employees. The Human Resources Department, County Counsel's Office and County Administrator's Office have historically and uniformly applied the policy to all employees. Inclusion of the policy within the Personnel and Salary Resolution removes any potential confusion and affirms that the policy applies to all employees.

ALTERNATIVES:

The Board of Supervisors could choose not to include the Personal Relationships Policy within the Personnel and Salary Resolution; however, this option is not recommended as a County applicant, employee or official could question why this policy applies when the individual(s) are excluded from the civil service system.

OTHER AGENCY INVOLVEMENT:

The Director of Human Resources worked with the County Counsel's Office and the County Administrator's Office in the review and interpretation of the County's Personal Relationships Policy.

CAO RECOMMENDATION:

APPROVE DEPARTMENTAL RECOMMENDATION