

**Resolution 2023-89**  
**Adopt Kootenai County Personnel Policy Manual Revision**

**WHEREAS**, the Kootenai County Board of Commissioners adopted the Kootenai County Personnel Policy Manual dated November 29, 2016; 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**, with the cooperation and assistance of Sylvia Proud, Director of Kootenai County Human Resources, and Darrin L. Murphey, Kootenai County Civil Deputy Prosecuting Attorney, the proposed Policy 316 – Vacation Donation Program, a copy of which is attached hereto as Exhibit “A” and incorporated herein, was prepared and presented in a public meeting before the Kootenai County Board of Commissioners on December 7, 2023, and the policy, as presented, was unanimously approved by the Kootenai County Board of Commissioners at said public meeting.

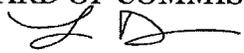
**NOW THEREFORE, IT IS HEREBY RESOLVED** that the Kootenai County Board of Commissioners does hereby adopt the updated Policy 316 – Vacation Donation Program as referenced hereinabove and incorporates the same into the Kootenai County Personnel Policy Manual effective December 7, 2023.

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

Commissioner Brooks:	Aye
Commissioner Mattare:	Aye
Chair Duncan:	Aye

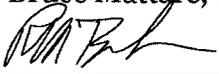
Upon said roll call, the text of the foregoing was duly enacted as a Resolution of the Board of Commissioners of Kootenai County, Idaho, on the 2<sup>nd</sup> day of January, 2024.

KOOTENAI COUNTY  
BOARD OF COMMISSIONERS



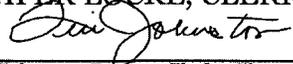
~~Leslie Duncan, Commissioner - Signed 1/2/2024~~  
Leslie Duncan, Chair

Bruce Mattare, Commissioner



~~Bill Brooks, Commissioner~~  
Bill Brooks, Commissioner - Signed 1/2/2024

ATTEST:  
JENNIFER LOCKE, CLERK



By ~~Teri Johnston, Deputy Clerk - Signed 1/2/2024~~  
Deputy Clerk

