**Personnel Policies**

**Policy**

The purpose of this policy is to establish policies concerning general personnel issues, such as but not limited to, employee disciplinary issues, use of accumulated time-off, vacations and other time-off issues and on-going training required to maintain licenses and/or certification.

**Procedure**

A) Personnel of the Kootenai County Coroner’s Office are employees of Kootenai County. As such, employment-related issues are covered by the Kootenai County Personnel Policy. Specific policies related to Medicolegal Investigators and the performance of their duties is described in section II of this manual.

B) The Kootenai County Coroner’s Office will adhere to federal, state, and local personnel requirements.

C) Employees are expected to participate in ongoing training and to maintain certifications that may be required by federal, state and local laws and/or by procedures established by the Coroner’s Office.

D) Requested vacation time must be submitted in writing to the supervisor 30 days in advance of the dates requested.  Approval decisions will be made on a first come bases and according the availability of staffing for the requested time off.

E)  A weekly log will be kept by hourly employees for payroll purposes, vacation leave, sick leave, etc., and provided to the supervisor. (See Kootenai County Employee Handbook)

F) All Medicolegal Death Investigators will become ABMDI certified within one year of employment**.**