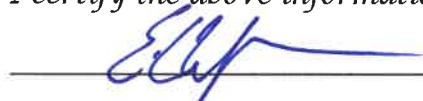


Agenda Summary Report (ASR)

Franklin County Board of Commissioners

DATE SUBMITTED: 6/1/2022	PREPARED BY: Eric Wyant
Meeting Date Requested: 6/14/2022	PRESENTED BY: Eric Wyant
ITEM: (Select One) Consent Agenda <input checked="" type="checkbox"/> Brought Before the Board Time needed: 5 minutes	
SUBJECT: Approval to Hire HR Generalist I at Step 2	
FISCAL IMPACT: \$2,829 annual impact	
BACKGROUND: <p>I have offered the vacant HR Generalist I position to an internal applicant from the Sheriff's Office, M Wilder who will be starting in my office on 6/15/22. M Wilder comes to HR with over 15 years of experience working at the County, including working directly with HR on matters such as FMLA, PFML, and Civil Service which are duties she will be performing in her new role. Per County policy, an employee who is promoted would go to the grade and step that afforded them an increase. The bargaining unit that is employee is a member of has not settled their 2022 collective bargaining agreement yet, so the technical step that would afford this employee an increase is Step 1 of the new pay grade. However, if this group had settled this contract, the employee would go to a Step 2 in the new pay grade.</p> <p>The request today is to place this employee in the step they would have otherwise entered had they accepted an offer in a couple of weeks when the contract is settled with the bargaining unit.</p> <p>The position is currently budgeted at a Step 3 so there would be a \$0 budget impact for 2022.</p>	
RECOMMENDATION: The HR Director recommends approval of the Step 2 entry and authorization for the Chair to sign the Personnel Action Form (PAF).	
COORDINATION: On 6/1/22, the position was offered to M. Wilder contingent on Board approval, and is scheduled to start employment in the Human Resources Department on 6/15/22.	
ATTACHMENTS: (Documents you are submitting to the Board) 1. Personnel Action Form	
HANDLING / ROUTING: (Once document is fully executed it will be imported into Document Manager. Please list <u>name(s)</u> of parties that will need a pdf) Original to HR for processing and retention.	

I certify the above information is accurate and complete.

 Eric Wyant, HR Director



Franklin County Personnel Action Form

(Check personnel action below, then fill out corresponding section)

☐ New Hire ☐ Re-Hire ☒ Position Change ☐ Pay Change ☐ Employment Separation ☐ Leave

Employee Name: Margot Wilder

Effective Date of Change: 6/15/2022

Department: Human Resources

Submitted Date: 6/1/2022

☐ New Hire ☒ Position Change* ☒ *Action Type: Promotion
☐ Re-Hire ☐ Pay Change* ☐ Performance Evaluation: Select one

For position changes/new hire/re-hire
Please select at least one from each column below

Job Title:	HR Generalist I
Department Title:	Human Resources
Department ID #:	101685
Grade/Step: (If N/A, enter Salary or Hourly rate)	16/2
Resolution #: (If Applicable)	

Employment Type

☒ Full-Time
☐ Part-Time
☐ Seasonal/ Temporary
of Months: _____
(Maximum 120 Working Days)
☐ Variable/ On-call
☐ Provisional

Schedule

☐ 7.5 Hours/Day
☒ 8 Hours/Day
☐ Public Safety
☐ Flex
☐ Hourly
Hours/Day: _____
Days/Week: _____

Comments:

Employee Separation:

Separation Type:

(Select one, please submit corresponding notice with PAF)

Last Date Physically Worked: _____

☐ Voluntary Termination
☐ Involuntary Termination

Leave hours to Pay Out?

☐ Yes* ☐ No

* Please submit payout form to HR
following employee's last date physically worked

Leave:

Last Date Physically Worked: _____

☐ Family and Medical Leave (Report hours used to HR for tracking)
☐ Military (Report hours used to HR for tracking)
☐ Administrative
☐ Other (Please Specify): _____

☐ Paid
☐ Unpaid

Leave Begin Date: _____

Leave End Date: _____

Authorization/Approval Signatures

Commissioner (If Applicable)

X

Elected Official/Department Head

X

Supervisor (If Applicable)

X

Human Resources

X

_____/_____/20__

6/1/2022

_____/_____/20__

_____/_____/20__

For Human Resources Use Only:

☐ Original Document- HR ☐ Electronic Copy- Payroll ☐ Electronic Copy- EO/Dept. Head ☐ Salary Matrix Wage Verification - Matrix Resolution #: _____
☐ Entered into One Solution - PCN #: _____ Term Cd 2: _____ ☐ Entered into Benefits Admin System
☐ HR Audit _____

Revised 12/2021