

# **MADISON COUNTY, VIRGINIA PERSONNEL POLICIES MANUAL**

<b>ADMINISTRATION</b>
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**POLICY NO.** 1.6

**EFFECTIVE:** 01/02/2024

The County Administrator shall retain and be fully responsible for the administration of the County personnel program. However, the County Administrator may delegate his authority for administering the County personnel program to other full-time County employee(s) under his or her supervision. Decisions made by those designated to administer these policies may be appealed by the affected employee to the County Administrator or his/her designee. At any place within these policies where the County Administrator is named as responsible for performing some role, it shall mean that he has ultimate responsibility as the Board's appointed administrator, but that he may unless otherwise stated, and at his sole discretion, delegate that authority as outlined above.

This Manual is intended to address most personnel situations and actions for which the County Administrator is ultimately responsible. However, those situations not specifically covered shall be interpreted and acted upon by the County Administrator in keeping with the intent of these policies and procedures.

It is recognized that some departments may need or desire to adopt separate policies affecting only their department. In all cases, those policies shall, whenever possible, be in writing and approved by the County Administrator prior to their use and adoption. However, this policy shall supersede any other personnel-