

**SANDUSKY COUNTY
PERSONNEL POLICY AND PROCEDURE MANUAL**

MANAGEMENT RIGHTS

SECTION 1.03

PAGE 1 OF 1

- A. Each SCAA retains the full right and responsibility to direct the operations, promulgate policies, rules, and regulations and otherwise exercise the prerogatives of management, which more particularly include but are not limited to the following:
1. To manage and direct employees including the right to select, hire, promote, transfer, assign, evaluate, lay off, or to reprimand, suspend, discharge, or otherwise discipline employees in accordance with applicable law;
 2. To manage and determine the location, type, and number of physical facilities and equipment as approved by the Board;
 3. To determine goals, objectives, programs, services, work to be performed, and to utilize personnel in the manner designed to effectively meet these purposes;
 4. To determine the size and composition of the work force, and the organizational structure;
 5. To determine the hours of work, work schedules, and work location or work site required to most efficiently operate;
 6. To determine when a job vacancy exists, the duties to be included in all classifications, and the standards of quality and performance to be maintained;
 7. To determine the necessity to schedule overtime and the amount required thereof within budgetary limits;
 8. To maintain the security of personal and financial records and other important data or information;
 9. To maintain and improve the efficiency and effectiveness of the operations; and
 10. To determine and implement necessary actions in emergency situations.
- B. The exercise of any such right, power, authority, duty, or responsibility by the SCAA and the adoption of such rules, regulations, or policies as may be deemed necessary, shall be limited only by the specific express terms of applicable law.