

Board Policy Manual  
Current Policy Status

Count	Policy Section	Policy Number	Policy Title	Department	Last Revision	Next Revision	Update
1	Board Policy Manual	i-1	Board Policy Manual Resolution	CAO-IGLA	4/25/2017	4/24/2022	Y
2	Board Policy Manual	i-2	Board Policy Manual Procedure (Under Review)	CAO-IGLA	4/25/2017	4/24/2022	Y
3	Board Policy Manual	i-3	Board Policy Manual Review Process (Under Review)	CAO-IGLA	4/25/2017	4/24/2022	Y
4	Accounting, Financing and Purchasing	A-1	Capital Asset	Auditor Controller	11/16/2007	11/14/2012	Y
5	Accounting, Financing and Purchasing	A-5	Bank Account Merchant Card	Treasurer Tax Collector	10/20/2015	10/18/2020	Y
6	Accounting, Financing and Purchasing	A-10	Accounting and Internal Control Policy Manual	Auditor Controller	2/1/2022	1/31/2027	N
7	Accounting, Financing and Purchasing	A-15	Business Use of Cellular Phone & Wireless Personal Digital Assistant Devices Policy (Under Review) - reassigned from CAO Contracts Purchasing to ITD	Information Technology	8/28/2018	8/27/2023	N
8	Accounting, Financing and Purchasing	A-20	Climate Friendly Purchasing Policy (Under Review)	TBD	4/17/2018	4/16/2023	N
9	Accounting, Financing and Purchasing	A-30	Monterey County Procurement Card Program (Under Review)	CAO Contracts Purchasing	10/9/2017	10/8/2022	N
10	Accounting, Financing and Purchasing	A-31	Monterey County Contracts/Purchasing Manual	CAO Contracts Purchasing	4/25/2008	4/24/2013	Y
11	Accounting, Financing and Purchasing	A-40	Vending Machine Policy (Under Review)	CAO Contract Purchasing	3/24/2009	3/23/2014	Y
12	Accounting, Financing and Purchasing	A-50	Job Order Contracting	CAO Contracts Purchasing	8/13/2015	8/11/2020	Y
13	Accounting, Financing and Purchasing	A-55	Local Preference Policy (Under Review)	CAO Contracts Purchasing	8/29/2012	8/28/2017	Y
14	Accounting, Financing and Purchasing	A-60	Accounts Payable Payment Process	Auditor Controller	4/28/2014	4/27/2019	Y
15	Accounting, Financing and Purchasing	A-65	Procurement Card Program	CAO Contracts Purchasing	3/19/2009	3/18/2014	Y
16	Accounting, Financing and Purchasing	A-70	Administrative Protest	CAO Contracts Purchasing	12/7/2009	12/6/2014	Y
17	Accounting, Financing and Purchasing	A-80	Public Finance aka Debt Management Policy	Auditor Controller	7/25/2017	7/24/2022	N
18	Accounting, Financing and Purchasing	A-90	Requirements for Board Reports/Orders Requesting Financial/Budgetary Transactions	Auditor Controller	6/2/2015	5/31/2020	Y
19	Accounting, Financing and Purchasing	A-110	Small/Local Business Outreach Program	CAO Contracts Purchasing	6/26/2007	6/24/2012	Y
20	Government and Administration	G-09	Ballot Measure Fiscal Analysis and Impact Assessment	Auditor Controller	5/11/2021	5/11/2026	N
21	Government and Administration	G-10	Ad Hoc Standing Committees (Under Review)	Clerk of the Board	3/1/2022	12/1/2024	N
22	Government and Administration	G-35	Board of Supervisors Referral Process	CAO	4/27/2021	10/26/2021	Y
23	Government and Administration	G-50	Guidelines Regarding Campaigning or Displaying Political Materials, Guidelines Regarding Wearing or Displaying Campaign/Political Materials	CAO	1/23/2018 2/27/2018	1/22/2023 2/23/2023	N
24	Government and Administration	G-60	County Automatic External Defibrillator (AED) Policy	CAO-IGLA	3/28/2017	3/24/2022	Y
25	Government and Administration	G-94	County Facility Art Policy	CAO	2/27/2018	2/26/2023	N
26	Government and Administration	G-100	Library Fines and Fees Schedule Guideline	Libraries	1/1/2015	12/31/2020	Y
