

# SCIOTO COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

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## **POLICY 3.01.01 PERSONNEL POLICIES PREAMBLE**

Policies are defined as the basic rules, which guide administrative action for accomplishing an organization's objectives. Comprehensive and clearly defined policies, consistently and fairly administered, are essential to the success of any organization.

This Manual contains policies set forth by the Scioto County Board of Developmental Disabilities ("Board") regarding personnel. Employees charged with the responsibility of administering policy must be thoroughly knowledgeable of its contents. It is essential that these policies be administered in a systematic, fair and impartial manner.

Undoubtedly, there will be situations, which will require administrative interpretations 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.

As conditions shift, it may be necessary to add, delete, or revise specific policies. Updated policies will be available to all employees on a central computer file accessible to all employees during work hours, communicated to all staff members, and discussed as needed.

This Section of the overall Board Policy Manual is a guide to be utilized by the stakeholders of the Scioto County Board of Developmental Disabilities to ensure uniformity and nondiscriminatory application of the conditions of employment. In the event there is a conflict between the matters expressed in this manual and any other applicable laws or documents, the applicable law or full extent of the written document prevails.

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

Hereinafter, within this Section, the term "Board", unless stated otherwise, shall refer to the Scioto County Board of Developmental Disabilities as an agency. "Members of the Board" shall refer to the seven (7) member board.