



County of Sutter

Office of the County Administrator

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March 13, 2019

TO: All County Employees

SUBJECT: Personnel Rules and Regulations

Any time after employee negotiations or Board approved changes; the Human Resources Department updates the current Personnel Rules and Regulations and Rules Governing Employee Compensation, Benefits and Working Conditions. The Personnel Rules and Regulations encompass approximately 135 pages, involving a myriad of personnel policies. Each supervisor has a copy, which is available for your use and orientation. It is also available on the Sutter County Internet and Intranet. Listed below are specific references to guide employees into areas of the rules that may be of particular interest to them:

Equal Employment Opportunity

Sutter County is an equal employment opportunity (EEO) employer and is committed to an active non-discrimination program. It is the stated policy of Sutter County that all employees, and applicants, shall receive equal consideration and treatment. All decisions on employment and promotions must be made solely on an individual's qualifications (merit) and bona fide occupational qualifications for the job in question, and the reasonableness of any necessary job accommodations.

Selection Promotion

Sutter County believes in the merit system to help maintain a high level of proficiency and to offer opportunity and encouragement for career development within the County service. When a vacancy occurs, and authorization is received to fill such vacancy, the department head may request certification of individuals from the top three to ten ranks of applicants who have successfully passed the examination process and are placed on an eligible list. From among those certified individuals, the department selects the person who they feel is the best qualified and who best meets the needs of the department.

Conflict of Interest/Prohibited Activities

Section 19.0, Prohibited Activities, of the Personnel Rules and Regulations, essentially provides that no employee of Sutter County shall engage in any employment activity or enterprise for compensation which is inconsistent, incompatible, in conflict with, or inimical to his or her duties as a County officer or employee or with the duties, functions or responsibilities of the appointing authority or Sutter County.

Nepotism

Section 3.8 of the Personnel Rules and Regulations places severe restrictions on the employment of relatives in the County's workforce.

Alcohol and Drug Abuse Policy

Section 24.0 of the Personnel Rules and Regulations outlines specific guidelines and responsibilities for the employer and employee on the use or suspected use of alcohol or illegal drugs during work hours. It also outlines the conditions which allow the employer to test for alcohol and drug use. There are some classifications that are deemed "Safety Sensitive" and are subject to random testing.

Discriminatory Workplace Harassment Policy

Section 23.0 of the Personnel Rules and Regulations strongly establishes a policy that the County will not permit unlawful and improper discriminatory harassment. The work environment should be businesslike and ensure fair, courteous treatment for employees and the public we serve.

Employee Performance Evaluations

Section 17.0 of the Personnel Rules and Regulations outlines the performance evaluation system. All employees are required to be evaluated at least once annually.

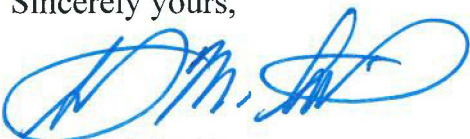
Grievance Procedures

The grievance procedure, Section 20.0, is intended to deal with interpretations or misapplications of the County Personnel Rules and Regulations and Rules Governing Employee Compensation, Benefits and Working Conditions. It is intended to resolve problems at the lowest possible level and to provide an employee with an informal and formal system for dealing with problems.

All of the above policies and procedures were adopted by the Sutter County Board of Supervisors. Such policies and procedures are intended to deal with a variety of issues that employees may encounter during their employment. It continues to be Board policy that all employees work in an environment free of discrimination in all aspects of personnel administration, regardless of their race, color, religious creed, sex, marital status, age, national origin, medical condition (cancer or genetic characteristics/information), mental or physical disability (including AIDS or HIV), ancestry, sexual orientation, gender identity, gender expression, military and veteran status, pregnancy, childbirth and related medical conditions, or any other classification protected by federal, state or local laws or ordinance.

If you have any questions regarding any of the above or additional policies that you are interested in, please contact your immediate supervisor for assistance. If you need additional assistance, you may contact the Human Resources Department.

Sincerely yours,



Steven M. Smith
County Administrative Officer