

**BEFORE THE BOARD OF ISLAND COUNTY COMMISSIONERS
ISLAND COUNTY, WASHINGTON**

**IN THE MATTER OF REVISING THE
ISLAND COUNTY PERSONNEL POLICIES
AND PROCEDURES MANUAL**

RESOLUTION C-46-23

WHEREAS, the Island County Personnel Policies and Procedures Manual requires periodic updating or modification to reflect changes in procedures and policy; and

WHEREAS, several policies related solely to matters impacting the budget or risk management require modification; and

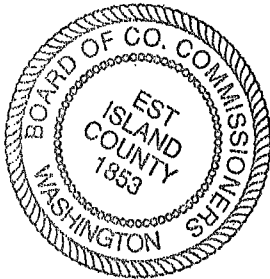
WHEREAS, the Board of Island County Commissioners has sole authority regarding budgetary and risk management matters;

WHEREAS, the necessary policy modifications to the Island County Personnel Policies and Procedures Manual are attached hereto as Exhibit A; NOW, THEREFORE,

BE IT HEREBY RESOLVED by the Board of County Commissioners as follows:

- 1) The modifications to the Island County Personnel Policies and Procedures Manual attached as Exhibit A are hereby adopted.

ADOPTED this 8th day of August, 2023

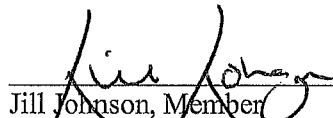



ATTEST:


Jennifer Roll
Clerk of the Board

**BOARD OF COUNTY COMMISSIONERS
ISLAND COUNTY, WASHINGTON**


Janet St. Clair, Chair


Jill Johnson, Member


Melanie Bacon, Member

APPENDIX A

1. Section V.5.5 (a) is revised to state:

All prospective applicants will be directed to Island County's Applicant Online website. No other application forms will be considered, except for Civil Service positions designated by the Sheriff.

2. Section VIII.6 is revised to state:

Department Heads and Elected Officials are encouraged to use principles of proportional discipline with the employees they supervise and manage. Under these principles, employee discipline is usually imposed starting from the least severe discipline and progressing to more severe discipline, when necessary, in order to correct problems. However, for serious infractions, more severe discipline may be taken. Starting with the least severe, these steps may include oral warnings, written warnings, suspension without pay, demotion, and finally termination of employment. It is within the sole discretion of each Department Head and Elected Official on a case-by-case basis to determine which proportional discipline step should be imposed based upon a particular employee's conduct. Department Heads must and Elected Officials should consult with Human Resources on disciplinary matters involving written warnings or other more severe forms of discipline.

3. Section XI.A.1 is revised to state:

When the meeting, Civil Service testing or training they are attending is anticipated to exceed two (2) hours in length, the cost of these refreshments shall not exceed \$10.00 per participant. When the meeting, testing or training exceeds 4 hours in length, the cost of the refreshments shall not exceed \$15.00 per participant. The provisions of this section may be waived by the Board of County Commissioners or its designee.

4. Section XI.B.3 is revised to state:

When the meeting or training they are attending is anticipated to exceed two (2) hours in length, the cost of these refreshments shall not exceed \$10.00 per participant. When the meeting or training exceeds 4 hours in length, the cost of the refreshments shall not exceed \$15.00 per participant. The provisions of this section may be waived by the Board of County Commissioners or its designee.