

1.02 APPLICABILITY

A. Departments and Employees

The policies set forth in this Manual apply to all management and employees under the hiring authority of the Board of Commissioners. All personnel should be thoroughly knowledgeable with its contents. In addition to the Commissioners' Office, the following Departments are under the hiring authority of the Board of Commissioners:

- Facilities
- Dog Warden
- Emergency Management Agency
- Job and Family Services
- Human Resources
- Records
- Sanitary Engineer
- Building Inspections

B. Bargaining Unit Employees

Bargaining unit employees are expected to adhere to the rules, policies and procedures outlined in this Manual, unless the rule, policy or procedure clearly states that it applies to non-bargaining employees only. In cases where rules, policies and procedures in this Manual are contradictory to already negotiated and agreed upon terms in a bargaining unit agreement, the bargaining unit agreement takes precedence and is to be followed.

