

## **1.15 CHANGES TO THESE POLICIES AND EMPLOYEE SUGGESTIONS**

These personnel policies may be amended or revised or new policies may be added, at any time, with or without notice, upon the approval of the Commissioners Court. In addition, Human Resources may conduct an annual review of the policies contained in this manual as part of the budget process, and may submit any necessary or recommended changes to the Commissioners Court for approval prior to the beginning of the new fiscal year.

Employees are encouraged to make constructive suggestions for improvements to these policies or to work procedures or conditions. Any employee who wishes to suggest a personnel policy change should submit his or her suggestion(s) to the supervising Department Head or Elected Official, who will forward the information to the Human Resources, where appropriate, along with the rationale for making the change. Employees are responsible for maintaining current knowledge and understanding of all personnel policy changes and for requesting clarification or assistance when needed.