AGENDA ITEM or FINAL CONTRACT REVIEW SUBMITTAL FORM

AgendaTitle:
CDHS Certification of Compliance, County Merit System Year 2015

Action Requested: Board of County Commissioners' Signature

Parties to the Agreement: Colorado Dept. of Human Services and Gunnison County

Term Begins: 1/1/15 **Term Ends:** 12/31/2015 **Grant Contract #:**

Summary:
Each year the County must certify they are in compliance with the merit system. Moving the Director's position to a contract position does not impact this. It simply certifies all other DHS employees, per my phone call to Ms. Wilmer. I also advised Ms. Wilmer that since the request was just received today that it could not get on the agenda for BOCC signature until mid January and she indicated this is fine. Once signed just send directly to Ms. Wilmer.

Fiscal Impact: 0

Submitted by: Renee Brown **Submitter's Email Address:** renee.brown@state.co.us

Finance Review: (●) Required ( ) Not Required

Comments:

This is an annual certification that we have done each year.

Reviewed by: GUNCOUNTY1\lNienhueser Discharge Date: 12/16/2014

County Attorney Review: (●) Required ( ) Not Required

Comments:

Reviewed by: GUNCOUNTY1\atrezise Discharge Date: 12/16/2014 Certificate of Insurance Required Yes ( ) No (●)

County Manager Review:

Comments:

Reviewed by: GUNCOUNTY1\mbirnie Discharge Date: 12/16/2014

(●) Consent Agenda ( ) Regular Agenda ( ) Worksession Time Allotted:

Agenda Date: 1/13/2015 Follow Up Agenda Date:

Revised April 2013

CDHS Certification of Compliance
County Merit System

Year 2015

Each county merit system shall function under the following principles and requirements in order to be in compliance with Colorado state statute, 26-1-120, CRS, and CDHS Volume 2, of County Personnel, 2.200ff:

A. The recruitment, selection, and advancement of county merit system employees shall be accomplished on the basis of relative abilities, knowledge, and skills, including open consideration of qualified applicants for initial appointment. Job descriptions should be used to identify the skills, knowledge, and abilities to perform each job.

B. The county merit system shall provide equitable and adequate compensation. Any process established must address the means by which the county will ensure the equitability of salaries, such as employing periodic wage survey results.

C. The county merit system employees shall be initially trained and provided with on-going training as needed to assure high quality of performance.

D. The county merit system shall provide for retaining employees on the basis of the adequacy of their performance, correcting inadequate performance, and separating employees whose inadequate performance cannot be corrected. Any process established shall include periodic evaluations to measure performance and correct substandard performance. Prior to any disciplinary action, including dismissal, an appeal process which was mandated, as part of the transition plan pursuant to 26-1-120 shall be provided.

E. The county merit system shall assure fair treatment of applicants and employees in all aspects of personnel administration without regard to political affiliation, race, color, national origin, sex, religious creed, age, or disability and with proper regard for the privacy and constitutional rights of such persons as citizens. This fair treatment principle shall include compliance with all federal equal opportunity and nondiscrimination laws.

F. The county merit system shall assure that employees are protected against coercion for partisan political purposes and are prohibited from using their official authority for the purpose of interfering with or affecting the results of an election or a nomination for office.

CERTIFICATION

_Gunnison_____ County certifies that it is in compliance with the above principles and criteria for the administration and operation of its County Merit system for the reporting year 2015, and has a personnel system in place for the next calendar year to assure continuing compliance. The person signing below is authorized to undertake this certification.

The county director is exempt from the County Merit System per Transitional Plan submitted to The Colorado Department of Human Services. ☐ Yes ☐ No

_____ County Board of Commissioners:

By:

_____ _____
Signature Date

_____
Title

_____
Print Name