

Resolution 2025-28
Adopt Kootenai County Personnel Policy Manual Revisions

WHEREAS, the Kootenai County Board of Commissioners adopted the Kootenai County Personnel Policy Manual dated November 29, 2016, by Resolution 2016-117; and,

WHEREAS, the Kootenai County Board of Commissioners finds it necessary, from time to time, to make amendments to certain policies in the Kootenai County Personnel Policy Manual in order for Kootenai County to comply with changes in the law and/or governing regulations, and/or to implement necessary policies to ensure that Kootenai County maintains an established safe and cooperative working environment; establishes responsibilities and levels of performance expected of County employees; and explains the benefits Kootenai County offers and provides to its employees; and,

WHEREAS, the following proposals were prepared and presented with the cooperation and assistance of Sylvia Proud, Director of Kootenai County Human Resources, and Darrin L. Murphey, Kootenai County Civil Deputy Prosecuting Attorney:

A proposed revision to Policy 311 – Vacations, a copy of which is attached hereto as Exhibit “A” and incorporated herein;

A proposed revision to Policy 313 – Sick Leave, a copy of which is attached hereto as Exhibit “B” and incorporated herein;

A proposed revision to Policy 322 – Leave of Absence Without Pay and Military Leave, a copy of which is attached hereto as Exhibit “C” and incorporated herein;

A proposed revision to Policy 324 – Family Medical Leave Act and Military Family Leave, a copy of which is attached hereto as Exhibit “D” and incorporated herein;

A proposed revision to Policy 350 – Insurance Programs, a copy of which is attached hereto as Exhibit “E” and incorporated herein;

and,

WHEREAS, these proposals were presented in a public meeting before the Kootenai County Board of Commissioners on February 20, 2025, and were, as presented, approved by the Kootenai County Board of Commissioners at said public meeting;

NOW THEREFORE, IT IS HEREBY RESOLVED that the Kootenai County Board of Commissioners does hereby adopt the updated Policies 311, 313, 322, 324, and 350 as referenced hereinabove and incorporates the same into the Kootenai County Personnel Policy Manual effective February 20, 2025.

Upon a motion to adopt the text of the foregoing Resolution made by Commissioner Duncan, seconded by Commissioner Eberlein, the following vote was recorded:

Commissioner Eberlein: Aye
Commissioner Duncan: Aye
Chairman Mattare: Aye

Upon said roll call, the text of the foregoing was duly enacted as a Resolution of the Board of Commissioners of Kootenai County, Idaho, on the 18th day of March, 2025.

KOOTENAI COUNTY
BOARD OF COMMISSIONERS

ATTEST:
JENNIFER LOCKE, CLERK



Bruce E. Mattare, Commissioner - Signed 3/18/2025



Teri Johnston, Deputy Clerk - Signed 3/19/2025



Lealie Duncan, Commissioner - Signed 3/18/2025



Marc Eberlein, Commissioner - Signed 3/18/2025

