

JAN 18 1982

D.M. PENFOLD, Director of
General Services of Lane County

BY *[Signature]* DEPUTY

IN THE BOARD OF COUNTY COMMISSIONERS OF LANE COUNTY, OREGON

ORDINANCE NO. 3-82) IN THE MATTER OF AMENDING CHAPTER 2
) OF LANE CODE TO REPEAL PROVISIONS FOR
) A PERSONNEL REVIEW BOARD AND DECLARING
) AN EMERGENCY

The Board of County Commissioners of Lane County ordains as follows:

Chapter 2 of Lane Code is hereby amended by removing and substituting the following pages:

REMOVE THESE PAGES

INSERT THESE PAGES

2.220 - 2.250 to
2.290(3) - 2.290(4)
(a total of six pages)

2.220 - 2.260 to
2.275 - 2.285
(a total of three pages)

Said pages are attached hereto and incorporated herein by reference. The purpose of these substitutions is to repeal provisions for a Personnel Review Board.

An emergency is hereby declared to exist and this ordinance, being enacted by the Board in the exercise of its police power for the purpose of meeting such emergency and for the immediate preservation of the public peace, health and safety, shall take effect immediately.

Enacted this 13th day of January, 1982.

[Signature: Scott Sewallen]

 Chairman, Lane County Board of
 Commissioners

[Signature: Debbie Mabe]

 Recording Secretary for this Meeting
 of the Board

In the Matter of Amending Chapter 2 of Lane Code to Repeal Provisions for a Personnel Review Board and Declaring an Emergency

APPROVED AS TO FORM
 DATE 1/12/82
[Signature]

 OFFICE OF LEGAL COUNSEL

2.220

Lane Code

2.260

Merit System

2.220 Merit System. The intent of LC 2.220 to 2.285 is to provide a Merit System of personnel administration, including: the appointment and promotion of County employees on the basis of merit and fitness; a classification plan for positions in the classified service; an equitable compensation plan; and a system to facilitate the handling of other personnel matters on the basis of merit.

2.225 Application. The provisions of LC 2.220 to 2.285 and the rules adopted pursuant thereto shall apply only to the classified service of the County as established in Section 28 of the charter, unless expressly provided therein.

2.250 Administration. The Board of Commissioners shall be responsible for the administration of the Merit System. For the purpose of obtaining assistance in the administration of the Merit System, the Board may designate a County employee, appoint a full or part-time person, or contract for services from a person or agency competent in personnel administration.

2.255 Rules. Personnel rules consistent with the purposes of LC 2.220 to 2.285 shall be adopted and may be amended by Order of the Board as in the case of Lane Manual provisions, or by the General Administrator, as in the case of provisions of the Administrative Procedures Manual. The rules shall establish specific procedures and regulations governing personnel matters.

2.260 Classification Plan. The Board shall cause to be prepared and shall adopt a position classification plan. The duties and responsibilities of all positions in the classified service shall be analyzed and each position shall be assigned to an appropriate classification according to the similarity of duties and responsibilities. Each classification shall have written specifications which shall include an appropriate title, a general description of duties and responsibilities, and a statement of minimum requirements of education and training, experience, professional licensing or certification, and other qualifications. A classification may contain one or more positions and all positions in the same classification shall be sufficiently alike to permit the use of a single descriptive title, a general statement of duties, the same qualification requirements, and the same pay range. The Board

7-74; 7-5-74
24-80; 1.16.81
16-81; 10.23.81

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may modify the classification plan by creating or eliminating classifications. The General Administrator shall be charged with the responsibilities for determining initial classifications and approving or disapproving reclassifications of existing positions. Classification titles as established shall be used in all official personnel and financial records of the County.

2.265 Compensation Plan. The Board shall fix the maximum and minimum salary ranges for each classification in the classified service. The Personnel Manager shall be charged with preparing and maintaining a compensation plan covering all classes of positions in the classified service which shall include for each classification the maximum and minimum salary range, as established by the Board of Commissioners, and such intermediate rates as are considered necessary and equitable. The Personnel Manager may modify, add to, or otherwise change the compensation plan as necessary to reflect Board of Commissioners' action fixing salary ranges.

2.270 Applications; Appointments and Promotions.

(1) All persons applying for a position in the classified service shall fill out an employment application form to be provided by the Board. The qualifications of applicants for appointment or promotion shall be determined by appraisal and investigation of the application. In addition, the Board may require that applicants for positions in any designated classification achieve a passing grade on a written examination, performance test, test of physical fitness, interview or other means of determining their knowledge or ability to perform the required duties.

(2) In case of emergency and where the interest of the county or the public probably would suffer material injury by delay, as determined by the Board, the appointing authority may employ or promote such persons as may be needed without regard to LC 2.270(1) above for a period not to exceed 30 calendar days.

2.275 Probationary Period. Unless otherwise agreed in collective bargaining agreements, probationary periods shall be as set forth in this section.

(1) Appointment Probationary Period. The first year following an appointment in the classified service shall be a probationary period, during which time an employee may be dismissed at any time without right of appeal. Employees shall be given permanent appointment upon successful completion of the probationary period.

24-80; 1.16.81
16-81; 10.23.81
18-72; 10.6.72
7-74; 7.5.74
10-75; 8.1.75
11-81; 5.27.81

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(2) Promotional Probationary Period. The first year following a promotion in the classified service shall be a probationary period, during which time an employee may be demoted to his or her former classification at the discretion of the Appointing Authority. Employees shall be given permanent appointment to the new classification upon successful completion of the probationary period.

2.280 Tenure. The tenure of every employee shall be conditional on satisfactory behavior and performance of duties:

(1) Any employee may be dismissed or demoted on the basis of merit and fitness, as set forth in the Lane Manual.

(2) Appointing Authorities may recommend layoff whenever there is a shortage of work or funds or for other reasons which do not reflect discredit on the employee. Layoffs shall be effective only after approval by the Board of County Commissioners.

2.285 Suspension. Any employee may be suspended without pay by the Appointing Authority for disciplinary reasons but such suspension shall not exceed a total of 30 working days in any calendar year. Such action of the Appointing Authority is subject to the appeal procedures set forth in the Lane Manual.