

Iowa County, Iowa
Policy Manual

Title: Policy Maintenance	Reference #: HR002
Section: Human Resources	Date Effective/Revised: 7/1/16
Department (s): All	Approved By: Board of Supervisors

Policy Maintenance

All Human Resources, Administration, and Safety policies shall be approved by the Board of Supervisors. All Departmental policies that are in conflict with the sections of Human Resources, Administration, or Safety policies shall be approved by the Board of Supervisors. Any policy that affects the county budget shall be approved by the Board of Supervisors. Elected department heads may approve all other policies and policy changes specific to their department. Non-elected department heads shall receive approval for all other policies and policy changes from their Chief Administrative Officer (i.e. Board Chair, Commission Chair, etc...).

The Board of Supervisors or their Human Resources Designee should be informed of all policy changes within thirty days after the change is made so master copies/files can be updated. A master copy of all county policies shall be available in the office of the Board of Supervisors, the office of the Human Resources designee, or on the county website.

Department heads should develop and maintain department specific policies for standard operating procedures. Policies should be written in a consistent format that includes a header with a title, section, department, reference number, date effective or revised, and approval name.

Each department head shall make all Human Resources, Administration, Safety, and Department specific policies available to their employees. This may be done either in hard copy or electronic format. If provided to employees in electronic format, the Department Head shall ensure employees have access to electronic equipment/infrastructure to access the policies.

On an as-needed basis, Iowa County reviews its personnel policies and employee benefits, and the County reserves the right, in its sole discretion, to modify, supplement, amend, or delete any policy or any employee benefits at any time, with or without prior notice.

Employees shall review the Human Resources, Administration, Safety, and their Department specific policies annually and sign an acknowledgement form stating they have reviewed these policies.