

AUTHORITY & GOVERNANCE

These personnel policies are adopted pursuant to the authority of the **Irwin County Board of Commissioners** under the Constitution of the State of Georgia and applicable provisions of the **Official Code of Georgia Annotated (O.C.G.A.)**.

The Board of Commissioners retains full and exclusive authority to:

- Establish, amend, interpret, and rescind personnel policies;
- Determine compensation, benefits, and working conditions;
- Delegate administrative responsibilities as permitted by law.

No officer, employee, or agent of Irwin County has authority to alter these policies except by formal action of the Board of Commissioners.

Board Of Commissioners

The **Irwin County Board of Commissioners** is the final policy-making authority for all personnel matters. All employment policies, compensation plans, and benefit structures exist solely at the discretion of the Board, subject to applicable law.

County Manager

The **County Manager** serves as the chief administrative officer of Irwin County and is responsible for:

- Implementing personnel policies adopted by the Board;
- Supervising day-to-day county operations as directed by the Board;
- Administering personnel actions in accordance with Board policy.

The County Manager **does not possess independent policy-making authority** and acts solely under the direction and authority of the Board of Commissioners.

Department Heads & Elected Officials

Department Heads and Elected Officials are responsible for administering these personnel policies within their respective offices, consistent with Georgia law and Board directives.

Purpose & Scope

These policies establish the primary rules governing employment with Irwin County. They are intended to:

- Promote consistent, equitable, and lawful employment practices;
- Clarify employee rights and responsibilities;
- Ensure compliance with federal and Georgia law.

These policies apply to all Irwin County employees unless a specific classification is expressly exempted by law.

Nothing in this manual creates a contract of employment, either express or implied.