27	Government and Administration	G-110	Workforce Development Board Grievance and Complaint Procedure	CAO IGLA WDB	9/16/2015	9/14/2020	Y
28	Government and Administration	G-120	Healthy Food Policy	HD - Public Health Bureau	10/2/2018	10/1/2023	N
29	Government and Administration	G-122	Legislative Committee Role & Responsibilities	CAO IGLA	1/26/2021	1/26/2026	N
30	Government and Administration	G-130	Library Behavior	Libraries	8/25/2015	8/23/2020	Y
31	Government and Administration	G-140	Workforce Development Board Lower Living Standard Income Level and Poverty Guidelines	CAO IGLA WDB	9/22/2015	9/20/2020	Y
32	Government and Administration	G-145	County Media Policy	CAO IGLA	1/23/2018	1/22/2023	N
33	Government and Administration	G-148	Memorializing of County-Owned Facilities Policy	Department of Public Works, Facilities, Parks	1/31/2008	1/15/2012	Y

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34	Government and Administration	G-150	Monterey County Customer Service Monterey County Values and Guiding Principles	CAO	1/23/2018	1/22/2023	N
35	Government and Administration	G-160	Office Environment	CAO w input from RMA	2/27/2018	2/26/2023	N
36	Government and Administration	G-165	County Government Facility Guide on Microwave Popcorn	CAO	1/23/2018	1/22/2023	N
37	Government and Administration	G-170	Resolution 85-55 BOS Chairman	Clerk of the Board	4/17/2018	4/2/2023	N
38	Government and Administration	G-180	Safe Guidelines for the Use of Appliances	CAO w CoCo RM & RMA	2/27/2018	2/26/2023	N
39	Government and Administration	G-181	Expenditures for the Convenience and Benefit of Employees, Visitors and Volunteers	CAO Contracts Purchasing	1/10/2017	1/10/2022	Y
40	Government and Administration	G-200	Service Registration (Under Review)	Social Services MVA	1/4/2016	1/2/2021	Y
41	Government and Administration	G-210	Smoke Free and Tobacco Product Use Policy	CAO, input fr PH, RMA	1/23/2018	1/22/2023	N
42	Government and Administration	G-222	Travel and Business Expense Reimbursement	Auditor Controller	12/11/2012	12/10/2017	Y
43	Government and Administration	G-230	Strategic Grants Program	CAO IGLA	1/26/2021	1/26/2026	N
44	Government and Administration	G-231	Veterans Preference Form (Under Review)	Human Resources	8/17/2009	8/16/2014	Y
45	Government and Administration	G-235	Veterans Preference List (Under Review)	Human Resources	8/17/2009	8/16/2014	Y
46	Government and Administration	G-237	County Waste Reduction Policy (NEW)	TBD	10/10/2017	9/10/2022	N
47	Government and Administration	G-240	Workforce Development Board Adult Program Priority of Services	CAO IGLA WDB	10/7/2015	10/5/2020	Y
48	Government and Administration	G-245	Electronic Signatures	All County Departments	3/24/2020	3/24/2025	N
49	Operations and Maintenance	O-15	Information Technology County Records Management	Information Technology			
50	Operations and Maintenance	O-20	Information Technology Appropriate Use	Information Technology	5/13/2014	5/12/2019	Y
51	Operations and Maintenance	O-25	Information Technology Data Privacy	Information Technology	5/13/2014	5/12/2019	Y
52	Operations and Maintenance	O-60	Information Technology Security	Information Technology	5/13/2014	8/31/2021	Y
53	Operations and Maintenance	O-70	Information Technology Social Media Usage	Information Technology	5/13/2014	5/12/2019	Y
54	Operations and Maintenance	O-90	Vehicle Use	CAO Fleet	4/16/2013	4/15/2018	Y
55	Personnel	P-05	Monterey County Personnel Policies and Practices (PPPR) Resolution No 98-394 (Under Review)	Human Resources	3/1/2022	2/28/2027	N
