

Polk County Wisconsin

**POLICY DEVELOPMENT AND
ADMINISTRATION**

Policy 040

Effective Date: 04-20-82

Revision Date: 03-11-08

Policy Development

The Personnel Committee develops, in consultation with appropriate staff, and recommends to the Board of Supervisors, personnel policies that will effect efficient use of available human resources.

The Finance Committee develops, in consultation with appropriate staff, and recommends to the Board of Supervisors, finance policies that will effect efficient use of available financial resources.

Department-specific policies shall be developed and approved by the department's governing committee prior to implementation. Any department-specific policy developed that clearly relates to Personnel, Financial, or Legal operations shall also require the review and approval of the appropriate governing committee prior to implementation.

Implementation

The Personnel Committee shall be responsible for the implementation of personnel and safety policies adopted by the Board of Supervisors and shall interpret them in the event of conflict or confusion.

The Finance Committee shall be responsible for the implementation of finance policies adopted by the Board of Supervisors and shall interpret them in the event of conflict or confusion.

The Departmental Governing Committee shall be responsible for the implementation of departmental-specific policies and shall interpret them in the event of conflict or confusion.

Coverage

All County departments and offices will utilize the policies and procedures in the manual unless they conflict with federal or state law, or an applicable union contract.

Administration

Department Heads and any line supervisors they shall empower will be responsible for the day to

day application of adopted policy.

Compliance Assurance

The Personnel Committee and Affirmative Action Officer shall have access to all applicable Department working personnel files and records on demand to insure compliance with the County policies and procedures and equal opportunity employment laws. Original Personnel Records shall be maintained in the Department of Employee Relations consistent with *Policy 202 – Personnel Records*.

Review and Revision

Any manager, supervisor, or individual may request revision of policies through the appropriate Governing Committee. The Committee shall respond to such requests, in writing, within 30 days, and shall annually review the policies under their jurisdiction to keep them updated. (Any policy revision shall be by County Board action as specified in Section 1.2 or appropriate Governing Committee as noted within this Policy)

Manual Update

It shall be the responsibility of the Department of Employee Relations to provide changes, additions and deletions to County-wide Policy Manuals to assure they are current.