



# Medina County Policy Manual



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| Policy: <b>Human Resources Department</b> | Section: <b>Introduction</b> | Number: <b>1.045</b>  |
| Issued: <b>09/17/07</b>                   | Reviewed/Revised:            | Page #: <b>1 of 2</b> |

- A. The Human Resources Department (HRD), located in the County Administration Building, Room 206, 144 N. Broadway, handles all matters related to employment for those employees coming under the authority of the Medina County Board of Commissioners. The majority of Medina County's positions fall under civil service rules for which HRD is responsible to assure that all administrative provisions under the Ohio Revised and Administrative Codes are followed.
  
- B. The HRD maintains a personnel file on every staff member. Employees may review their personnel file by making an appointment with a HRD staff member. Included in personnel files will be employment history information, all personnel/pay actions, performance evaluations, application form and other materials related to the employee's work record.
  
- C. Employees changing their name, address, phone number, or marital status, etc., are advised to immediately contact the HRD.
  
- D. The Medina County Board of Commissioners is designated as the appointing authority for employees working in departments over which they have administrative oversight. The HRD, acting on their behalf, is responsible for explaining and interpreting personnel policies and civil service laws, advising and counseling staff on human resource matters, and developing and implementing benefit programs. In addition, the HRD manages the following services:
  - 1. **Employment/Employee Relations** - Assists staff and supervisors with job-related questions or problems. Deals with all matters related to recruitment, interviewing, applications, job posting, job audits and reclassifications, and affirmative action matters.
  
  - 2. **Training and Development** - Group training, professional development, and employee orientation.
  
  - 3. **Records and Processes**- Processes all personnel/pay actions and personnel file maintenance.

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4. **Human Resources Administration** -Deal with matters relating to County policies and procedures, Ohio civil service law, compensation, wage and salary administration, classification plan, unemployment compensation, layoffs, performance evaluations, employee handbooks, and Employee Assistance Program (EAP).
  5. **Collective Bargaining:** Responsible for negotiating, interpreting, compliance and enforcement of the collective bargaining agreements of the County's unionized employees.
  6. **Insurances/Benefits** Deals with all matters related to vacation, sick hours, and workers compensation. Matters dealing with employee health, dental and life insurances, PERS, COBRA and tax-deferred annuities are handled through the Auditors office.
  7. **Payroll:** Receives, corrects and processes bi-weekly timesheets and then transfers all data to Auditor's office to generate employee payroll warrants (checks).
- E. The HRD maintains the Human Resources web site to keep employees informed of job vacancies, policies and procedures and items of interest.
- F. In all matters, discussions and visits to the HRD **will be kept strictly confidential.**