

INDEX

100 – General/Administrative

- 110 General
 - 111 Policies/Procedures (Policy on Policies) (adopted 05-24-2000)
 - 113 Freedom of Information Act Policy (adopted 10-15-08; revised 06-18-2015)
- 120 Legal
 - 121 Contract Approval Policy (adopted 12-14-2005; revised 03-21-2024)
 - 122 Intellectual Property Policy (adopted 06-20-2008)
- 130 Administrative
 - 131 Internet Policy (adopted 04-26-2000)
 - 132 Enhanced Access to Public Records Policy (adopted 09-27-2000)
 - 133 Clean Air Policy (Smoking) Policy and Clean Air Policy Part Two (adopted 06-01-1989; amended 05-18-2017)
 - 134 Parking Control and Enforcement (Ordinance # 51) (adopted 01-24-1990; amended 03-28-2001)
 - 135 Social Security Number Privacy Policy (adopted 12-14-2005)
 - 136 Medical Examiner Policy and Procedures (adopted 10-18-2006)
 - 137 Change Order Review Committee Policy and Procedures (adopted 08-15-2013; amended 11-21-2019)
 - 138 Severe Communicable Disease Outbreak – Staffing and Services Consideration Policy (adopted 04-23-2020)
 - 139 Requesting a Reasonable Accommodation (adopted 03-21-2024)
 - 140 Notice of Non-Discrimination and Discrimination Complaint Policy & Limited English Proficiency (LEP) Plan (adopted 03-24-2024)

200 – Financial

- 210 Accounting
 - 211 General Financial Policy (adopted 11-29-2000)
 - 212 Accounts/Grants Receivable Policy (adopted 09-25-2002)
 - 213 Grant Applications, Approvals, and Administration (adopted 09-25-2002; amended 06-21-2012)
 - 214 General Capital Asset Policy (adopted 12-19-2001; amended 10-04-2018)
 - 215 Fund Balance Policy (adopted 02-27-2002; revised 09-19-2024)
 - 216 Collection of Accounts Receivable (adopted 07-18-2007; amended 11-28-2007)
 - 217 Internal Control on Federal Grants (adopted 01-19-2012)
 - 218 Internal Audits (adopted 01-19-2012)
- 220 County Budgets
- 230 Payroll
- 240 Purchasing
 - 241 Procurement Card Policy (adopted 02-27-2002; amended 12-08-2022)

- 242 Purchasing Policy (adopted 10-23-2002; amended 11-16-2011)
- 243 Construction Project Bidding (adopted 07-24-2002; amended 11-08-2018)
- 244 Securing Professional Services (adopted 01-19-2012; amended 10-04-2018)
- 250 Miscellaneous
 - 251 Investment Policy (adopted 04-20-2005)
 - 252 County Insurance Fund Risk Management Claims Policy (adopted 07-19-2018)

300 – Personnel

- 301 Objectives and Scope of Personnel Policies
 - 303 Management Rights and Responsibilities (adopted 06-17-2021; revised 09-19-2024)
 - 305 Employment At-Will (adopted 06-17-2021)
- 310 Hiring Practices
 - 311 Background Check (adopted 07-18-2007; revised 09-19-2024)
 - 312 Recruitment and Hiring (adopted 03-21-2013; revised 09-19-2024)
 - 314 Equal Employment Opportunity (adopted 12-10-2020)
- 320 Standards of Conduct
 - 321 Conflict of Interest Policy (adopted 04-24-2002)
 - 321.5 Conflict of Interest County Officials CANUE (adopted 12-20-2020)
 - 323 Discrimination and Harassment (adopted 12-10-2020)
 - 324 Nepotism (adopted 02-18-2021)
 - 325 Standards of Conduct (adopted 02-18-2021)
 - 326 Social Media and Etiquette (adopted 06-17-2021; amended 04-20-23)
 - 327 County Property, Personal Property and Personal Business (adopted 06-17-2021)
- 330 Employment Practices
 - 331 Telecommuting Policy (adopted 05-07-2020)
 - 332 Employment Practices (adopted 05-20-2021)
 - 333 Layoff and Recall (adopted 06-17-2021)
 - 336 Paid Time Off (adopted 07-25-2019)
 - 338 Work Hours, Seniority, Overtime, Lunch Periods and Breaks (adopted 06-17-2021)
- 340 Employee Benefits
 - 341 Discipline and Discharge (adopted 05-20-2021; revised 09-19-2024)
 - 342 Salary and Wages (adopted 05-17-2006; revised 09-19-2024)
 - 343 Retirement (adopted 12-12-2019)
 - 344 Health, Dental Care & Life Insurance Plan (adopted 01-15-2015; revised 06-17-2021)
 - 346 Timekeeping (adopted 05-20-2021; revised 09-19-2024)
 - 348 Grievance Procedures (adopted 02-18-2021)
 - 349 Verification of Employment (adopted 06-17-2021)
- 350 Employee Reimbursements
 - 351 Per Diem Payments to Regular Employees Who are Members of Boards, Commissions, Task Forces or a Like Body (adopted 04-24-2002)

- 352 BOC Compensation and Reimbursement Policy (revised 09-20-2006)
Exhibit A: BOC Comp Reimbursement (adopted 11-28-2001; amended 10-19-2011)
- 353 Expense Reimbursement Policy (adopted 03-21-2013; revised 09-19-2024)
- 360 Leaves
 - 361 Family Medical Leave Act, Short Term Disability, Long Term Disability (adopted 05-07-2020; revised 09-19-2024)
- 370 Workplace Safety
 - 373 Drugs Alcohol and Controlled Substances (adopted 02-18-2021)
 - 374 Emergency Closure and Partial Closure (adopted 12-10-2020)
- 380 Federal and State Statutes and Regulations
 - 381 Americans with Disabilities (adopted 02-18-2021)
 - 382 COBRA (adopted 05-07-2020)
 - 383 Fair Labor Standards Act (adopted 02-18-2021)
 - 386 Whistle Blowers Act (adopted 02-18-2021)
 - 387 Workers Compensation (adopted 05-07-2020; revised 09-19-2024)

400 – Facilities/Equipment

- 410 Facilities
- 420 Equipment
 - 421 Technology and Communication Equipment Policy (adopted 05-17-2006; amended 06-15-2023)
 - 422 Portable Electric Space Heater Policy (adopted 11-28-2007)
 - 423 Vehicle Acquisition and Assignment Utilization Policy (adopted 11-28-2008; amended 01-17-2013)
- 430 Property