

County of Gloucester
Human Resources Manual

CHAPTER:	1 – FUNDAMENTALS	ADOPTED: 3/7/06
SECTION:	3 - MANUAL DISTRIBUTION & REVISIONS	REVISED: 9/21/16

The Human Resources Manual is an internal management document for distribution to all departments. Each Department Head is assigned a Manual is responsible for keeping and maintaining it. Whenever a Department Head leaves his/her position with the County, he/she should surrender the Manual to Administration. Manuals are assigned to and collected from Department Heads by Administration.

The Manual shall also be distributed to all employees by their respective Department Head. A Department Head may opt to distribute the Manual and Revisions via e-mail, *with a confirmed read receipt*, to those employees with access to e-mail.

In addition, in order to ensure that the employee receives and understands the HR Manual and subsequent revisions, the Department Head will request employees to sign an acknowledgement statement, see HR 1.3 Exhibit C titled “Employee Acknowledgement Statement”.

The Manual in its entirety is accessible on-line at the following address:

www.co.gloucester.nj.us/depts/h/hr/resourcemannual/default.asp

The written policies and procedures in the Manual will be revised by Administration whenever any changes in personnel policy or operations necessitate such action. Manuals will be reviewed annually for revisions to its contents. Revisions, if deemed appropriate, will be approved by the Board of Chosen Freeholders. Approved revisions will be distributed to all Department Heads, who are responsible for ensuring their Manual is up-to-date at all times and that revisions are communicated to the staff of their department.

Users of this Manual who encounter difficulty in administering or interpreting any policy or procedure in the Manual should submit to Administration, in writing, the nature of the difficulty, a proposed solution or revision, and, if necessary, a request to meet with Administration.

County Administrator/Designee:

Assigns and distributes the Manual to Department Heads, and when a Department Head leaves his/her position, collects the Manual.

Reviews the Manual on an on-going basis for revisions to its contents, including requests submitted by Department Heads.

Discusses solutions or possible revisions with the appropriate or affected staff.

Schedules an annual review of the Manual for possible revisions to its contents prior to the beginning of each new calendar year.

Prepares and presents revisions to the Board of Chosen Freeholders for approval.

Distributes additions and revisions, including instructions, to Department Heads, updates web page, and updates any existing Manuals which have not been assigned, but are reserved for future use.

Conducts an annual audit of each Department's Manual to ensure it is in good condition and up-to-date.

Department Head/Designee:

Ensures timely distribution of Manuals and revisions to all staff within their respective departments, documents such distribution with HR 1.3 Exhibit C for each employee, and maintains this record.

Refers any questions or problems with the contents of the Manual to Administration using the form provided for this purpose, "Request for Review or Interpretation," (see HR 1.3, Exhibit A). Please note that this procedure asks that Department staff pursue questions and problems through the appropriate Departmental management channels.

Keeps the Manual assigned to him/her up-to-date at all times by immediately filing any revisions to the contents. The person completing the update to each Manual must complete the Filing of Updates page located in the last section of each Manual for this purpose.