



County of Valencia

Resolution № 2014-47

**A Resolution Adopting a Hiring Freeze
for Non Safety-Sensitive Personnel for Fiscal Year 2015**

WHEREAS, the Board of County Commissioners met in a regularly scheduled and duly noticed meeting on Wednesday, October 1, 2014 at 5:00 p.m. in the Valencia County Courthouse, 444 Luna Avenue, Los Lunas, New Mexico; and,

WHEREAS, pursuant to NMSA 1978, Section 4-38-1 (1884) the powers of a county as a body politic and corporate are exercised by its Board of County Commissioners; and,

WHEREAS, NMSA 1978, Section 4-38-19 (1973) provides that [a] board of county commissioners may set the salaries of such employees and deputies as it feels necessary to discharge the functions of the county. . .; and,

WHEREAS, NMSA 1978, Section 4-38-13 (1876) provides that “[t]he board of county commissioners shall have power at any session to make such orders concerning the property belonging to the county as they may deem expedient; and,

WHEREAS, the Bateman Act, NMSA 1978, Section 6-6-11 (1968) prohibits a county, with certain enumerated exceptions, from incurring debt which it is unable to pay of money actually collected and belonging to the current year; and,

WHEREAS, this Board has determined that this hiring freeze and attrition policy is necessary in order to insure that County employees retain their positions in this time of severe budgetary constraints while allowing the County to comply with the Bateman Act and practice responsible fiscal management.

NOW, THEREFORE, BE IT RESOLVED by the Valencia County Board of Commissioners that the following Hiring Freeze for non Safety-Sensitive Personnel for Fiscal Year 2014-15:

Hiring Freeze for Non Safety-Sensitive Personnel for Fiscal Year 2014-15

Article I. Introduction

In light of financial constraints generated by the County's current revenue constraints, it is imperative that Valencia County control and reduce costs, particularly in the General Fund. The single largest expenditure in our government is personnel. In order to ensure that all employees retain positions in light of tight fiscal constraints, this Hiring Freeze Policy intends to outline a procedure for addressing any vacancies as may occur during the 2014-2015 Fiscal Year. This shall include both full-time and part-time positions.

Article II. Vacancies

When any vacancy occurs in any County Department, the Department Head shall examine departmental operations to determine if Department operations can be maintained without filling the position. The Department Head shall examine the position duties and determine whether those duties can be accomplished through reassignment to other employees within the Department or through departmental reorganization.

After analyzing the need for the position, if the Department Head determines that the position does not need to be filled and can be handled through reassignment of duties without reorganization, the Department Head shall report the decision to the Human Resource Director. As part of this process, the Human Resource Director, in consultation with the Department Head, will determine if the job descriptions of either the vacant position or other departmental positions require adjustment or amendment. No further action will be required.

If the Department Head determines that the position needs to be filled, he/she shall detail the justification for filling the position in a memo to the Human Resource Director and the County Manager. The memo shall include a summary of the analysis taken by the Department Head regarding alternatives to filling the position and the reasons why the alternatives are not feasible.

The County Manager and Human Resource Director shall review the Department Head's justification for filling the position and determine the budget impact of filling the position. If, after review, the County Manager concurs that the position should be filled, the Manager shall forward the Department Head's request to the Board to make a determination as to whether the job will be filled pursuant to the County's Personnel Policy.

Article III. Position Creation

In the event that a Department Head determines that departmental needs have changed sufficiently to warrant the addition of a new position, the Department Head shall propose the

new position in writing to the County Manager and Human Resource Director. Prior to presenting a new position proposal, the Department Head shall consult with the Finance Director to determine the fiscal impact of such new position. The new position proposal memo shall include a brief outline of the new position responsibilities, the projected fiscal impact including any potential offsetting revenues, and Department organization impact.

If, after review, the County Manager concurs that the position should be created, the Human Resources Director shall prepare a position description and the Manager shall forward the Department Head's request to the Board to make a determination as to whether the job will be created.

ARTICLE IV. SALARY INCREASES

In the event that a Department Head determines that an out-of-cycle pay increase is warranted based on additional duties and/or responsibilities to be performed by the employee, or for the purposes of employee retention, the Department Head shall propose the out-of-cycle pay increase in writing to the County Manager and Human Resource Director. Prior to presenting a an out-of-cycle pay increase, the Department Head shall consult with the Finance Director to determine the fiscal impact of the increase. The out-of-cycle salary increase proposal memo shall include a brief outline of the additional position responsibilities or other circumstances warranting the increase, the projected fiscal impact including any potential offsetting revenues, and Department organization impact.

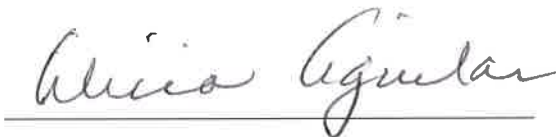
If, after review, the County Manager concurs that the out-of-cycle pay increase should be granted, the Manager shall forward the Department Head's request to the Board to make a determination as to whether the out-of-cycle pay increase should be granted.

APPROVED, ADOPTED, AND PASSED on this 1st day of October, 2014 by the Board of County Commissioners of Valencia County, New Mexico.

BOARD OF COUNTY COMMISSIONERS



Charles Eaton, Chair



Alicia Aguilar, Vice Chair

Mary J. Andersen, Commissioner



Lawrence Romero, Commissioner

Jhonathan Aragon, Commissioner

