

**SANDUSKY COUNTY  
PERSONNEL POLICY AND PROCEDURE MANUAL**

**IMPLEMENTATION AND DISSEMINATION**

**SECTION 1.02**

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- A. It is essential that a system be established for implementing and disseminating the Personnel Policy Manual. Therefore, the following administrative procedures for implementation and dissemination have been developed:
1. All employees shall be notified of the existence of these policies and a copy of the manual shall be made available for review by all employees through their supervisors;
  2. Certain management level personnel shall be provided a copy of the manual, as determined by the various SCAA;
  3. The Sandusky County Human Resources Office shall maintain a list of those SCAA who adopt this manual. Each SCAA shall maintain a list of those employees who have received copies of the policy manual. These lists shall accompany the master copy of the manual;
  4. All policies shall be maintained in a three-ring binder to allow for subsequent additions, deletions, and/or revisions;
  5. All revisions shall be issued by the SCAA and copies distributed to policy manual holders. For each revision, a memo shall be attached to inform the policy manual holder which policy is being altered. The effective date of the new or revised policy shall appear on the revision. The policy manual holders shall then remove the affected policy from the manual and replace it with the revised policy;
  6. Employees attending orientation (through Sandusky County Human Resources Office) will be provided a condensed version of this manual in the form of an Employee Handbook. Each employee shall sign an Acknowledgment statement indicating they have been made aware of this manual and been provided a copy of the Employee Handbook. The signed Acknowledgment shall be placed in the employee's personnel file (Acknowledgment Form).
- B. Whenever the Employee Handbook fails to address an issue or further clarification of a subject is desired, employees should refer to this Personnel Policy Manual or ask their supervisor for clarification.
- C. This manual shall remain the property of Sandusky County and shall be surrendered upon request. Unauthorized reproduction and distribution is prohibited.