




POLICY AND PROCEDURE STATEMENT

SUBJECT	PAGE 1 OF 1	DATE EFFECTIVE	
SCOPE OF COVERAGE		MAY 1, 2018	
SECTION/POLICY NO.	APPROVED BY	SUPERSEDES	
1.05		NEW	
PREPARED BY	MAYOR	APPROVAL DATE	ISSUE DATE
VILLAGE ADMINISTRATOR			12/31/2017
REFERENCE	VILLAGE ADMINISTRATOR	DISTRIBUTION LIST	
		WEBSITE, MAYOR, COUNCIL CLERK- TREASURER, AND VILLAGE EMPLOYEES	
	PERSONNEL/BENEFIT COMMITTEE		

SCOPE

- I. This Policy applies to Ashville Personnel, Ashville Government, and Contract Staff.

POLICY

- I. These policies apply to all regular employees, unless exempted by law. These policies do not, nor shall they be construed to, violate any labor agreement between the Village and any bargaining unit represented by a Union.

PURPOSE:

- I. This policy is to establish the scope (extent) of all policies.

PROCEDURE

- I. If any provision of this manual is determined to violate applicable law or a collective bargaining agreement, that provision, alone, shall be void. The balance of the manual shall remain in full force and effect.