

Resolution No. 19-10 Nov 6, 2019

**RESOLUTION TO APPROVE UPDATES TO RICH  
COUNTY'S PERSONNEL POLICY MANUAL**

**WHEREAS**, the County's personnel policies are out of date and no longer serve the County or its employees well; and

**WHEREAS**, an updated, thorough set of employment policies is necessary for the County to conduct its business effectively; and

**WHEREAS**, it is in the County's best interests to repeal its current Personnel Handbook and replace it;

**BE IT THEREFORE RESOLVED**, the Rich County Board of Commissioners repeals all prior employment policies contained in the Rich County Personnel Handbook (1998).

**BE IT FURTHER RESOLVED**, the Rich County Board of Commissioners enacts employment policies 1-100, Purpose of Personnel Manual; 2-100, Employee Selection, Hiring, and Promotion; Policy 2-200, Employment Status & Employment Classification; Policy 2-300, Employment Start-up; Policy 3-100, Payroll Policy; Policy 3-200, Overtime and Compensatory Time; Policy 3-300, Salary Adjustments and Raises; Policy 3-400, Mileage, Per Diem, and Other reimbursements; Policy 4-100, Paid Holidays; Policy 4-200, Vacation Leave; Policy 4-300, Sick Leave; Policy 4-400, Other Types of Paid Leave and Unpaid Leave of Absence; Policy 5-100, Employee Standards of Conduct; Policy 5-200, Employment Discipline; Policy 5-300, Grievance Procedure; Policy 5-400, Acceptable Use of County Property; Policy 5-500, Resignation and Separation; Policy 6-100, Workers Compensation; Policy 7-100, Harassment, Discrimination, and Retaliation; and Policy 8-100, Political Activity by Employees.

**BE IT FURTHER RESOLVED**, the Board of Commissioners directs that these policies be collected into a Personnel Policy Manual;

**BE IT FURTHER RESOLVED**, the Board of Commissioners directs that each current employee and all new employees be provided a copy of the Personnel Policy Manual, and that a copy be placed on the County's website for reference;

**BE IT FURTHER RESOLVED**, the Board of Commissioners directs each employee to review the policies and sign the attached Employee Acknowledgement. Each elected


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official and department head is to collect a signed Employee Acknowledgement from the employees under their supervision and return the forms to the County Clerk to be kept.


This resolution shall be effective on the date it is adopted.

APPROVED and signed this 6<sup>th</sup> day of November, 2019.

BOARD OF RICH COUNTY COMMISSIONERS

  
William Cox, Chairman

ATTEST:

  
Rich County Clerk

Commissioner Bill Cox voted yes.

Commissioner Norman Weston voted yes.

Commissioner Simeon Weston voted yes.