



COUNTY OF EL DORADO, CALIFORNIA  
BOARD OF SUPERVISORS POLICY

Subject:  PERSONNEL POLICIES	Policy Number E-1	Page Number: 1 of 2
	Date Adopted: 12/22/1987	Revised Date:

BACKGROUND:

Historically, personnel policies and procedures were incorporated in the Board of Supervisors Policy manual. In 1984 an El Dorado County Personnel Management Book was developed to provide an easy to use reference book with personnel related information (e.g., personnel rules, MOU's salary schedules, position allocation schedules, etc.). The Personnel Management Book has been distributed to all departments. Supplements and revisions are developed and distributed routinely as needed.

There has been confusion at times as to whether certain personnel related information was provided in the Board Policy Manual or the Personnel Management Book, and managers often have had to look at both books to make sure they have read all policy direction which has been issued on a subject. Therefore, to simplify management research efforts, the following policy is now issued.

POLICY:

All policies issued by the Board of Supervisors which relate to County employees (whether permanent or temporary, full time or part time) shall be issued as Personnel Policies and shall be incorporated in the County Personnel Management Book.

PROCEDURE:

Proposed additions, deletions, and revisions to county personnel policies should be submitted in draft form to the County Personnel Director in the Administrative Office Prior to filing with the Board of Supervisors.



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**Primary Department:** Administrative Office, county Personnel Director

**References:** El Dorado County Personnel Management Book