

ELECTED OFFICIALS/PERSONNEL BOARD

February 10, 2022

9:00 - 11:00 a.m.

Chair: Tracy Kraft-Tharp

Join our virtual meeting via WebEx. Select the "Join by Browser" option:

<https://jeffco.webex.com/jeffco/onstage/g.php?MTID=e92961fe4a5e06e90e262fbf81c2638f1>

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Access Code: **2496 287 4792**

Event Password: **bqSfRm8s6r6**

1. Approval of Minutes from January 13, 2022

2. Executive Session

- Executive Session – Legal Advice Under C.R.S. 24-6-402(4)(b) Regarding Dr. Comstock Separation Agreement

3. Proposed PB22-001 Waiver of Personnel Rules for Severance

4. Workday Time and Absence Update

Rebecca Hascall, Stephanie Corbo, Jennifer Fairweather

5. Elected Officials/Personnel Board Member Updates

- Assessor
- Clerk & Recorder
- Commissioner, District One
- Commissioner, District Two
- Commissioner, District Three
- Coroner
- County Manager
- District Attorney
- Library
- Public Health
- Sheriff
- Treasurer/Public Trustee

The next meeting of the Elected Officials/Personnel Board is scheduled for March 10, 2022, at 9:00am. If you have any questions or comments regarding this agenda, please contact Katie Burder in the County Manager's Office: kburder@jeffco.us

Board Member _____ moved that the following Resolution be adopted:

BEFORE THE PERSONNEL BOARD

OF THE COUNTY OF JEFFERSON

STATE OF COLORADO

RESOLUTION NO. PB22-001

RE: WAIVER OF PERSONNEL RULES FOR SEVERANCE

WHEREAS, the Jefferson County Handbook and Personnel Rules dated April 8, 2021, Section 10(H)(1)(d) allows a severance of up to 4 months' pay for Department Directors without approval of the Personnel Board;

WHEREAS, the Board of Health of Jefferson County negotiated a severance agreement with Dawn Comstock, the Executive Director of the Department of Health for six months' severance in exchange for her resignation from her employment and release of all potential claims;

WHEREAS, the Personnel Board is required to approve any severance to any employee of more than provided in Section 10(H)(1)(d).

NOW, THEREFORE, BE IT RESOLVED BY THE JEFFERSON COUNTY PERSONNEL BOARD that the Board hereby approves and authorizes a severance payment of six months' severance for Dawn Comstock, the Executive Director of the Department of Public Health as negotiated by the Board of Health of Jefferson County and the Executive Director in exchange for her resignation from her employment and release of all potential claims.

Board Member _____ seconded the adoption of the foregoing Resolution. The roll having been called; the vote was as follows:

The Resolution was *approved/denied* by vote of the Personnel Board of the County of Jefferson, State of Colorado.

Dated: February 10, 2022

Workday Time & Absence



Workday Time & Absence

Time

Absence

Time Entry	Time Off	Leave of Absence
Time spent working	Time taken away from work	Workers on Leave of Absence
Methods of Entry: <ul style="list-style-type: none">• Time Entry Calendar• Punch In/Out• Mobile	Examples: <ul style="list-style-type: none">• Vacation• Holidays• PTO	Examples: <ul style="list-style-type: none">• Intermittent• FMLA• Disability



Project Timeline (Tentative)

Deliverable	Dates	Status/Owner
Architect and Discovery Workshops	Sept-Oct	Complete
Configuration Workbook sign-off	Nov 4, 2021	Complete
Tenant Configurations	Nov 8, 2021	Complete
Customer Confirmation Sessions	Nov 15 -18, 2021	Complete
Unit testing	Nov 29, 2021 - Jan 14, 2022	Complete
End-to-End Testing (four weeks)	Jan 31 - Feb 18	Alight/Jeffco
Jeffco Training	March 2022	Jeffco
Go Live	TBD Based on End-to-End Testing	Alight/Jeffco