



Thomas L. Colaluca, Chairman
F. Allen Boseman, Commissioner
Deborah Southerington, Commissioner

July 26, 2021

President Pernell Jones Jr.
Chair Shontel Brown, Human Resources, Appointments & Equity Committee
Cuyahoga County Council
2079 East Ninth Street - 8th Floor
Cleveland, Ohio 44115

Dear President Jones and Chairperson Brown,

As part of the Personnel Review Commission's Charter responsibility to audit and report on the County's compliance with federal, state and local laws regarding personnel matters within the County Executive's organization, the PRC submits the attached 2020 Temporary Appointments Report. Specifically, the PRC reviews temporary appointments to ensure they do not exceed the time limits contained in the policy.

During 2020, the PRC found that the County did not make any Temporary Appointments with the exception of skilled trades personnel who were hired in accordance with a Letter of Understanding between Cuyahoga County and The Cleveland Building and Construction Trades Council which is attached to the collective bargaining agreement between those entities.

Should you have any questions about this report, please contact me at 443-5675. The report will be posted on the PRC's website at <https://prc.cuyahogacounty.us/en-US/Compliance.aspx>.

Respectfully,

Rebecca Kopcienski, Director

Attachment

cc: PRC Chairman Thomas Colaluca
PRC Manager of Compliance/Staff Attorney Cynthia Sands
Councilmember Michael J. Gallagher, Vice-Chair
Councilmember Dale Miller
Councilmember Yvonne Conwell
Councilmember Cheryl Stephens, Vice President
Councilmember Nan Baker
Councilmember Jack Schron
Councilmember Sunny Simon
Councilmember Martin Sweeney
Councilmember Scott Tuma
Chief of Staff Joe Nanni
Clerk of Council Andria Richardson
Chief Human Resources Officer Jesse Drucker



2020

TEMPORARY APPOINTMENTS REPORT

Cuyahoga County

Personnel Review Commission

Introduction

Cuyahoga County Charter Article IX, Section 9.02 sets forth various responsibilities for the Personnel Review Commission (PRC), one of which is reviewing and auditing compliance with federal, state, and local laws regarding personnel matters within the County Executive's organization and departments. The PRC prepared this report to assess compliance with the civil service laws of the County, the Ohio Revised Code, and the State of Ohio Constitution regarding Temporary Appointments.

A fundamental requirement of these laws is that temporary appointments in the civil service of the County shall not exceed 180 continuous days. The PRC is responsible for ensuring that persons temporarily appointed to positions at the County comply with this policy which is stated

in section 6.01 of the Personnel Policies and Procedures Manual (“Employee Handbook”), as follows:

“Temporary employment is defined as employment for a specified project or time frame, not to exceed one hundred eighty (180) continuous days. Temporary employment may be designated as part-time or full-time. Temporary employees are not eligible for benefits.”

Excepted from this policy are temporary full-time appointments of skilled trades personnel hired for capital improvement and renovation according to the County’s needs, as stated in the Letter of Understanding between Cuyahoga County and The Cleveland Building and Construction Trades Council attached to the collective bargaining agreement between them. The PRC does not address these temporary appointments in this report (“CBCTC MOU”).

This report, as well as the raw data that accompanies it, will be posted on the PRC’s website at <http://prc.cuyahogacounty.us/en-US/Compliance.aspx>.

Objective and Methodology

To prepare this report the PRC reviewed the following data sources:

- County Executive’s Personnel Agendas (2020 and 2021) received from the Human Resources Department (“HR”)
- SAP

This Report reviews temporary appointments that began or ended in 2020.

Conclusion

There were no temporary appointments in 2020 subject to the temporary appointments policy stated in the Employee Handbook. Temporary appointments reported in 2020 were made pursuant to the CBCTC MOU or were for nonclassified employees.