

**Riverside Cemetery District
Board Policy**

POLICY DISSEMINATION

Policy 28

The Office Manager for the District shall establish and maintain an orderly plan for preserving and making accessible the policies adopted by the Board and shall file them with the County Clerk.

The Board Policy Manual shall be considered a public record and shall be open for inspection in the district's office.

All employees are responsible for complying with all rules, regulations and policies of the Board, with administrative procedures and oral directives of their supervisors and the Wyoming State and other statutes. All employees are responsible for acquainting themselves with the District's rules, regulations, policies and procedures, and state statutes and regulations.

Legal Reference:
WS-35-8-303
WS-16-4-201 to 205

Adopted: 11/9/2004