**Board Approval Policy**

The following items are considered IDB policies and require Commission Board approval of any non-clerical updates or changes:

* Gifts & Bequests Guidelines
* Business Engagement Policy
* Driver Policy
* Hiring and Affirmative Action Policy
* Privacy and Confidentiality Policy
* Purchasing & Procurement Policy
* Social Media Policy
* Staff Training & Continuing Education Policy

The below items can be altered as authorized by the Director without obtaining Commission approval. These items pertain to the daily operations, personnel management of the agency:

* Work Rules
* Division Procedure Manuals
* Building & Facilities Procedures
* Evaluations & Pay Increase procedures
* Client Records Requests Procedures
* Conflict Resolution Procedures
* Disciplinary Action Procedures
* Dress Code
* Employee Committees & Teams
* Work Schedule & Leave Request Procedures
* Travel & Reimbursement Procedures