



Policy 1.5	Amendments		
<u>Effective Date:</u> 2/28/12 <u>Last Amended Date:</u>	<u>Applicable Law/Statute:</u> None	<u>Source Doc/Dept.:</u> None/HR	<u>Authorizing I.C. Sec.:</u> None

AMENDMENTS

1.5

Substantive Changes. The County Board may, from time to time, abolish, alter, change, make additions to or otherwise amend the rules and regulations set forth in the Personnel Policy. Changes to applicable laws may necessitate changes to these policies. The assigned County Board Committee may accomplish any changes through a resolution at a regular or special Board meeting-

Non-Substantive Changes. Non-substantive changes (i.e., those changes which do not create or define a right or duty), such as correcting typographical errors, changing, adding or deleting a document, policy, statute, or law linked to a policy on the web page, may be performed by the Human Resources Director without the advance written approval of the County Board.

Procedure for Amendment. When a provision adopted by the County Board requires an amendment, addition, or deletion of a section or sections of these policies, the position/department responsible for the affected section as indicated herein shall write/rewrite the affected section(s) and submit such section(s) through the Human Resources Director to the County Administrator for consideration of the County Board.

Updates. All signed amended policies shall be placed in the master volume of this manual and the web manual shall be updated accordingly by the Human Resources Department.

Notice. The County Administrator shall determine by what means, in addition to the normal web update procedure, any new or amended policies are to be provided to and communicated to employees (i.e., notice on the intranet, e-mail, group meetings, etc.). The Human Resources Department shall ensure the selected means of communication to employees is implemented and receipt by each employee is acknowledged.

Department-Specific Procedures. After approval of the new policy section(s) by the County Board, specific departments shall prepare and add any department-specific procedures consistent with the policy. Any such department-specific procedure shall be submitted by the Department Head to the Human Resources Director for review for consistency with the new policy. Upon approval, the Human Resources Director shall provide the department-specific procedure back to the Department Head for inclusion in the department's manual. The Department Head shall communicate both the County employee policies and the department-specific procedures to the employees in his/her department.