

MADISON COUNTY, VIRGINIA PERSONNEL POLICIES MANUAL

AVAILABILITY AND ACKNOWLEDGEMENT OF PERSONNEL POLICIES			
POLICY NO.	1.10	EFFECTIVE:	01/02/2024

The County Administrator shall be responsible for overseeing the maintenance of a complete and current set of personnel policies and for ensuring that these policies and any amendments are brought to the attention of County employees. In addition, an updated copy shall be maintained on the Madison County web site. Each Employee shall be notified of the changes to personnel policies as adopted by the Madison County Board of Supervisors as of the first payroll immediately following the approval of the change(s). In addition, the County may provide a shorter handbook containing certain key portions of its personnel policies. In the event the County does provide other forms of personnel information, the official version as approved by the Madison County Board and as displayed in its official records, shall prevail in case of any discrepancy between language contained therein. Future employees shall be notified of the availability of the then-current personnel policies when they begin their employment service with the County. All employees will acknowledge these policies via a signed and dated statement, which will be maintained within the employee's personnel file. The statement shall include the employee's confirmation that these policies have been read and are understood by the employee.