



Medina County Policy Manual



Policy: Policy Administration	Section: Introduction	Number: 1.055
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- A. The policies set forth and adopted by the Board of County Commissioners within this manual supersede all previous resolutions, written and unwritten County personnel policies. In the event there is a conflict between the policies and procedures set forth in this manual and the policies and procedures set forth in a Collective Bargaining Agreement, the policies and procedures set forth in the Collective Bargaining Agreement shall be the controlling guidelines for those employees covered under a Collective Bargaining Agreement.
- B. In the event there is a conflict between the policies set forth in this manual and any applicable laws, the applicable law will prevail.
- C. All matters relating to the administration of these policies shall be under the general supervision of the County Administrator and subject to the approval of the Board of County Commissioners. The use of the term "County" and "Employer" in this manual shall mean Board of Medina County Commissioners.
- D. Each employee shall be issued a complete copy of the Board's Policy and Procedure Manual as well as any supplements as they become available. Each employee will acknowledge receipt of this manual. A copy of the acknowledgement form containing the employee's original signature shall be placed in the employee's personnel file. A copy also will be provided to the employee, upon request.
- E. As conditions warrant, these policies may be amended or deleted by act of the County Commissioners. Such amendments or deletions will be published in a conspicuous place, and a copy sent to all Commissioners' departments at least thirty (30) days prior to their effective date.
- F. Directors should periodically review personnel policies and propose changes and additions to the Director Human Resources. All changes are subject to approval of the Board of Commissioners.
- G. Questions regarding the interpretation and application of these policies shall be directed to each employee's supervisor who will seek clarification through the chain of command.