

ORIGINAL

**ORDINANCE 2019-028**

**ORDINANCE ADOPTING THE DELAWARE COUNTY  
PERSONNEL POLICIES HANDBOOK**

WHEREAS, the Delaware County Board of Commissioners, as the executive of Delaware County, Indiana, has previously enacted and revised the Delaware County Personnel Policies Handbook, a manual which governs the relationship between the County Commissioners and County employees; and

WHEREAS, a review and revision of the Delaware County Personnel Policies Handbook has been recently completed to update, remove, and revise several of the County's personnel policies and procedures; and

WHEREAS, the Board of Commissioners has invited all of the elected officials in the County to join and adopt the Delaware County Personnel Policies Handbook to be used in all offices in the County so that all county employees have a consistent and established set of rules to govern their conduct, operations, and performance; and

WHEREAS, the Board of Commissioners believes that, after a thorough review by the Human Resources Director, the County Attorney, and a committee of Elected Officials, the Delaware County Personnel Policies Handbook, as revised, is now ready for adoption and implementation.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF DELAWARE COUNTY, INDIANA:

1. The Delaware County Personnel Policies Handbook, Version 3.3 dated December 16, 2019, is hereby adopted and made a part of the employment requirements and obligations of all County employees.

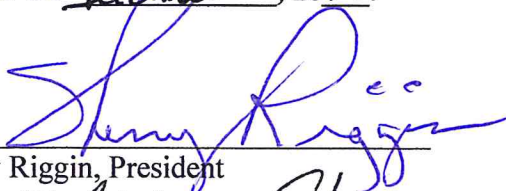
2. The Delaware County Human Resources Department shall make the Delaware County Personnel Policies Handbook available to all County employees and shall conduct such training, review, and implementation workshops as the Delaware County Human Resources Department believes are appropriate for the employees.

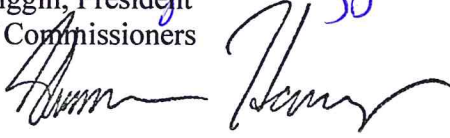
3. The Delaware County Human Resources Department shall insure that all County employees execute the appropriate document evidencing receipt of the new Delaware County Personnel Policies Handbook, Version 3.3 dated December 16, 2019, and make said document part of each employee's personnel file.


4. Any and all existing ordinances, orders, and/or resolutions, or any parts thereof, which may be in conflict with this Ordinance, are hereby superseded.

5. This Ordinance shall take effect upon adoption and publication as required by law.

***PASSED AND ADOPTED BY THE BOARD OF COMMISSIONERS, DELAWARE COUNTY, INDIANA ON THIS, THE 16 DAY OF December, 2019.***

  
\_\_\_\_\_  
Sherry Riggin, President  
Board of Commissioners

  
\_\_\_\_\_  
Shannon Henry, Member  
Board of Commissioners

  
\_\_\_\_\_  
James King, Member  
Board of Commissioners

Attest:

  
\_\_\_\_\_  
Steven G. Craycraft, Auditor  
Delaware County, IN