




POLICY AND PROCEDURE STATEMENT

SUBJECT DEPARTMENT RULES & REGULATIONS	PAGE 1 OF 1	DATE EFFECTIVE MAY 1, 2018		
SECTION/POLICY NO. 1.09	APPROVED BY  MAYOR	SUPERSEDES NEW		
PREPARED BY VILLAGE ADMINISTRATOR	 VILLAGE ADMINISTRATOR	APPROVAL DATE	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. Department Heads are responsible for the operation of their departments and for implementing the policies and procedures contained in this manual.

PURPOSE:

- I. To have department specific rules and regulations that are not in conflict with the policies and procedures contained in this manual and that are designed to complement.

PROCEDURE

- I. With the approval of the Mayor or other Appointing Authority Leadership may develop and implement standard operating procedures for their respective departments.
- II. Department standard operating procedures shall not conflict with the policies and procedures set forth in this manual.