

## REQUEST FOR BOARD ACTION

### HENDERSON COUNTY BOARD OF COMMISSIONERS

**MEETING DATE:** March 4, 2024

**SUBJECT:** Administrative Manual – Recission of Policies and Procedures

**PRESENTER:** Amy Brantley, Assistant County Manager

**ATTACHMENTS:** No

#### **SUMMARY OF REQUEST:**

Staff are in the process of reviewing policies and procedures included in the County's Administrative Manual to ensure compliance and that all policies are up to date. The tabs listed below have been identified as appropriate for recission from the Manual. Several tabs are currently included in the Administrative Manual; however, they are not necessarily policies. Others have completed their life cycle, and the remainder can be combined into single policies to avoid redundancy.

The Board is requested to authorize the recission of the following tabs in the Administrative Manual.

- Tab 5 – Holiday Schedule
- Tab 12 – Comprehensive County Plan
- Tab 16 – Loss Control Manual
- Tab 17 – OSHA Inspection Plan
- Tab 18 – Indoor Air Quality Procedure
- Tab 24 – High Personal Risk Situations
- Tab 25 – Aiming for Excellence Employee Suggestion Program
- Tab 27 – Pay for Performance
- Tab 28 – Recruitment and Selection Process Policy Revision
- Tab 29 – ID Badge Guidelines
- Tab 30 – Credit Card Use Policy
- Tab 32 – Copy Fees

#### **BOARD ACTION REQUESTED:**

The Board is requested to rescind the policies and procedures identified in the Summary of Request from the Administrative Manual. Tabs 5, 12, 17, 28 and 29 remain active, but are being relocated.

#### **Suggested Motion(s):**

*I move the Board authorize the relocation of Tabs 5, 12, 17, 28 and 29, and rescind Tabs 16, 18, 24, 25, 27, 30 and 32 in the Administrative Manual as of March 4, 2024, effective immediately.*