



COLLIN COUNTY

Human Resources
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DATE: June 14, 2018
TO: Commissioners Court
FROM: Cynthia Jacobson, Director Human Resources
SUBJECT: **Personnel Changes HR Pre-approval Policy**

The ability to fill open positions in a timely manner has a significant impact on the functions and services provided by Collin County. In 2015, Commissioners Court approved a policy authorizing the HR Director to pre-approve new hires that were starting at pay range minimum, allowing them to begin work prior to appearing on a Court agenda. This policy has proven successful and has for many departments decreased the time it takes to fill positions by several weeks.

In order to facilitate a more agile process and reduce time required to fill positions internally, HR is requesting approval from Commissioners Court for a similar policy applying to personnel changes.

Under this policy, the HR Director will have the authority to pre-approve personnel changes that align with County policy, allowing them to move into their new position prior to appearing on a personnel changes agenda. These personnel will still be required to complete all applicable steps in the Recruiting process prior to changing positions.