



Medina County Policy Manual

Policy: Application & Coverage	Section: Introduction	Number: 1.010
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This Personnel Manual was authorized by the Medina County Board of Commissioners for the following departments coming under their statutory authority:

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| <i>Animal Shelter</i> | <i>Building Inspection</i> |
| <i>Child Support Enforcement Agency (CSEA)</i> | <i>County Home</i> |
| <i>Diversion</i> | <i>Drug Abuse Commission (MCDAC)</i> |
| <i>Finance</i> | <i>First Stop</i> |
| <i>Human Resources</i> | <i>Job & Family Services</i> |
| <i>Maintenance</i> | <i>Office for Older Adults (OOA)</i> |
| <i>Planning Services</i> | <i>Print Shop</i> |
| <i>Sanitary Engineers</i> | <i>Transit</i> |
| <i>Workforce Development</i> | |

Employees working in departments with collective bargaining agreements should consult their respective collective bargaining agreement as those agreements may differ from the policies contained herein.

Note: Job & Family Services’ and Sanitary Engineers’ Employees

Job & Family Services and *Sanitary Engineers* maintain their own Human Resources department for purposes of hiring, new-employee orientation, record keeping, performance evaluations and payroll. Thus, if you work for either of these departments, please contact your respective HR representative where this manual refers to the “Human Resources Department”.

However, should you have questions or issues pertaining to your health benefits or workers’ compensation, or when reporting sexual harassment allegations, please contact the County’s Human Resources Department.

Moreover, *Job & Family Services* operates under some different state laws than do other departments which, at times, deviate from the rules set forth herein. These will be noted in the appropriate sections under the heading of JFS Employees as may be applicable.