

THE COUNTY AUDITOR'S SIGNATURE CERTIFIES
THAT THIS RESOLUTION HAS BEEN FORMALLY
APPROVED BY THE BOARD OF SUPERVISORS ON

DATE

SCOTT COUNTY AUDITOR

R E S O L U T I O N

SCOTT COUNTY BOARD OF SUPERVISORS

December 19, 2013

APPROVING VARIOUS HUMAN RESOURCES AND GENERAL POLICIES

BE IT RESOLVED BY the Scott County Board of Supervisors as follows:

Section 1. That Human Resources Policy H "Personnel Records" updates the policy by adding language to reflect the current practices, permit electronic storage and clarifies record retention.

Section 2. That Human Resources Policy Y "Family Medical Leave" updates the policy by adding language to comply with the EEOC policy requirements as it related to individuals with disabilities.

Section 3. That General Policy 34 "Technology Use" updates the policy to address email retention. It sets a record retention period of 3 years for the retention of email records.

Section 4. That General Policy 38 "Privacy Notice" updates the policy to permit electronic delivery of records if requested and address the requirement to provide notice if there was a breach of the records.

Section 5. This resolution shall take January 2, 2014.