



# Medina County Policy Manual



Policy: <b>Introduction</b>	Section: <b>Introduction</b>	Number: <b>1.005</b>
Issued: <b>09/17/07</b>	Reviewed/Revised:	Page #: <b>1 of 2</b>

This Personnel Policy Manual ("Manual") contains those policies set forth by the Medina County Board of Commissioners and will require all employees to conform to the policies and procedures stated in this manual. All personnel charged with the responsibility of administering policy must be familiar with the contents of this manual.

The terms "**Board of Commissioners**", "**Board**", "**County**" and "**Commissioners**" are synonymous with and refer to the **Medina County Board of Commissioners** ([Policy 1.020 – Commissioners](#)) and are used interchangeably throughout this manual.

This manual is a guide to be used by those departments whose Appointing Authority is the Medina County Board of Commissioners to ensure uniform and nondiscriminatory application of the conditions of employment. It is essential that these policies be administered in a systematic, fair, and impartial manner.

There will be situations that require administrative interpretation of these policies. Every effort will be made to ensure that such decisions are made objectively with the general intent of the policy in mind.

There may be occasions when the Board must add, delete, or revise specific policies or give current rules a different interpretation from those previously made. The Board has the right to change practices and policies, both written and unwritten, as business requires. Each department will be assigned a number of official policy manuals where new policy changes will be kept up-to-date.

New policies or policy changes will be distributed to all departments assigned official policy manual(s). Major changes affecting employees will be posted, published on the Human Resources web site, <http://www.hr.medinaco.org/>, or distributed to employees in the most appropriate manner as determined by the Human Resource Director. Employees are encouraged to review their department's official policy manual or obtain copies by contacting their direct supervisor or the Human Resource Department.

<b>Policy: Introduction</b>	<b>Section: Introduction</b>	<b>Number: 1.005</b>
<b>Issued: 09/17/07</b>	<b>Reviewed/Revised:</b>	<b>Page #: 2 of 2</b>

The policies contained in this manual are subject to and are in accordance with state and federal laws. If a policy contained in the manual conflicts with the terms or conditions of a collective bargaining agreement, the terms of the negotiated agreement will be followed. In the event there is a conflict between this manual and any other applicable law or legal document, the applicable law or legal document will prevail. In the event that future legislation or ordinances invalidate or change any of the provisions contained herein, the balance will remain in effect.

Nothing in this manual nor any interpretive or enforcement communication should be construed to grant a guaranteed right to continued employment or benefits. This manual is not an employment contract. Employment with the County is not for a fixed term or definite period and may be terminated at any time by either the employee or the County according to law.

The policies stated and adopted within this manual and the communications interpreting and enforcing them supersede all previous policies and communications.