



CHAPTER: General Purpose and Objectives

SUBJECT: Responsibilities

POLICY NUMBER: 4.101

PAGES:2

RELATED POLICIES:

ENABLING RESOLUTION:

REVISION DATE(S):

143-2005

3/87 2/88 8/05 10/15

144-2005

DEPARTMENT OF PRIMARY RESPONSIBILITY: HUMAN RESOURCES

SPECIAL NOTES: This Policy/Procedures Manual does not in any way constitute an employment contract. Sedgwick County reserves the right to amend this Manual at any time subject only to approval by the Board of County Commissioners and the Governing Body of Sedgwick County Fire District Number One.

I. Purpose

The intent of this Policy is to establish the authority and responsibility of administering the policies set out in this Manual.

II. Policy

- A. The Sedgwick County Board of Commissioners, under Home Rule, shall be responsible for approving Personnel Policies and Procedures, maximum salary appropriations for the employees of all Division Directors, Department Heads and Elected Officials within the County Organization.
- B. The County Manager shall be responsible for administering the Personnel Policies and Procedures Manual.
- C. The Human Resources Director will recommend Personnel Policy for all employees under the jurisdiction of this Manual and is responsible for the duties outlined in this Manual.
- D. Division Directors, Department Heads and Elected Officials shall be responsible for compliance with Personnel Policies and Procedures as outlined in this Manual.

III. Definitions

- A. Elected Official - An officer elected by popular vote to serve as the administrator of a County office. Currently, these officials are: the County Commissioners, Treasurer, Register of Deeds, County Clerk, District Attorney and the Sheriff. (The Sheriff's Department has its own personnel manual.)
- B. Division Director - Employees appointed or assigned to manage several departments of Sedgwick County.
- C. Department Head - Employees appointed or assigned to administer one of the departments of the County.

- D. Home Rule - Authority promulgated (K.S.A. 1976, sup. 19-101a) by the legislature giving the County Commissioners the capacity to transact all County business and perform such powers of local legislation and administration as they deem appropriate.
- E. The above definitions shall remain the same throughout this Manual.

IV. Procedure

- A. Proposal of new or revised policies
 - 1. It is the responsibility of the Human Resources to audit the Personnel Policies and Procedures Manual to determine the areas where policies and procedures should be adopted or revised.
 - 2. Recommendations for Policy changes by Division Directors, Department Heads and Elected Officials should be presented in written memorandum to the Human Resources Director.
- B. Preparation and approval of the Policies and Procedures Manual.
 - 1. Human Resources shall prepare a draft of new or revised policies for review.
 - 2. Human Resources shall review for approval the policy draft with the County Manager.
 - 3. The Legal Department shall prepare a resolution for the approval of new and revised policies by the Board of Commissioners. Corrections or clarifications that do not change the content of Policy, or revisions of the procedures need only the approval of the County Manager.
 - 4. Human Resources will electronically distribute approved revisions and additions to the Personnel Policies and Procedures.
 - 5. Supervisors and Managers shall be responsible for reviewing new or revised policies. If printed copies exist it is the manual holder's responsibility to remove outdated material and replace it with the new or revised material.
 - 6. Human Resources shall ensure that all current personnel policies are posted on E-line and available to every employee. Employees may request paper copies of a policy or policies from the Division of Human Resources.