

**ADMINISTRATIVE CODE
BOARD OF COUNTY COMMISSIONERS**

CATEGORY: Human Resources / Employees	CODE NUMBER: AC-6-1
TITLE: Personnel Policies and Procedures Manual (Appendix “A”)	ADOPTED: 8/3/88
	AMENDED: 10/17/90; 07/24/91; 05/11/94; 07/05/95; 09/23/97; 06/30/98; 04/06/99; 05/18/99; 06/06/00; 06/27/00; 12/12/00; 12/19/00; 05/08/01; 07/24/01; 02/12/02; 06/04/02; 07/09/02; 10/01/02; 10/08/02; 08/12/03; 08/10/04; 03/01/05; 05/23/06; 05/22/07; 03/11/08; 06/02/09; 06/30/09; 11/09/10; 12/14/10; 05/15/12; 07/30/13; 06/20/17; 08/7/18; 02/04/2020
	ORIGINATING DEPARTMENT: Human Resources
PURPOSE/SCOPE: This Manual contains and describes all existing personnel policies, and was developed as a perpetual guideline for consistent interpretation of personnel policies. This Manual is part of this Administrative Code and is under separate cover as Appendix “A,” Personnel Policies and Procedures Manual. Revised and/or added sections are as follows: 406 – Bereavement and Civic Leave See attached Appendix “A” for complete policy language.	