



Policy 1.1	Policy Administration		
<u>Effective Date:</u> 2/28/12  <u>Last Amended Date:</u>	<u>Applicable Law/Statute:</u> None	<u>Source Doc/Dept.:</u> None/HR	<u>Authorizing I.C. Sec:</u> None

## **POLICY ADMINISTRATION**

**1.1**

It is the policy of DuPage County to establish Personnel Policies in order to maintain consistent human resources procedures and guidelines that comply with all applicable state and federal laws and regulations.

The Chief Human Resources Officer, County Board Chairman's designee and all Department Heads, managers, and supervisors, shall be responsible for the enforcement of the Personnel Policies of the DuPage County Board as defined within this Personnel Policy manual.

The County Board may, from time to time, abolish, alter, change, make additions to or otherwise amend the rules and regulations set forth in the Personnel Policies. The County Board may accomplish any of the aforementioned changes through a resolution at a regular or special Board meeting.

The Human Resources Department shall be responsible for maintaining the Personnel Policy manual and may amend policies to comply with changing laws, regulations, or internal operational changes, with no budgetary or policy impact, with the approval of the Chief Administrative Officer.

The Chief Human Resources Officer and the County Board Chairman's designee shall make the final decision concerning the interpretation and application of the County Personnel Policies.

**\*The County Boar Chairman's designee title was previously titled County Administrator. The County Boar Chairman's designee title will be used in place of the County Administrator title throughout the Employee Policy & Guidelines manual.**