



<b>Policy 1.4</b>	<b>Implementation and Dissemination</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>			

## **IMPLEMENTATION AND DISSEMINATION**

**1.4**

**Employee Policies.** Employee policies cover topics including, but not limited to: obligations and responsibilities in matters of employment; professional and personal conduct; hours of work, attendance and leave; classification and compensation; performance management; benefits; safety and health; employee development and dispute resolution. Employee policies provide guidance for daily administration by expanding and explaining certain procedures or other information instructive to carrying out the Board-adopted policy provisions. The County Administrator and Human Resources Director are responsible for implementing, communicating, all policy provisions created and issued by the County Board.

**Employee Procedures.** Employee procedures are defined as the set of instructions or series of steps to be followed in order to comply with a policy. Employee procedures often contain links to approved County forms, detailed County policies, or related laws or regulations which are intended to assist the reader in complying with the policy. The County Administrator and Human Resources Director are responsible for implementing, communicating, and enforcing all employee policies, and for implementing, and communicating procedures to assist employees with complying with these employee policies. Unique department or division personnel procedures that are more restrictive than the procedures contained herein due to the operational needs of the department or division are authorized, subject to the review and approval of the County Administrator.

**Notification.** This manual is maintained and updated by the Human Resources Department as an electronic document on the County's Internet web page and the Human Resources Department web page on the County's Intranet site. Department Heads shall notify employees of the existence of the manual, how to access and view the manual, and of changes to the manual. Department Heads shall also provide employees under their supervision with the means necessary to access the manual and all amendments thereto.

**Responsibilities.** All employees are responsible for familiarizing themselves with this Employee Policy Manual, as well as other pertinent policy and procedure manuals or statements issued by the County. The County will make reasonable efforts to notify employees of any changes made to this manual, but it is the employee's responsibility to be familiar with and follow current employee policies.

**Administration.** All Department Heads, managers, supervisors, and other County employees

responsible for administering these policies shall be thoroughly familiar with such, properly administer each, and ensure that subordinate personnel follow same.

**Maintenance of Employee Policy Manual.** The Human Resources Department shall maintain the Employee Policy Manual and shall maintain a copy on the Human Resources web page on the County of DuPage Intranet Site. The Human Resources Department shall provide Department Heads with instructions concerning the existence, location and procedures to access the manual. Department Heads shall provide each employee under their supervision with the means necessary to access the manual, familiarize themselves with the manual, and all amendments thereto, and shall require each employee to sign an acknowledgement of reading the manual and each amendment.

**Department-Specific Procedures.** Department Heads are hereby authorized and directed to prepare any necessary department-specific personnel procedures that are consistent with the policies and procedures contained herein. Any such department-specific procedure shall be submitted by the Department Head to the Human Resources Director for review of compliance and consistency with these policies. Upon approval, the Human Resources Director shall provide the department-specific procedure back to the Department Head for inclusion in the department's manual. The Department Head shall communicate both the County employee policies and the department-specific procedures to the employees in his/her department.