

CAYUGA COUNTY POLICY MANUAL

Section 67

Subject: Unique Critical Skills
Effective Date: 2-26-13
Resolution No. 74-13
New Policy

Policy Title: Unique Critical Skills

Objective: The Cayuga County Legislature, through its Government Operations Committee, desires to establish a policy for Cayuga County which allows, under specific circumstances, employees to utilize their special, individual skills for critical emergency service needs. This policy shall include procedures relevant to skill identification, process for policy implementation, financial considerations, and record keeping.

Policy:

Critical Skill Identification: Among the employees of Cayuga County, there are those who possess specific skills which may, under critical circumstances, be needed for greater community good. Such skills will be brought to the attention of the Legislature through the Government Operations Committee via the following steps:

1. A request will be directed to the Human Resources Administrator by either the employee or an agency/department that is aware of and/or may utilize the skill.
2. HR will confirm the skill and the agency/department which may utilize the individual's ability.
3. HR will confer with the Government Operations Committee and the County Administrator for a feasibility assessment for skill inclusion.
4. Upon consensus of the review team, a resolution will be forwarded to the Government Operations Committee recommending the specific skill be identified as a critical skill.
5. The Committee will determine if the recommendation should be forwarded to the full Legislature for consideration. Upon approval, employees possessing such skills will be identified and records maintained in the personnel file.

Skill Utilization: When an employee's approved critical skill is required, a request will be made to The County Administrator or his/her designee by the organization/ agency/department requiring the skill. The County Administrator or his/her designee, in his/her discretion, will determine the appropriateness of authorizing the employee to be temporarily assigned to the issue at hand. The considerations should include but are not limited to:

1. The emergent nature of the request.
2. The value of authorizing the employee and their skill to the needs of the County residents and the community.

3. Willingness of the employee to accept the assignment.
4. The impact of taking the employee from their typically assigned duties.

Impact of Temporary Reassignment: If a Cayuga County employee is authorized for a temporary assignment, the following conditions will be observed:

1. The employee will be paid their regular rate of pay for each of the hours they would have been regularly scheduled each day of the assignment. This will be considered paid time off.
2. The employee will not be considered to be employed by Cayuga County during the time he/she is engaged in the allowed activity.
3. The employee will not be required to use paid time off for the assignment.
4. The employee will be expected to keep their supervisor apprised of the progress of the project at least daily in order to properly staff the county department.
5. The employee is singularly responsible for any certification, credentialing and/or renewal of any skill identified as a “critical skill” and any costs associated with it.
6. The employee’s supervisor shall denote “Critical Skill” in the notes section of the employee’s time sheet. The amount of time entered shall be the amount necessary to total the hours of a typical work day.
7. The County Administrator or his/her designee shall have the authority withdraw the authorization based upon changing circumstances of the situation.
8. The employee shall have the ability to remove his/her name from consideration for such assignments by notifying the County Administrator or his/her designee in writing.

(Note: Policy will be reviewed periodically by the County Administrator or his/her designee. Revisions that are adopted by the Legislature shall be distributed to all departments.)