

Ad Hoc Rules Committee Minutes  
3:00 p.m., A160, July 21, 2011

Meeting was called to order by Chairman, Allen at 3:00 p.m. Present were Jack Allen, John West, Bill Miller and Bev Ward. Excused, Joe Stuchlak. Also present was Cindy Phillippi, Marcia Kaye and Trena Larson.

The meeting was properly noticed. Motioned by Miller/Ward to approve the agenda. Motion carried by unanimous voice vote.

Motioned made by Ward/Miller to approve July 5, 2011 minutes. Motion carried by unanimous voice vote.

Page 65, line 39, strike, County Clerk and insert Administrative Coordinator – Credit Card Policy

Page 16, section 6.09, strike director an insert agents, add Highway Commission and Library Director

Page 65, line 12 insert Friday/ in front of Special

Page 65, create a 18.02 Under extenuating circumstances the Administrative Coordinator Director of Finance may have a special check cut.

Page 64, line 21, insert by the next business day

Strike section 7 and replace with the following:

**SECTION 7 - NEW EMPLOYEE ORIENTATION**

**7.01** Adams County will follow an established orientation procedure. Where applicable, all new or promoted County employees will receive orientation of all necessary policies and procedures and required training.

**7.02** An Orientation Checklist shall be completed at each stage of the orientation to ensure discussion of each pertinent item. The completed and signed Checklist will be returned to the Personnel Department for inclusion in the employee personnel file.

- A. A newly hired employee will meet with the Personnel Director on their first day of employment, for orientation to general conditions of employment. Employees shall sign the P&GAP Receipt form indicating they have received a copy of the Personnel and General Administrative Policies and any addendums. This form is to be returned to the Personnel Department and placed in the employee's personnel file.
- B. The Department Head, or designee, shall orient each new employee to the conditions related to his job location, description and expectations, workplace safety, and hours of work, lunch, and breaks. Said orientation shall include an introduction to fellow workers, the use of the time clock and its location, dress code, safety regulations, lunch and break periods, purchasing supplies, use of telephones and other items as deemed necessary. If possible the Department

Head shall assign another employee throughout the employee's orientation period to assist in the orientation of the new employee

- C. The Payroll Technician will meet with the new employee as soon as possible after their start date to obtain information necessary for personnel records and provide orientation and enrollment in benefits for which the employee is eligible.

**7.03 Department Head Orientation.** In addition to the procedures outlined above, the County Personnel Director, County Clerk, Corporation Counsel and Administrative Coordinator/Director of Finance shall be responsible for the orientation of a new Department Head to the County Policies and expectations of the of the Department. An appointment will be scheduled with each of the positions listed above on the first day of employment or as soon as reasonably possible after the start date of the new Department Head. Topics to be covered with new Department Heads will be listed on the Orientation Checklist.

The above named positions shall on a continuous basis, provide feedback and positive reinforcement to a new Department Head to ensure a smooth acclimation to the County.

Motioned by West/Ward to turn ethic ordinance over to the transition committee for completion. Motion carried by unanimous voice vote.

Motioned by West/Mille to attach amended policy to committee approved resolution and forward to county board for adoption. Motion carried by unanimous voice vote.

A member from the committee will recommend that the policy be electronically disseminated to save the cost of printing, until the transition committee proposes or recommends a new employee handbook as it relates to the Budget Repair Bill.

Motioned by West/Ward to adjourn at 3:24 p.m. Motion carried by unanimous voice vote.

Respectfully submitted,

Cindy Phillippi  
Recording Secretary