56	Personnel	P-10	PPPR - Administrative Procedures and Guidelines A.19.6 Automobile Policy for Executive Management	Human Resources			N
57	Personnel	P-20	PPPR - Administrative Procedures and Guidelines A.2.1 Employment at Step Within Salary Range	Human Resources			N
58	Personnel	P-30	PPPR - Administrative Procedures and Guidelines A.48.1 Compensated Voluntary Training Admin Procedure	Human Resources			N
59	Personnel	P-40	PPPR - Administrative Procedures and Guidelines A.48.2 Educational Assistance Program Guideline	Human Resources			N
60	Personnel	P-50	PPPR - Administrative Procedures and Guidelines A.49.1 Employment Bonus	Human Resources			N
61	Personnel	P-60	PPPR - Administrative Procedures and Guidelines A.49.2 Referral Bonus	Human Resources			N
62	Personnel	P-70	PPPR - Administrative Procedures and Guidelines A.49.3 Employee Relocation/Moving Allowance	Human Resources			N
63	Personnel	P-80	PPPR - Administrative Procedures and Guidelines A.9.14 Temporary Special Assignment Pay	Human Resources			N
64	Personnel	P-90	PPPR - Administrative Procedures and Guidelines A.9.5 Bilingual Skill Pay (Under Review)	Human Resources			N
65	Personnel	P-100	PPPR - Administrative Procedures and Guidelines B.14 Other Employment (Under Review)	Human Resources			N
66	Personnel	P-110	Compensation Philosophy Policy	Human Resources	12/8/2021	12/8/2026	N
67	Personnel	P-120	County Flex-Time (Under Review)	Human Resources	8/29/1989	8/29/1994	Y
68	Personnel	P-123	Monterey County Catastrophic Leave Donation Program and Donated Leave Bank Policy	Human Resources	3/16/2021	3/16/2026	N
69	Personnel	P-125	Professional Image Policy	Human Resources	10/23/2018	10/22/2023	N

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70	Personnel	P-126	Monterey County COVID-19 Supplemental Paid Sick Leave Implementation (sunset 9/30/2022)	Human Resources	3/1/2022	9/30/2022	N
71	Personnel	P-130	Equal Opportunity Diversity Language Access & Effective Communication Policy	Civil Rights Office	1/9/2018	1/8/2023	N
72	Personnel	P-140	Drug-Free Workplace (Under Review)	Human Resources	7/23/1991	7/21/1996	Y
73	Personnel	P-150	Employee Performance Evaluation (Under Review)	Human Resources	5/28/1982	5/27/1987	Y
74	Personnel	P-155	Family & Romantic Relationships at Work	Human Resources	10/23/2018	10/22/2023	N
75	Personnel	P-160	Equal Opportunity and Non-Discrimination Nondiscrimination Policy	Civil Rights Office	1/9/2018	1/8/2023	N
76	Personnel	P-170	Equal Opportunity for Persons with Disabilities and Reasonable Accommodation	Civil Rights Office	1/29/2013	1/28/2018	Y
77	Personnel	P-180	Family and Medical Leave	Human Resources	3/16/2021	3/21/2026	N
78	Personnel	P-190	Hiring Practice for Veterans (Under Review)	Human Resources - revise to	4/15/1991	4/13/1996	Y
79	Personnel	P-205	Injury and Illness Prevention Program (New)	County Counsel Risk Mgmt	9/19/2017	9/19/2022	N
80	Personnel	P-210	Lactation in the Workplace	Health - Public Health	3/16/2021	3/16/2026	N
81	Personnel	P-220	Military Leave	Human Resources	7/23/2018	7/23/2023	N
82	Personnel	P-240	Payroll Time and Leave Reporting (Under Review)	Human Resources	5/25/2010	5/24/2015	Y
83	Personnel	P-242	Reasonable Accommodation	Civil Rights Office	2/23/2021	2/23/2026	N
84	Personnel	P-250	Telecommuting Policy	Human Resources	7/28/2020	7/28/2025	N
85	Personnel	P-260	Equal Opportunity Sexual Harassment & Nondiscrimination (Under Review)	Civil Rights Office	1/9/2018	1/8/2023	N
86	Personnel	P-280	Workplace Violence (Under Review)	County Counsel Risk Mgmt	2/5/2010	2/4/2015	Y