

1.04 MANAGEMENT RESPONSIBILITY

A. Appointing Authority (Board of Commissioners), Directors, Supervisors and Managers

The Board of Commissioners, directors, supervisors and managers are ultimately responsible for effective management within their departments. Management maintains the ultimate right to establish policies governing the work force. These policies may include, but are not limited to, the right to:

1. Maintain order to ensure the efficient operation of government;
2. Hire, direct, assign, and transfer employees;
3. Evaluate employee performance, promote, demote and lay off employees;
4. Discipline, suspend and discharge employees for just cause;
5. Promulgate and enforce work rules and regulations;
6. Determine classifications of positions;
7. Determine appropriate staffing levels and patterns/shifts, and the necessity of overtime;
8. Determine duties, work methods, and performance standards;
9. Determine appropriate materials and equipment;
10. Assign and allocate work;
11. Reorganize, discontinue or enlarge facilities or departments;
12. Determine and implement changes to methods and means by which operations are carried out; and
13. All other ordinary and customary functions of management.

