

JEFFERSON COUNTY 911 ADMINISTRATIVE BOARD

Resolution 2012-0005

RESOLUTION ADOPTING THE JEFFERSON COUNTY 911 PERSONNEL POLICY MANUAL AS A GUIDE FOR PERSONNEL ADMINISTRATION.

WHEREAS, the Jefferson County 911 Administrative Board has the authority to establish conditions of employment, compensation, and benefits; and

WHEREAS, the Jefferson County 911 Administrative Board wishes to provide for a uniform system of personnel administration throughout the agency; and

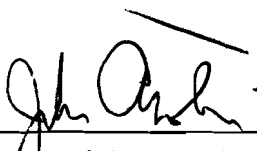
WHEREAS, a uniform Personnel Policy Manual has been drafted to facilitate this goal; and

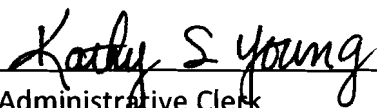
WHEREAS, the Policy Manual has been drafted and opportunities for review and comment have been given; and

WHEREAS; the Policy Manual incorporates recommendations and suggestions for change;

NOW THEREFORE BE IT RESOLVED that the Jefferson County 911 Administrative Board adopts the attached Jefferson County 911 Policy Manual, subject to the procedures and restrictions set forth within said policy manual, as a guide to uniform personnel administration with Jefferson County 911. This policy manual shall take effect October 1, 2012 and superseded and replaces all other Personnel Policies adopted or used prior to this date.

Passed and Adopted this 27 day of September, 2012 . Authorizing Signatures:

By: 
Chairman of the Board

Attest: 
Administrative Clerk

Signature: 
JeffCom Director

Signature: 
Office Manager

Signature: _____
Chairman of the Board

JEFFCOM 911

Admin Board Meeting Date: September 27, 2012

Agenda Item: Resolution 2012-0005

- Regular Business Meeting
- Study Session
- Other: _____

Date Submitted: September 27, 2012

Department: JeffCom **Contact:** Janet Silvus **Phone:** 344-9788

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SUBJECT: Resolution to adopt Jefferson County 911 Policy Manual.
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CATEGORY:

BUDGET IMPACT:

- Consent
- Ordinance
- Business
- Contract Approval
- Other
- Public Hearing (*see note below*)
- Legislative
- Quasi-judicial open record appeal
- Resolution
- Staff Report
- Proclamation
- FYI

- Amount Budgeted: \$ _____
- Expenditure Amt: \$ _____
- Contingency Req'd: \$ _____
- Supplemental Req'd. \$ _____
- Dept/Budget Code: _____
- _____ Quasi-judicial closed record
- _____ Quasi-judicial closed record

NOTE: *If the Public Hearing is quasi-judicial in nature, then the appearance of fairness and conflict on interest rules apply. Except at the public hearing, communicating with other JeffCom Board Members, and contact with proponents or opponents must be avoided.*

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SUMMARY STATEMENT: JeffCom has the need to establish a personnel manual to give employees guidance and direction.
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ATTACHMENTS: Copy of the Resolution.
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RECOMMENDED ACTION: Motion to adopt Resolution 2012-0005.
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ALTERNATIVES: Remove from Agenda for discussion, take action as Administrative Board deems appropriate. Take no action. Refer to committee or staff for further action. Postpone action

<p style="text-align: center;">APPROVED FOR SUBMITTAL BY:</p> <hr/> <p style="text-align: center;"><i>Janet Silvus</i> Department Director or Name of Board Member & Date of Motion</p> <hr/> <p style="text-align: center;"><i>John Antea</i> JeffCom Chairman of the Board</p> <hr/> <p style="text-align: center;">JeffCom Attorney</p>	<p style="text-align: center;">BOARD SECRETARY'S USE ONLY BOARD ACTION TAKEN</p> <hr/> <p>Resolution No. _____ Continued to _____</p> <p>Ordinance No. _____ Referred to _____</p> <p>Approved _____ Failed _____</p> <p>Other: _____</p> <p style="text-align: center;">DISTRIBUTION AFTER BOARD ACTION</p>
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