

**Resolution 2018-48**  
**Adopt Kootenai County Personnel Policy Manual Revisions**

**WHEREAS**, the Kootenai County Board of Commissioners adopted the Kootenai County Personnel Policy Manual dated November 29, 2016, by Resolution 2016-117, and subsequently adopted revisions thereto on the following dates:

July 18, 2017 – Resolution 2017-68  
October 31, 2017 – Resolution 2017-94;

and,

**WHEREAS**, the Kootenai County Board of Commissioners finds it necessary, from time to time, to make amendments to certain policies in the Kootenai County Personnel Policy Manual in order for Kootenai County to comply with changes in the law and/or governing regulations, and/or to implement necessary policies to ensure that Kootenai County maintains an established safe and cooperative working environment; establishes responsibilities and levels of performance expected of County employees; and, explains the benefits Kootenai County offers and provides to its employees; and,

**WHEREAS**, the Kootenai County Board of Commissioners deems it necessary to make revisions to the following policies which are in effect under the current Kootenai County Policy Manual:

<u><b>Policy No.</b></u>	<u><b>Policy</b></u>
Policy 010	Definition of Employment Status
Policy 020	Recruiting, Selection and Employee Status
Policy 021	Equal Employment Opportunity
Policy 311	Vacations
Policy 324	Family and Medical Leave and Military Family Leave
Policy 370	Employee Recognition Program
Policy 505	Use of County Website and Social Media
Policy 515	Mail
Policy 622	Transfers
Policy 623	Temp Pool
Policy 720	Accidents/Injuries Reporting
Policy 810	Employee Separation
Policy 820	Exit Interviews

and,

**WHEREAS**, the Kootenai County Human Resources Director and the Civil Prosecuting Attorney's office have updated and made the appropriate revisions to the policies referenced hereinabove, as directed by the Kootenai County Board of Commissioners.

**NOW THEREFORE, IT IS HEREBY RESOLVED** that the Kootenai County Board of Commissioners approves the revised policies as referenced hereinabove, and as such does hereby adopt such revisions and incorporates the same into the Kootenai County Personnel Policy Manual effective July 3, 2018.

Upon a motion to adopt the text of the foregoing Resolution made by Commissioner \_\_\_\_\_, seconded by Commissioner \_\_\_\_\_, the following vote was recorded:

Commissioner Bingham:  
Commissioner Fillios:  
Chairman Eberlein:

Upon said roll call, the text of the foregoing was duly enacted as a Resolution of the Board of Commissioners of Kootenai County, Idaho, on the 3rd day of July, 2018.

KOOTENAI COUNTY  
BOARD OF COMMISSIONERS

\_\_\_\_\_  
Marc Eberlein, Chairman

\_\_\_\_\_  
Chris Fillios, Commissioner

\_\_\_\_\_  
Bob Bingham, Commissioner

ATTEST:  
JIM BRANNON, CLERK

By: \_\_\_\_\_  
Deputy Clerk