



## Legislation Text

---

**File #:** 22-456, **Version:** 1

---

**To:** Board of Health

**Through:** Jennifer Ludwig, Director, Public Health

**Prepared By:**

Patrick Hernandez, Director, Human Resources

**Presenter:** Patrick Hernandez, Director, Human Resources

**Subject:**

Overview of Employee Guidelines

**Purpose and Request:**

The purpose of this presentation is to provide information about the County's employee guidelines and answer questions.

**Background and Discussion:** Pursuant to C.R.S. 25-1-508(5), the Board of Health has the authority to determine general policies to be followed by the Public Health Director in administering and enforcing public health laws; to accept and through the Public Health Director to use, disburse, and administer all federal aid, state aid, or other property, services, or moneys allocated to the Public Health Department; and to make agreements that may be required to receive such moneys or other assistance.

The Arapahoe County Public Health Department could establish employee policies and guidelines similar to those implemented by elected offices within the County. As with other elected offices within the County, Compensation and Benefits policies and practices apply to all departments and offices. The County's approved compensation and benefit guidelines (attached) set a foundation of expectations for new personnel and management.

The County's Total Compensation Philosophy is: Arapahoe County will equitably and competitively pay our employees to our defined wage and salary market and adjust as needed in order to attract new talent and reward

performance. Our market is the Denver/Boulder area for like jobs, which could include Private, Public and/or Non-Profit where those jobs exist. In Arapahoe County, “at market” is determined to be at the 50th percentile. This means half of our peers pay less for a role and half pay more. This is not an average. The total compensation value proposition includes:

- Compensation (Pay)
- Benefits (programs that supplement cash and protect employees from risk)
- Work-Life Balance programs that provide employees the space to be successful both at home and at work (Vacation, Sick, Holiday, Flex time)
- Performance Recognition to align the organization, team, and individuals in purpose driven work while acknowledging their achievements
- Development & Career Opportunities (programs for learning and developing existing or new skill sets)

The County 2021 Guidelines manual (2022) provides an overview, highlighting key aspects that apply to all departments and offices, and a Benefit Guide that applies to all departments and offices. However, the Benefit Guide does change annually, due to the nature of benefits. The Supervisors Handbook provides guidance on how to operate within these policies.

Our annual compensation plan decisions are centralized (BOCC) and decentralized execution (department or office).

**Fiscal Impact:** N/A

**Alternatives:** N/A

**Staff Recommendation:** Staff recommends adopting the employee guidelines during the next August Board of Health meeting. Human Resources staff also will be available during the budget presentation to answer compensation and benefit questions.

**Suggestion Motion:** N/A