

**MONTGOMERY COUNTY, TEXAS
EMPLOYEE POLICY MANUAL
1. INTRODUCTION**

1.4 POLICY IMPLEMENTATION AND ADMINISTRATION

- RESPONSIBILITY** 1.4-1 The responsibility for policy administration is divided among County offices as follows:
- A. The Commissioners Court establishes and oversees general personnel policies.
 - B. The Human Resources Director serves as the resource to elected officials, department heads, and employees on personnel matters and policies. The office distributes copies of newly-created and updated policies to County employees; it is during new employee orientation that new employees are first advised of the County's policies. The office also maintains the Employee Policy Manual and makes recommendations to Commissioners Court regarding needed policy changes and additions.
 - C. Elected officials and department heads are responsible for implementing these policies in a fair and consistent manner in all areas over which they have responsibility.
 - D. All regular full-time employees are given a copy of the Employee Policy Manual at new employee orientation; part-time employees are given a copy by their departmental representative.