

CORPORATE POLICY

SUBJECT: Purpose of Policy Site

CATEGORY: Human Resources

ORIGINAL DATE: May 1, 1996

REVIEWED DATE: September 27, 2017

REVISION DATE: September 27, 2017

I. **POLICY:**

The Lake County Health Department and Community Health Center (LCHD/CHC) is an agency established to promote the public health of Lake County. As a member of the Health Department, each employee shares a goal of providing quality health services to the Lake County community. This demands that each staff member be personally dedicated to and professionally competent in achieving that goal. The purpose of the policies is to promote a better understanding of the rights, responsibilities and expectations involved in being a staff member of the LCHD/CHC.

The policy site contains statements of personnel and corporate policies and procedures. A policy is a general statement of a Health Department goal, a procedure is a specific step to reach that goal, and may include the use of special forms. It is designed to be the working guide for supervisors and staff in the day-to-day implementation and operation of the Health Department's personnel program. All employees of the Health Department are expected to comply with all LCHD/CHC policies and procedures, their program specific policies, procedures, and guidelines and any required Lake County policies. Employees are also expected to comply with the laws and code of ethics governing the practice of their profession, as well as assuring compliance with applicable Federal, State and local laws and regulations, as well as fulfilling contractual grant obligations.

The policies should increase understanding, eliminate the need for personal decisions on matters of Department-wide policy and ensure inter-area uniformity. It is the responsibility of all members of management to implement these policies in a consistent and impartial manner.

II. **SCOPE:**

All Lake County Health Department and Community Health Center employees.

III. **PROCEDURE:**

None

IV. **REFERENCES:**

None

V. **AUTHORS/REVIEWERS:**

Designated Review Team, Corporate Policy and Procedure Committee, Executive Team, and Lake County Board of Health Personnel Committee.



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VI. APPROVALS:
Lake County Board of Health President

Signature: _____ Date: _____