

**JEFFERSON COUNTY
BOARD OF COUNTY COMMISSIONERS**

AGENDA REQUEST

TO: Board of County Commissioners

FROM: Mark McCauley, County Administrator
Sarah Melancon, HR Director

DATE: January 21, 2025

SUBJECT: Preliminary Briefing on Proposed Updates to the Jefferson County
Personnel Administration Manual

STATEMENT OF ISSUE:

Jefferson County's Personnel Administration Manual is being updated to reflect changes in the law and County policies, clarify language and correct typographical and grammatical errors.

ANALYSIS:

Updates are being proposed to the Jefferson County Personnel Administration Manual to: correct typographical and grammatical errors; add definitions; remove antiquated language; update qualifying reasons for PFML; include ability for employees to utilize accrued sick leave/PTO during trial period; add new paid holiday, Juneteenth; update ability for employees to donate accrued vacation/PTO to employee who has exhausted all personal leave for reason of illness; increase minimum percentage increase for promotion from 1% to 3%; update Travel Policy; add Appendix I Telecommuting Policy.

FISCAL IMPACT:

N/A

RECOMMENDATION:

Review the proposed updates to the Jefferson County Personnel Administration Manual.

REVIEWED BY:

 1/17/25

Mark McCauley, Interim County Administrator Date