

## **POLICY 001: FUNCTIONS OF THIS MANUAL**

*ADOPTED: MAY 11, 1994 (REVISED: JUNE 20, 2017)*

### **Policy:**

It is the policy of Lee County that this Manual is designed and intended to be used as a working outline of the basic personnel policies, practices and procedures for the organization. This manual is not intended, nor shall it be construed, to alter the employment-at-will relationship in any way (Refer to Policy 003 – Employment-At-Will for further details). The primary purpose of this manual is to ensure that employees of Lee County are dealt with in a consistent and fair manner, and that all personnel policies and practices are applied evenly.

### **001:1 GENERAL PROVISIONS**

1. This Manual contains general statements of County policy designed to serve as a framework. It should not be read as including the fine details of each policy, or as forming an express or implied contract or promise that the policies discussed in it will be applied in all cases. The County may add, revoke or modify policies in this Manual with or without notice as needed, although typically the County will give some advance notice. In most instances, changes to policy only will be applied proactively.
2. Employees are encouraged to submit suggestions to Human Resources when policies need to be amended or changed to reflect the current working conditions and/or practices.
3. The Human Resources Director, or designee, is responsible for recommending, developing, revising, and implementing countywide policies, subject to the approval of the County Manager and adoption by the Board of County Commissioners.
4. Department/Division Directors, supervisors and employees are to refer to the manual whenever questions of policy interpretation or implementation arise. Issues needing clarification are to be referred to Human Resources.
5. Departments and Divisions may develop and implement specific standard operating procedures on a departmental basis needed to meet specific operational needs, provided they are consistent with the general framework provided by this Manual. All such departmental practices are to be submitted to the Human Resources Director, or designee, prior to implementation to assure consistency with County practices and policies.