

**ADMINISTRATIVE CODE  
BOARD OF COUNTY COMMISSIONERS**

<b>CATEGORY:</b> Human Resources/Employees	<b>CODE NUMBER:</b> AC-6-1
<b>TITLE:</b>  Personnel Policies and Procedures Manual (Appendix "A")	<b>ADOPTED:</b> 8/3/88
	<b>AMENDED:</b> 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; 2/12/02; 06/04/02; 07/09/02; 10/01/02; 10/08/02; 08/12/03; 8/10/04; 03/01/05; 05/23/06; 05/22/07; 03/11/08; 06/02/09; 06/30/09; 11/09/10; 12/14/10
	<b>ORIGINATING DEPARTMENT:</b> Human Resources
<p><b><u>PURPOSE/SCOPE:</u></b></p> <p>This manual contains and describes all existing personnel policies, and was developed as a perpetual guideline for consistent interpretation of personnel policies.</p> <p>This manual is part of this Administrative Code and is under separate cover as Appendix "A", Personnel Policies and Procedures Manual.</p> <p><b><u>POLICY/PROCEDURE:</u></b></p>	