

**SANDUSKY COUNTY
PERSONNEL POLICY AND PROCEDURE MANUAL**

MANUAL OBJECTIVES

SECTION 1.01

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- A. For purposes of this manual, policies are defined as the basic rules which guide administrative action to accomplish the organization's objectives. Well thought-out policies, consistently and fairly administered, have contributed greatly to the success of many organizations. This manual contains various policies of the several offices and departments under the jurisdiction of the elected officials and appointing authorities of Sandusky County, hereinafter called Sandusky County Appointing Authorities (SCAA) who adopt this manual.
- B. The SCAA recognize that a personnel system which recruits and retains competent, dependable employees is indispensable to effective and efficient County government. The policies and procedures set forth in this manual are designed to:
1. Promote high morale among the County's employees by fostering good working relationships, opportunities for advancement, and consideration of employee needs and desires;
 2. Ensure that all administrative decisions are made in a systematic and impartial manner, and to insure the uniformity and nondiscriminatory application of the conditions of employment;
 3. Maintain recruitment and promotion practices which will enhance the attractiveness of County employment and encourage all employees to give their best effort to the County and the public;
 4. Provide courteous and dependable service to the public;
 5. Provide fair and equal opportunity for qualified persons to enter and progress in the County service in a manner based on merit and fitness and fair and practical personnel management methods; and
 6. Ensure that all County operations are conducted in an ethical and legal manner so as to promote the County's reputation as an efficient, progressive body in the community and state.