


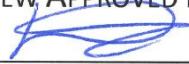


POLICY AND PROCEDURE STATEMENT

SUBJECT OBJECTIVE	PAGE 1 OF 1	DATE EFFECTIVE APRIL 1, 2019		
SECTION/POLICY No. 1.02	APPROVED BY  MAYOR	SUPERSEDES NEW		
PREPARED BY VILLAGE ADMINISTRATOR & PERSONNEL DIRECTOR	 VILLAGE ADMINISTRATOR  PERSONNEL/BENEFITS COMMITTEE	APPROVAL DATE 3/28/2019	ISSUE DATE 4/1/2019	REVIEW DATE
REFERENCE	REVIEW APPROVED BY  PERSONNEL DIRECTOR	DISTRIBUTION LIST WEBSITE, MAYOR, COUNCIL, CLERK- TREASURER, AND VILLAGE EMPLOYEES		

SCOPE

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

PURPOSE

- I. The Village believes that a personnel system which recruits and retains competent, dependable employees is important to effective government.

POLICY AND PROCEDURE

- I. This manual is intended to:

1. Promote high morale and foster good working relationships by providing uniform personnel policies and procedures, equal opportunities for advancement, and consideration for employee needs;
2. Maintain recruitment and internal promotional practices which enhance the attractiveness of a career with the Village and encourage each employee to give his/her best effort to the Village and the public;
3. Encourage courteous and dependable service to the public;
4. Provide fair and equal opportunity for qualified persons to enter and progress in Village service based on merit and fitness as determined through objective and practical personnel management methods; and
5. Ensure all Village operations are conducted in an ethical and legal manner.