



Legislation Details (With Text)

**File #:** 23-0276      **Version:** 1      **Name:**

**Type:** Policy      **Status:** Passed

**File created:** 12/30/2022      **In control:** Commissioners Court

**On agenda:** 1/10/2023      **Final action:** 1/10/2023

**Title:** Request for approval of amendments to the Harris County Personnel Policies and Procedures.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. Personnel Policies and Procedures Amendments

Date	Ver.	Action By	Action	Result
1/10/2023	1	Commissioners Court		

**Department:** Human Resources and Risk Management  
**Department Head/Elected Official:** Shain Carrizal

**Regular or Supplemental RCA:** Regular RCA  
**Type of Request:** Policy

**Project ID (if applicable):** N/A  
**Vendor/Entity Legal Name (if applicable):** N/A

**MWDBE Contracted Goal (if applicable):** N/A  
**MWDBE Current Participation (if applicable):** N/A  
**Justification for 0% MWDBE Participation Goal:** N/A - Goal not applicable to request

**Request Summary (Agenda Caption):**  
 Request for approval of amendments to the Harris County Personnel Policies and Procedures.

**Background and Discussion:**  
 Proposed amendments to the Sick Leave Pool and Paid Parental Leave sections of the Harris County Personnel Policies and Procedures are attached for approval. Currently, the Sick Leave Pool policy requires an employee to donate a minimum of eight (8) hours during the fiscal year in order to receive hours from the pool in the event they have a catastrophic injury or illness. Some employees who become ill during the fiscal year, may not be able to donate to the pool during the enrollment period at the beginning of the next fiscal year since they have already exhausted all their paid time off. Also, new employees who start employment right after the enrollment period, have to wait almost two years to donate to the pool. Therefore, an amendment to the policy is being requested to allow employees who have not donated to the pool to receive up to 160 hours from the pool. Also, the policy is being updated to allow employees to receive hours from the pool up until the time they begin receiving supplemental income benefits such as workers' compensation, long-term disability, and Social Security disability.

The Paid Parental Leave policy is being updated to show the maximum amount increasing from ten (10) weeks to twelve (12) weeks, which was the amount originally approved by Commissioners Court in January 2021 for 2023.

Other minor modifications are being requested for clarification purposes and to better administer both policies. The amendments will be effective the earlier of January 14, 2023 or when any necessary programming is complete. Human Resources & Risk Management will coordinate with Universal Services, the Auditor’s Office, and any other departments to implement and communicate the amendments. Additional non-substantive and formatting changes may be made prior to distribution.

**Expected Impact:**

The Sick Leave Pool currently has over 52,500 donated hours available, which should be sufficient to cover an increase in utilization as a result of this policy update. There were 648 employees who used Paid Parental Leave in 2022 for a total of 24,738 days. 258 of these employees used the maximum 10 weeks. If the same amount of employees use the maximum of 12 weeks in 2023, it will increase utilization of Paid Parental Leave by 2,580 days.

**Alternative Options:**

Commissioners Court could choose not to adopt the amendments.

**Alignment with Goal(s):**

- Justice and Safety
- Economic Opportunity
- Housing
- Public Health
- Transportation
- Flooding
- Environment
- Governance and Customer Service

**Prior Court Action (if any):**

Date	Agenda Item #	Action Taken
3/8/2022	25	Approval of the updated Harris County Personnel Policies and Procedures.
9/13/2022	35	Approval of amendments to the Harris County Personnel Policies and Procedures.

**Location:**

Address (if applicable): N/A

Precinct(s): Countywide

Fiscal and Personnel Summary	
Service Name	Employee Relations & Compliance

	FY 23	FY 24	Next 3 FYs
<b>Incremental Expenditures (do NOT write values in thousands or millions)</b>			
Labor Expenditures	\$	\$	\$
Non-Labor Expenditures	\$	\$	\$
<b>Total Incremental Expenditures</b>	\$	\$	\$
<b>Funding Sources (do NOT write values in thousands or millions)</b>			
Existing Budget			
Choose an item.	\$	\$	\$
Choose an item.	\$	\$	\$
Choose an item.	\$	\$	\$
<b>Total Current Budget</b>	\$	\$	\$
Additional Budget Requested			
Choose an item.	\$	\$	\$
Choose an item.	\$	\$	\$
Choose an item.	\$	\$	\$
<b>Total Additional Budget Requested</b>	\$	\$	\$
<b>Total Funding Sources</b>	\$	\$	\$
<b>Personnel</b> (Fill out section only if requesting new PCNs)			
Current Position Count for Service	-	-	-
Additional Positions Requested	-	-	-
<b>Total Personnel</b>	-	-	-

**Anticipated Court Date:** January 10, 2023

**Anticipated Implementation Date (if different from Court date):** January 14, 2023

**Emergency/Disaster Recovery Note:** Not an emergency, disaster, or COVID-19 related item

**Contact(s) name, title, department:** Erika Owens, Director of Employee Relations & Compliance, Human Resources & Risk Management

**Attachments** (if applicable): Harris County Policies and Procedures Amendments