

Legislation Details (With Text)

File #: 17-0234 **Version:** 1 **Name:** Revisions to Policies and Procedures
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File created: 2/13/2017 **In control:** Lake County Board of Health
On agenda: 2/22/2017 **Final action:** 2/22/2017
Title: Revisions to Health Department Employee Policies and Procedures - Hagstrom
Sponsors:
Indexes:
Code sections:
Attachments: 1. Compliance Training, 2. Harassment, 3. Normal Workday and Workweek, 4. Pay Periods, 5. Salary Deductions, 6. Sick Leave, 7. Vacation Leave

Date	Ver.	Action By	Action	Result
2/22/2017	1	Lake County Board of Health	approved	Pass

Revisions to Health Department Employee Policies and Procedures - Hagstrom

The Personnel Committee reviewed proposed revisions and additions to the Lake County Health Department and Community Health Center's Employee Policies and Procedures. Topics included:

- Compliance Training
- Harassment
- Normal Workday and Workweek
- Pay Periods
- Salary Deductions
- Sick Leave
- Vacation Leave

Attached are the proposed revisions to the above policies.

Approval of the policies listed below with Scrivener revisions to the programs, dates and policy format based on organizational alignment changes:

- Americans with Disabilities
- Customer Service
- Demotions
- Driver Courses
- Drug Free Workplace Act
- Grievance Procedure
- Hiring of Relatives
- Inclusion and Diversity Policy
- Jury Duty or Required Attendance
- Meetings Lectures and Training Program
- Outside Employment
- Paid Disaster Relief
- Paid Holidays
- Payroll Deductions

- Qualifications of Applicants
- Release of News Information
- Rest and Meal Periods as Hours of Work
- Restriction of Political Activities
- The Pay Plan - Other Pay Provisions
- The Pay Plan Composition and Definition
- The Pay Plan Hourly Non-Exempt
- The Pay Plan
- Tobacco Free Policy pending approval
- Travel Time as Hours of Work
- Use of Health Department Property
- Vehicle Operation Policy

To approve the proposed revisions to the Lake County Health Department and Community Health Center's Employee Policies and Procedures as presented.