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AMENDMENT TO  
TORRANCE COUNTY ORDINANCE # 91-2  
PERSONNEL REGULATIONS

Amendment to Ordinance of the Torrance County Commission, State of New Mexico.  
Amend Torrance County County Personnel Ordinance by amending Section 3, 22, 23.

Amending Section 3. Coverage of Service to read:

3. Coverage of Service

Group II (Group II is exempted from those sections pertaining to employment only).

- A. Supervisors appointed by the County Commission, such as the County Manager, Public Works Supervisor, Senior Program Coordinator and Economic Development Coordinator.

Amending Section 22. Employees Rights to read:

22. Employees Rights

- A. Grievance Procedures Definition: A grievance is the complaint of an employee concerning alleged improper action or conduct by a supervisor, which results in dismissal, suspension, loss of pay or benefit, inequity of pay or a reprimand.
- B. Purpose: This grievance and appeals procedure is established for the prompt review, impartial consideration and equitable disposition of grievances presented by any individual.
- C. Applicability: Formal grievance procedures apply to all classified employees.
- D. Representation: An employee may elect a person of his/her choosing to serve with him/her in the presentation of a grievance.
- E. Informal Approach: An employee who differs with a decision or action of his/her immediate supervisor should make every reasonable attempt to over a period of five (5) working days to resolve the difference in a friendly and non-confrontational manner. Resolution using this informal approach shall extend past the immediate supervisor and to the department head if that is applicable during the five-day period.
- F. Grievance Procedure: If it is clear that the informal and friendly discussion has not resolved the matter to the satisfaction of all concerned, then the more formal grievance procedure shall begin and be documented in writing step by step by both the employee and the department head. Documentation, once the grievance has become formal, shall

include no less than the names of the affected parties, the date of initial complaint, the nature of the complaint, the dates and times of meetings established to resolve the complaint, the employee's expressions of how the conflict directly affects his/her job satisfaction.

1. Written Report: If the informal procedure (approach) fails to resolve the difference, the employee may within three (3) working days following the expiration of the informal five (5) day period then file a written grievance with his/her immediate supervisor or department head. The immediate supervisor or department head has three (3) working days to furnish the employee with a written response;
2. Appeal to the County Manager: If the written reply to the employee does not resolve the issue, the employee may within five (5) working days file a written appeal with the Torrance County Manager who then has five (5) working days to respond in writing.
3. Appeal to the Torrance County Personnel Board: If the written response to the employee by the County Manager is insufficient to resolve the grievance, then the employee has the right to request within three (3) working days, in writing, an appeal to the Torrance County Personnel Board. The Personnel Board must respond within ten (10) working days, in writing, by setting a date and time for the formal appeal, in person, to the Personnel Board sitting in quorum session. At that time the employee has the right to bring with him/her another party of his/her own choosing to assist with the presentation.
4. The Personnel Board in quorum session shall, within five (5) working days after hearing the facts, make a decision concerning the grievance and issue an opinion in writing. Beyond that point the employee is at liberty to take the issue into the normal civil court procedures.

G. Compensation Grievances: The pay range established for a given class of work and broadly applicable to more than one employee shall not be reason for filing a grievance procedure.

H. Policy Grievances: Policy made by the Torrance County Commission is not grievable.

I. Confidentiality: Any discussion, report, filing of a grievance or other personnel matter involving hiring, firing or promotion of personnel should be closed to the public and to the media.

Amending Section 23. Terms and Definitions to read:

23. Terms and Definitions

Eliminate the definition of "Board."

Amend the definition of "Personnel Board" to read:

Personnel Board - The Torrance County Personnel Board consisting of five (5) voting members; two (2) citizens appointed by the County Commission; three (3) employees elected by classified employees and certified by the County Commission, all pursuant to regulations to be promulgated. Also serving are three (3) ex-officio, non-voting members of whom two shall be officials appointed by the County Commission and the County Manager.

This amendment adopted by the Torrance County Commission this 4th day of September, 1991.

BOARD OF COMMISSIONERS

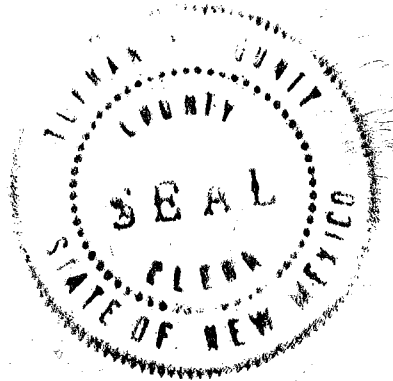
Adrian Brown  
Adrian Brown, Chairman

Alfred Larranaga  
Chester Riley, Jr., Member

Chester Riley, Jr.  
Alfred Larranaga, Member

Attest:

Carla Clayton  
Clerk of the Board



STATE OF NEW MEXICO  
County of Torrance  
I hereby certify that this instrument was  
filed for record on the 5 day  
of Sept A.D., 19 91  
at 1:50 o'clock P M. and duly  
recorded in book 263 at page 2518-2520  
Witness my hand and Seal of office  
Carla Clayton  
County Clerk, Torrance Co., N.M.  
Carla Rodriguez, Deputy