

Policy Adoption – Sample Board Resolution

Board of County Commissioners
[County Name], Minnesota

Resolution Amending [or Adopting] [County Name] Personnel Policies

Date: _____ Resolution Number: _____
Motion by Commissioner: _____ Second by Commissioner: _____

Whereas, the [County Name] Board of Commissioners has authority to establish and revise county personnel policies; and

Whereas, these policy recommendations have been reviewed in consultation with the management team; and

Whereas, the County [Human Resources Department] recommends the adoption of new and updated policies to promote positive, productive, safe, and effective workplace culture and practices, and to support continued compliance with applicable law and regulations, and effective delivery of public services; and

Therefore, be it resolved, [County Name] shall adopt the following personnel policies effective [date]
OR [County Name] shall establish a personnel policy manual including the following sections and policies effective [date]:

SECTION A. PURPOSE, ADOPTION & ADMINISTRATION

1. Purpose
2. Adoption
3. Administration
4. Application
5. Definitions

SECTION B. STAFFING & EMPLOYMENT PRACTICES

1. Equal Employment Opportunity
2. Recruitment & Selection
3. Background Investigation
4. Internships
5. Probationary & Trial Periods
6. Separation from Employment
7. Layoff
8. Personnel Records, Forms & Transactions
9. Hours of Work & Time Reporting
10. Performance Management
11. Disability & Workplace Accommodation
12. Outside Employment
13. Phased Retirement Option (PRO)

SECTION C. CLASSIFICATION & COMPENSATION POLICIES

1. Classification Plan

2. Compensation Plan
3. Administration of Compensation Plan
4. Severance Compensation

SECTION D. BENEFITS POLICIES

1. Holidays
2. Paid Time Off (PTO)
3. Leave of Absence
4. Family and Medical Leave Act
5. Insurance Benefits
6. Employee Training & Development
7. Clothing Allowance
8. Recognition

SECTION E. CODE OF CONDUCT POLICIES

1. Discrimination & Harassment Prevention
2. Respectful Workplace
3. Workplace Violence
4. Employee Discipline & Discharge
5. Dispute Resolution
6. Political Activity
7. Commercial Driver's License (CDL)

SECTION F. SAFETY & EMERGENCY MANAGEMENT POLICIES

1. Emergency Closing of County Government Offices

Be it Finally Resolved, that the County reserves the right to make additional changes and updates to County Personnel Policies by amendment or future Board Actions.

	Yes:	Absent:	No:
[Commissioner Name]	_____	_____	_____
[Commissioner Name]	_____	_____	_____
[Commissioner Name]	_____	_____	_____
[Commissioner Name]	_____	_____	_____
[Commissioner Name]	_____	_____	_____

State of Minnesota
County of [County Name]

I, [Name], duly appointed and qualified [County Administrator of County Name], State of Minnesota, do hereby certify that I have compared the foregoing copy of this resolution with the original minutes of the proceedings of the Board of County Commissioners, [County Name], Minnesota, at its session held on the [XX day of Month, Year], now on file in the Administration Office, and have found the same to be a true and correct copy thereof.

Dated this [XX day of Month Year]

County Administrator