

*Kingman County
Kansas
Personnel Policy Manual*

Policy #1
Personnel Policies, Authorization,
Scope, and Procedures

Commission Approved
Date: 8/24/2009

1 Personnel Policies, Authorization, Scope, and Procedures

- 1.1 Kingman County shall maintain a current and complete Personnel Policy Manual. The policies therein shall apply to all employees of Kingman County (except for Commissioners and certain employees by State statute). Any employee covered by State statute shall be accepted from Kingman County Policies only with respect to those matter for which they are covered by other policies.
- 1.2 A current set of Kingman County Personnel Policies shall be provided for and kept by each department head within Kingman County government. A set of these Personnel Policies may also be provided for any or all employees other than the department head. An employee can also go to www.kingmancoks.com and click on Human Resources and then click on the appropriate Policy they want to inquire on.
- 1.3 Each policy shall indicate in the upper right corner the subject, title, the policy number, and the date on which the County Commissioners approved the policy.
- 1.4 No policy shall be effective until approved by the County Commissioners. The County Commissioners, with or without notice to employees, may amend Personnel Policies from time to time.
- 1.5 Any time a policy is approved, changed, or amended as provided above, a summary of the action shall be recorded in the minutes of the County Commissioners. Whenever any new policy is approved or an old policy amended, the new policy shall be prepared and distributed to department heads for insertion into the Policy Manual and communicate to the employees who report to them. The department head shall be responsible for seeing that copies of any revision or new policy are properly distributed and placed in the employees' manual where appropriate.
- 1.6 The County Commissioners shall have oversight and may indicate preferences as to employment actions (such as hiring, transfer, promotions, demotions, etc.) with respect to all County employees, except for certain employees covered by State personnel policies or statutes.
- 1.7 The County employees function under a wide variety of conditions and circumstances. Each department may have needs and requirements particular to that department. It is anticipated that each department may supplement this manual with departmental policies to meet the specific needs of that department. Those departmental policies shall be clearly communicated and explained to all departmental employees. Nothing in this section shall be misunderstood as granting

any department authority to adopt regulations in violation of, or in conflict with, these personnel regulations approved and adopted by the County Commissioners.

- 1.8 Department heads are expected to comply fully with the policies and procedures set forth in this manual. The procedures detailed or otherwise described in this manual are designed to be in the best interests of the County, to support its efforts to be effective and efficient, responsive to and respectful of the citizens and taxpayers of the County, and representative of all state and federal statutes, regulations, and rules.