

*Need to
Be Revised*

RESOLUTION 2021- 003

**RESOLUTION CONCERNING PERSONNEL POLICY ISSUES FOR COUNTY
COMMISSIONER ATTORNEYS**

WHEREAS, the hiring and retention of competent and qualified employees is the goal of any employer; and

WHEREAS, the Delaware County Commissioners believe that it is their responsibility and obligation to make sure that there is a qualified and diverse workforce in the county; and

WHEREAS, the Delaware County Commissioners have the direct responsibility for the employment of county employees in several different departments; those being the Commissioners' office, Highway Department, Human Resource Department, Weights and Measures Department, Emergency Communications Center, Emergency Medical, Emergency Management, Building Maintenance staff and Veteran's Affairs.

WHEREAS, Delaware County Commissioners in order to make a more uniform set of rules, procedures and policies enact this resolution to govern the departments for which they have direct control.


NOW THEREFORE BE IT RESOLVED by the Board of Commissioners of Delaware County, Indiana:

1. No department under control of the County Commissioners and herein named above, shall maintain, create, operate or keep any personnel files separate from those maintained by the County Human Resource Department.
2. Any and all personnel files that are maintained outside of the Human Resource Department shall be immediately turned over to the Human Resource Department.
3. Any and all handbooks other than the Delaware County Personnel Policies Handbook which has been adopted by the Commissioners are hereby rescinded.
4. There shall be one set of policies for all of the employees under the control of the Commissioners, that being the Delaware County Personnel Handbook. The Delaware County Human Resources Department shall be responsible to make sure that all of the employees in the county departments have access to an electronic copy of the handbook.
5. Any and all vacancies for any employment positions shall be presented to the Delaware County Human Resource Department as soon as a vacancy becomes open. The County Human Resource Department shall participate with all department heads in the interviewing and hiring process.
6. All openings in employment shall be posted on the County's website and shall be provided other organizations so that recruitment of candidates can be diverse and representative of the entire community.
7. Any and all employees that terminate their position with Delaware County shall be offered an exit interview to be conducted by the Human Resource Department.
8. The Human Resource Department shall provide information to the Commissioners on any and all vacancies and or terminations of employment (whether they are voluntary or involuntary).
9. All employees of Delaware County will be treated with respect and dignity during the course of their employment.
10. All employees will properly fill out their time records showing their exact arrival time and departure time or any time when they are "off the clock".
11. All department heads shall provide a monthly report on activities to the Board of Commissioners.

12. All department heads shall conduct at a minimum an annual review of all the employees and their department and provide a copy of that review to the county's Human Resource Department and the County Commissioners.
13. The County Commissioners shall conduct quarterly department head meetings.
14. Any and all budgets for any departments or the responsibility of the County Commissioners shall be submitted to the county Commissioners two (2) weeks prior to them being turned into the Auditor.
15. No budget shall be presented to the Auditor for consideration of the next budget year without the written approval of the Commissioners.

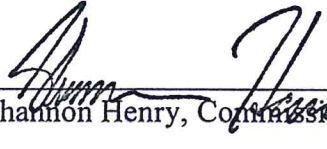
DULY ADOPTED by the Board of Commissioners of Delaware County, Indiana at a duly called public meeting held on this, the 1 day of February, 2021.

*BOARD OF COMMISSIONERS OF
DELAWARE COUNTY, INDIANA*

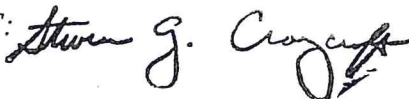


James King, President

Sherry Riffin, Vice President



Shannon Henry, Commissioner

ATTEST: 

Steven G. Craycraft, Auditor
Delaware County, Indiana