

**BEFORE THE BOARD OF ISLAND COUNTY COMMISSIONERS
ISLAND COUNTY, WASHINGTON**

**IN THE MATTER OF AMENDING THE
ISLAND COUNTY PERSONNEL POLICIES
AND PROCEDURES MANUAL**

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)
) **RESOLUTION C-44-23**
)

WHEREAS, the Island County Personnel Policies and Procedures Manual requires periodic amendments to reflect additional required procedures and policy; and

WHEREAS, an amendment to the Personnel Policies and Procedures Manual is necessary based upon the County's creation of an online store when moving to a new website hosting software; and

WHEREAS, the Board of Island County Commissioners seeks to ensure that the online store is used for its intended purpose;

WHEREAS, the necessary policy amendment to the Island County Personnel Policies and Procedures Manual is attached hereto as Exhibit A; NOW, THEREFORE,

BE IT HEREBY RESOLVED by the Board of County Commissioners as follows:

- 1) The amendment to the Island County Personnel Policies and Procedures Manual attached as Exhibit A is hereby adopted.

ADOPTED this 8th day of August, 2023

**BOARD OF COUNTY COMMISSIONERS
ISLAND COUNTY, WASHINGTON**



ATTEST:


Jennifer Roll
Clerk of the Board


Janet St. Clair, Chair


Jill Johnson, Member


Melanie Bacon, Member

APPENDIX A

1. Section VIII.11 is added to state:

Island County's online store shall be used solely by Department Heads and Elected Officials for purchase of Island County branded items. Items shall be purchased using Island County funds and are to be provided to employees, when appropriate, as uniforms. Department Heads and Elected Officials shall be responsible for ensuring the return of said uniform items upon an employee's termination of employment with Island County.

Employees are expected to treat Island County branded items as uniforms for use during their usual working hours at Island County. Upon termination of employment, employees are expected to return all uniforms to their Department Head or Elected Official.