




POLICY AND PROCEDURE STATEMENT

SUBJECT ADMINISTRATION OF THE PERSONNEL SYSTEM	PAGE 1 OF 1	DATE EFFECTIVE MAY 1, 2018		
SECTION/POLICY NO. 1.07	APPROVED BY  MAYOR	SUPERSEDES NEW		
PREPARED BY VILLAGE ADMINISTRATOR	 VILLAGE ADMINISTRATOR	APPROVAL DATE 12/31/2017	ISSUE DATE 12/31/2017	REVIEW DATE
REFERENCE	 PERSONNEL/BENEFIT COMMITTEE	DISTRIBUTION LIST WEBSITE, MAYOR, COUNCIL CLERK-TREASURER, AND VILLAGE EMPLOYEES		

SCOPE

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

POLICY

- I. Establish who is responsible for the administration of the personnel system.

PURPOSE:

- I. This policy is to establish personnel authority.

PROCEDURE

- I. The Appointing Authority or designee shall be charged with the responsibility of ensuring that these personnel policies are applied in a consistent, objective manner, and for conducting the personnel-related duties and responsibilities set forth in the manual.