

**GRAND FORKS COUNTY
POLICY MANUAL**

POLICY NO. 101-06

**Eff. 2/21/12
Rev. 11/19/13**

REVIEW OF POLICY MANUAL

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No policy manual can anticipate every circumstance or question about policy. The County Commissioners reserve the right to revise, vary, change, supplement, or rescind any policies or portion of this manual from time-to-time as they deem appropriate, in their sole and absolute discretion.

Between May 1 - May 31 of each year, Department Managers should solicit comments about the Policy Manual and suggestions for revision of the Policy Manual from employees in their respective departments. These comments and suggestions should be reviewed by Department Managers and presented to the County Commission for their consideration at the two regular County Commission meetings in June of each year. The County Commission should, if possible, have all comments reviewed and acted upon during the two June County Commission meetings.

Department Managers are responsible for insuring that employees within their department are apprised of current Grand Forks county policies and that there is a valid and current Employee Acknowledgement Form signed by the employee within their department by September 30th of each year. Signed forms shall be returned to the Payroll Department and filed in the employee's personnel file.