

## **1.01 INTRODUCTION**

### **A. Purpose**

This Policy Manual is a guide to ensure uniformity and non-discriminatory application of the conditions of employment under the hiring authority of the Board of Stark County Commissioners. This Manual is not, and should not be considered, an employment contract. Your employment may be terminated pursuant to applicable policies and procedures in this Manual and/or your bargaining unit agreement. In the event that there is a conflict between a matter expressed in this Manual and any applicable laws, the higher legal authority will take precedence and the policy(ies) will undergo immediate amendment.

There will be situations which shall require administrative interpretations of the policies set forth herein. Every effort must be made to ensure that such decisions are made objectively, with the general intent of the policy in mind.

As conditions shift, it may be necessary to add, delete, or revise policies affected by such change. The Board of Stark County Commissioners reserve the right to change, revise or make additions to this Policy Manual as it deems necessary. Every attempt will be made to inform you of any changes, revisions or additions as they occur. However, it is the employee's responsibility to keep current of all County policies and procedures, remain well informed and to request any clarification needed from their supervisor(s) or the Department of Human Resources.

### **B. Policy Manual Coordinator**

The Human Resources Manager will serve as the Policy Manual Coordinator, the duties of which shall include:

- Maintaining and updating all changes, additions or deletions;
- Providing each Department Head with updated copies of any amendments;
- Soliciting feedback from Appointing Authorities, Directors, Supervisors, Managers and all other employees, as appropriate for consideration of changes, additions or deletions; and
- Conducting periodic reviews of this Manual to ensure that it remains consistent with actual practices and in compliance with all legislation relating to the personnel function and the relationship between the employer and the employee.

