

BOARD OF COUNTY COMMISSIONERS FOR
ADAMS COUNTY, STATE OF COLORADO

RESOLUTION APPROVING AMENDMENTS TO THE ADAMS COUNTY EMPLOYEE
MANUAL

WHEREAS, the Board of County Commissioners has previously adopted the Adams County Employee Manual (“Employee Manual”) which contains the official personnel policies and procedures pertaining to employees of Adams County as defined in the Employee Manual; and,

WHEREAS, the Board of County Commissioners has reserved the right to change or amend the Employee Manual at any time at its discretion; and,

WHEREAS, the Board of County Commissioners has reviewed the Employee Manual and has determined that it is necessary to clarify and/or amend certain policies; and,

WHEREAS, necessary clarifications and/or changes have been made to the following policies, which are on file with the Adams County Department of Human Resources and on the County’s intranet site, and which are incorporated herein by reference as Exhibit A:

1.1(2) Anti-Harassment

1.1(3) Anti-Retaliation

1.2 Reporting and Investigation of Discrimination, Harassment, or Retaliation

1.3 Pregnancy Accommodation

1.4 Disability and Religious Accommodation

1.5 Workplace Conduct

1.6 Anti Violence

1.7(1) Computer and Internet Use

1.7(2) Social Media

1.8 Discipline and Appeal

2.1(1) Hours of Work

2.1(2) Teleworking

2.3 Access to County Property

2.5 Motor Vehicle Safety

2.6 Probationary Period

2.7 Performance Appraisal

2.8(1) Separation from County

2.9 Reduction in Workforce and Recall

3.1(1) Health Insurance

3.1(2) Life and Disability Insurance

3.3(1) Workers’ Compensation

3.3(2) Safety

3.4(1) Annual Leave

3.4(2) Sick Leave

3.4(3) Holidays

3.5(1) Family and Medical Leave

3.5(2) Paid Parental Leave

3.5(3) Military Leave

3.6(1) Compensatory Time

3.6(2) Administrative Leave

3.6(3) Leave Without Pay

3.7(2) On-Call

3.8 Payroll Deductions and Pay Day

4.2 Rates of Pay

4.3 Recruitment and Selection

4.4 Background Investigations

NOW, THEREFORE, BE IT RESOLVED, by the Board of County Commissioners, County of Adams, State of Colorado that the amendments to the Adams County Employee Manual, which are on file with the Adams County Department of Human Resources, on the County's intranet site, and attached hereto as Exhibit A and incorporated herein by this reference, are hereby approved, and the Adams County Employee Manual is amended accordingly.

BE IT FURTHER RESOLVED, that the effective date of these amendments to the Adams County Employee Manual is March 1, 2019.