

**COUNTY BOARD OF HEALTH
POLICY # HR-03003
ACCESS TO PERSONNEL POLICIES**

Approval:	 District Health Director	7/9/2020 Date
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Public Health
Prevent. Promote. Protect.

1.0 PURPOSE

Public Health Personnel Policies cover a variety of subjects relating to employment. It is critical that both managers and employees have access to and general knowledge of this information. Public Health Personnel Policies are developed and/or revised as needed on a continuous basis.

2.0 AUTHORITY – Access to County Board of Health (CBOH) Personnel Policies is published under the authority of the CBOH.

3.0 SCOPE

This policy applies to all CBOH employees.

4.0 POLICY

The policies of the County Board of Health are available to CBOH staff.

4.1 ACCOUNTABILITY

4.1.1 Supervisory personnel will ensure that employees have access to these policies.

5.0 DEFINITIONS

5.1 CBOH – County Board of Health

5.2 HR- Human Resources

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6.0 RESPONSIBILITIES

- 6.1 Human Resources(HR) is responsible for maintaining this policy.
- 6.2 District webmaster is responsible for posting policies to the internet site.

7.0 PROCEDURES

- 7.1 Employees who have Internet access may view all policies online.
- 7.2 Employees may contact Human Resources for assistance with CBOH Personnel Policies.

7.3 COMPLIANCE

CBOH may develop internal procedures, guidelines or other documents as it relates to implementation of HR/personnel policies. These procedures, guidelines or documents must comply with Federal and State laws, the Rules of the State Personnel Board, Executive Orders, and/or the County Board of Health's Personnel Policies, whichever is applicable.

8.0 REVISION HISTORY

REVISION #	REVISION DATE	REVISION COMMENTS
0	11/12/13	Initial Issue
	September 24, 2015	Annual Review
1	June 4, 2018	Annual Review – Revision 5.2, 6.2 Updated resource links
2	June 4, 2020	Annual Review and Revision 3.0, 5.1.1, 6.1, and 7.2

9.0 RELATED FORMS

None

10.0 RESOURCES

PHIL - Public Health Information Library (PHIL) <http://www.dphintranet.com>

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DOAS – Department of Administrative Services <http://doas.ga.gov/>

Georgia Secretary of State <http://sos.ga.gov/>