Hardin County Board of Developmental Disabilities
POLICY

Policy Number: P-1	Page: 1	Of: 2
Title: Personnel – Introduction to Personnel Policies		
Regulatory Authority:		
Effective Date: ~~3/21/18, 3/17/21, 2/15/22~~ Review – 1/21/2025		
Reviewer/Job Title: Superintendent or designee		

PERSONNEL
INTRODUCTION TO PERSONNEL POLICIES

A. DISCLAIMER

(1) The policies set forth and adopted within this manual supersede all previous written and unwritten HCBDD personnel policies. These policies have been structured to comply with any applicable laws and agreements. In the event there is a conflict between the matters expressed in this manual and any applicable laws or agreements, the applicable law or full text of the written agreement will prevail.

(2) This manual is not an employment contract, express or implied. It is presented as a matter of information only. Hardin County Board of Developmental Disabilities, hereafter referred as HCBDD reserves the right to modify, revoke, suspend, terminate, or change these policies with or without prior notice. No representative of the HCBDD has the authority to enter into an agreement with an employee that is contrary to the foregoing.

(3) To the extent the HCBDD is not prohibited from doing so by law, the superintendent retains the right to hire, discharge, set compensation, and manage unclassified employees without restriction, and the HCBDD reserves the same rights regarding probationary employees. The HCBDD reserves the right to delete, modify, or amend the policies contained herein or to establish new polices as needed, however, the HCBDD agrees to maintain as much consistency as possible with Hardin County.

B. CONFLICT WITH LAW

(1) The policies and procedures as contained in this manual are subject to all applicable federal and state laws, civil service rules and regulations, and shall be interpreted wherever possible so as to comply fully with such laws, provisions, or any judicial interpretations. If any article or section of this manual or any amendments thereto shall be held invalid by operation of law or by a tribunal or competent jurisdiction, or compliance with or enforcement of any article or section of this manual shall be restrained by such tribunal, the remainder of this and any amendments thereto shall not be affected and shall remain in full force and effect.

C. **POLICIES**

(1) This manual contains polices set forth by the HCBDD.

(2) Policies are defined as the basic rules which guide administrative action for accomplishing an organization's objectives. Comprehensive and clearly defined policies, consistently and fairly administered, are essential to the success of any organization. All personnel charged with the responsibility of administering policy must be thoroughly knowledgeable of its contents. Furthermore, it is essential these policies are administered in a systematic, consistent, fair, and impartial manner.

(3) Undoubtedly, there will be situations which shall require administrative interpretations of the policies set forth herein. Every effort must be made to ensure that such decisions are made objectively, with the general intent of the policy in mind.

(4) As conditions shift within the structure, it may be necessary to add, delete, or revise specific policies affected by such change. Updated policies must be issued to all manual holders and communicated to all affected employees.

(5) This policy manual is a guide to be utilized by management to ensure uniformity and nondiscriminatory application of the conditions of employment.

(D) OBJECTIVES

(1) The HCBDD recognizes that competent, dependable personnel are indispensable to effective organizations.

(2) The policies and procedures set forth in this manual are designed to:

(a) Promote high morale and foster good working relationships among employees by providing uniform personnel policies for advancement, and consideration of employee needs.

(b) Maintain recruitment and internal promotional practices which will enhance the attractiveness of a career with the HCBDD, and encourage each of its employees to give his or her best efforts to the HCBDD and the public.

(c) Encourage courteous and dependable service to the public.

(d) Provide fair and equal opportunity for qualified persons to enter and progress in service based on merit and fitness determined through objective and practical personnel management methods.

(e) Ensure that all departmental operations are conducted in an ethical and legal manner to promote the HCBDD's reputation as an efficient, progressive body in the community and the state.

(f) Establish standards of performance which are to be applied fairly, consistently, and uniformly.