

TRUMBULL COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

Policy

Section 1.0

AUTHORITY FOR ESTABLISHING POLICY

Purpose:

The purpose of these policies is to define the basic rules which guide administrative action for accomplishing the Board's objectives. The Trumbull County Board of Developmental Disabilities believes comprehensive and clearly defined policies, consistently and fairly administered, are essential to accomplishing the Board's mission.

Authority:

The Trumbull County Board of Developmental Disabilities hereby creates this policy manual under the authority granted to the Board by the Ohio Legislature and Ohio Revised Code, which among other duties, confers a duty and an obligation upon this Board to adopt rules for the conduct of business and operation/provision of services and programs.

Introduction:

The policies set forth and adopted within this manual supersede all previous written and unwritten policies of the Trumbull County Board of Developmental Disabilities (TCBDD).

This policy manual is a guide to be utilized by the Board and leadership employees to ensure application of these policies in a fair and equitable manner and to ensure uniformity. In the event there is a conflict between the contents of this manual and any applicable laws, those applicable laws shall prevail.

The manual is designed as a tool for staff to enable them to know and to understand what to expect from the environment and the Board and to keep staff informed.

Questions regarding the interpretation and application of these policies should be directed to the appropriate leadership employee, then to the Superintendent. The Superintendent shall notify the Board of any need for legal opinions regarding these policies. Every effort must be made to ensure that such decisions are made objectively, with the general intent of the policy in mind.

This manual is not a contract either expressed or implied. The Board reserves the right to change any provision without consultation. However, the Board and its leadership do want to develop and maintain a good relationship with employees. Employee input about matters addressed by the policies contained in this manual is welcome and will always be considered.

The policies contained in the manual will be reviewed at least annually. As conditions warrant, these policies may be amended, revised, or deleted by official action of the Trumbull County Board of Developmental Disabilities at a regular or special Board meeting. Such revisions, amendments, or deletions shall be posted and be made

available to the public and distributed in accordance with generally accepted practices with the intent of wide dissemination and understanding of the policies of this Board.

If a union contract is in force for designated employees and contains clauses conflicting with items in this manual, the union contract supersedes the pertinent clauses in this manual.

Objectives:

The Board recognizes that a personnel system which recruits and retains competent, dependable personnel is indispensable for the effective delivery of services to eligible children, adults, and family members in the Trumbull County community who have developmental disabilities.

The policies and procedures set forth in this manual are designed to:

1. Promote high morale and foster good working relationships among employees of the Board by providing uniform personnel policies, equal opportunities for advancement, and consideration of employee needs.
2. Establish a standard of courteous and dependable service to the public and to the individuals enrolled in the programs.
3. Ensure that all operations and programs are conducted in an ethical and legal manner so as to promote the Board's reputation as an efficient, progressive organization in the community and the state

Scope of Coverage:

These policies apply to all board members, enrolled students/ adults, employees in leadership, non-bargaining and bargaining unit positions, unless expressly indicated otherwise in a specific policy.

Management Rights:

The Trumbull County Board of Developmental Disabilities maintains the right to establish policies governing the work force and to direct the operation of the programs and facilities under its jurisdiction. Such policies shall be consistent with the policies set forth in this manual and all applicable state and federal laws. These policies may include, but are not limited to: determination of methods and procedures, size of work force, assignment of duties, hours of employment, compensation of personnel, hiring, discipline, promotion, transfer, and the right to lay off employees for lack of work or lack of funds.

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