

**SANDUSKY COUNTY
PERSONNEL POLICY AND PROCEDURE MANUAL**

SCOPE OF COVERAGE

**SECTION 1.07
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- A. These policies generally apply to both classified and unclassified employees, supervisors, and administrators of the SCAA, especially those policies that explain rules of conduct expected of employees. However, none of these policies establish tenure rights, or contractual rights for employees that are not required by law. Although the SCAA generally subscribes to these policies, the SCAA may waive any policy or procedure to the SCAA's benefit.
- B. To the extent the SCAA is not prohibited from doing so by law, the SCAA retains the right to hire, dismiss, set compensation, and manage unclassified and probationary employees without restriction.
- C. To the extent that any of these policies may be in conflict with the provisions of a collective bargaining agreement or confer benefits not granted by a collective bargaining agreement, the policy shall not apply to employees covered by such collective bargaining agreement. Otherwise, the policies and procedures within this manual are applicable to bargaining unit employees.
- D. In the event there is a conflict between the policies in this manual and any applicable laws, the applicable law will prevail. Questions regarding the interpretation and application of these policies shall be directed to the Sandusky County Human Resources Office through the employee's supervisor.
- E. These policies supersede any previous conflicting policies. Also, some previous policies may have been omitted because the SCAA deems them unnecessary. If employees are not certain whether a previous policy is still in effect, they may contact the appropriate SCAA through their supervisor for clarification or an administrative interpretation of the policies set forth herein.