

1.7 DISSEMINATION OF PERSONNEL POLICIES

Human Resources will maintain the official set of the personnel policies, with all revisions, for reference by employees, and is responsible for providing a complete copy of this manual and copies of all subsequent revisions or policy changes to each Department Head or Elected Official for distribution to employees in the department. If a question arises about a particular policy, the official set of policies in Human Resources should be consulted and will control.

Human Resources will provide a copy of the personnel policies to new employees on their first day of employment, and the employee will sign an ACKNOWLEDGEMENT that he or she has received a copy of the Personnel Policies Manual and understands that he or she is responsible for knowing the contents. Employees are required to read this manual carefully and to adhere to the rules and regulations stated herein. Upon receipt of the personnel policies, each employee and Elected Official or Department Head will review the policy with the employee. The signed ACKNOWLEDGEMENT is filed in the employee's official personnel file in Human Resources.