



<b>Policy 1.3</b>	<b>Management Authority</b>		
<u>Effective Date:</u> 2/28/12	<u>Applicable Law/Statute:</u> None	<u>Source Doc/Dept.:</u> None/HR	<u>Authorizing I.C. Sec.:</u> None
<u>Last Amended Date:</u>			

## **MANAGEMENT AUTHORITY**

**1.3**

The County retains the full right and responsibility to direct the operations, promulgate policies, rules and regulations and otherwise exercise the prerogatives of management, for all employees under County Board jurisdiction regardless of employment status, which more particularly include but are not limited to the following:

- a. To manage and direct employees including the right to select, hire, promote, transfer, assign, evaluate, lay off, or to reprimand, suspend, discharge or otherwise correct;
- b. Promulgate and enforce rules and regulations;
- c. To manage and determine the location, type and number of physical facilities, equipment, programs and the work to be performed;
- d. To determine goals, objectives, programs, services, and budget and to utilize personnel and technology in a manner designed to effectively meet these purposes;
- e. To determine work methods, the size and composition and duties of the work force, and the organizational structure;
- f. To determine the hours of work, the number of shifts required and work schedules;
- g. To relieve employees from duty due to lack of work, lack of funds, reorganization, job abolishment or other reasons not prohibited by law;
- h. To determine when a job vacancy exists, the duties to be included in all classifications, and the standards of quality and performance to be maintained;
- i. To determine the necessity to schedule overtime and the amount required thereof;
- j. To maintain the security of personnel and financial records and other important data or information;

- k. To maintain and improve the efficiency and effectiveness of the operations; and;
- l. To determine and implement necessary actions in emergency situations.

The exercise of any such right, power, authority, duty or responsibility by the County and the adoption of such rules, regulations or policies as may be deemed necessary, shall be limited only by the specific express terms of applicable law, Illinois Compiled Statutes, and any authorized written employment agreement.