



COUNTY OF EL DORADO, CALIFORNIA
BOARD OF SUPERVISORS POLICY

Subject:	Policy Number: E-1	Page Number: 1 of 2
PERSONNEL POLICIES	Date Adopted: 12/22/1987	Date Revised: X/X/XXXX

BACKGROUND PURPOSE

Historically, personnel policies and procedures were incorporated in the Board of Supervisors Policy manual. In 1984 an El Dorado County Personnel Management Book was developed to provide ~~an easy to use~~ reference book with personnel related information (e.g., personnel rules, MOU's salary schedules, position allocation schedules, etc.). The Personnel Management Book ~~has been~~was distributed to all departments. Supplements and revisions ~~are~~were developed and distributed routinely as needed, and in 1987 the Board of Supervisors adopted Policy E-1 stating that all policies relating to County employees would be issued as Personnel Policies and incorporated in County Personnel Management Book rather than as part of the Board Policy Manual. However, the Personnel Management Book was not uniformly maintained on a current basis, and each department had differing versions of the policies that were currently applicable to employees.

~~There has been confusion at times as to whether certain personnel related information was provided in the Board Policy Manual or the Personnel Management Book, and managers often have had to look at both books to make sure they have read all policy direction which has been issued on a subject. Since 1987, the County has developed a website for the Board Policy Manual in order to assure that the most current policy directives are included in a single, consolidated location. It is desirable to include all policy direction relating to County employees in the Board Policy Manual so that departments will have a single source of current information.~~ Therefore, to simplify management research efforts, the following policy is now issued.

POLICY

All policies issued by the Board of Supervisors ~~which~~that relate to County employees (whether ~~permanent or temporary~~classified or unclassified, regular or extra help, full time or part time) shall be issued as Personnel Policies and shall be incorporated in ~~the County Personnel Management Book~~Section E or other relevant section of the Board Policy Manual. An electronic link to Section E shall be included on the Human Resources Department website.



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PROCEDURE

Proposed additions, deletions, and revisions to ~~county~~ County personnel policies ~~should be submitted in draft form to the County Personnel Director in the Administrative Office Prior to filing with the Board of Supervisors.~~ are prepared by the Human Resources Director for submittal to the Legislative Audit Committee and final adoption by the Board of Supervisors.

REFERENCE None

~~Primary Department~~ RESPONSIBLE DEPARTMENT: ~~Administrative Office, county Personnel Director~~ Human Resources Department

~~References:~~ El Dorado County Personnel Management Book

DATES ISSUED AND REVISED

SUNSET DATES

12/22/1987

None

XX/XX/2013

November 30, 2017