

BEFORE THE BOARD OF ISLAND COUNTY COMMISSIONERS  
ISLAND COUNTY, WASHINGTON

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

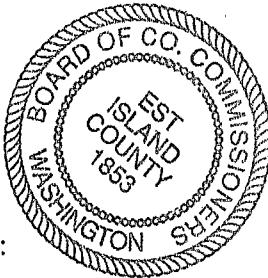
**WHEREAS**, the necessary policy amendment to the Island County Personnel Policies and Procedures Manual is attached hereto as Exhibit A; NOW, THEREFORE,

**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 8<sup>th</sup> day of August, 2023

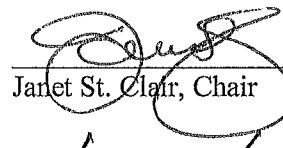
BOARD OF COUNTY COMMISSIONERS  
ISLAND COUNTY, WASHINGTON

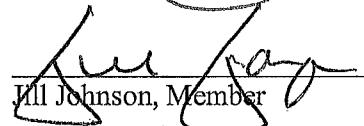


ATTEST:

Jennifer Roll

Jennifer Roll  
Clerk of the Board

  
Janet St. Clair, Chair

  
Jill Johnson, Member

  
Melarie 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.