

**MIAMI COUNTY
PERSONNEL POLICY MANUAL**

EMPLOYER ACKNOWLEDGMENT OF ADOPTION OF MANUAL

**FORM 1
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- A. Policies are the basic rules which guide administrative action for accomplishing an organization's objectives. Comprehensive and clearly written policies, consistently and fairly administered, are essential to the success of any organization.
- B. Written procedures provide members of the organization with administrative interpretation of the application of the organization's policies and explain the specific manner in which such policies are implemented.
- C. The policies set forth and adopted within the Miami County personnel policy and procedure manual supersede all previous written and unwritten personnel policies. The manual is not an employment contract, express or implied. It is presented to employees as a matter of information only.
- D. To the extent the employer is not prohibited from doing so by law, the employer retains the right to hire, discharge, set compensation, and manage unclassified employees without restriction, and the employer reserves the same rights regarding probationary employees. Miami County appointing authorities reserve the right to delete, modify, or amend policies or to establish new policies as needed.
- E. My office hereby adopts the Miami County personnel policy manual, as may be modified for the operations of my office.

On Behalf of: _____
(Name of Office)

Department Head/Elected Official

Date of Adoption: _____