

## **SECTION 01-10**

**Effective Date: July 1, 1996**

### **AMENDMENTS**

When, in the opinion of the County Administrator, reasonable change has occurred to warrant an amendment to this Manual, such an amendment will be made with the approval of the Washington County Board of Supervisors. The Board of Supervisors may direct the County Administrator to review these Policies and recommend changes and shall allow a minimum of thirty (30) calendar days for the County Administrator to prepare same. No change to these Policies may be made without said change being first reviewed and prepared by the County Administrator.

Within thirty (30) calendar days of such approval, or as soon as practicable, the Department of Accounting shall disseminate written copies of any amendments to these Policies to all employees of the Administrative Division of the County government. Failure of any employee to receive written notice of amendments shall not relieve the employee of responsibility for compliance with any amendment so issued.

If, in the opinion of the County Administrator, circumstances arise where an immediate change to these Policies is needed, the County Administrator is empowered to prepare and disseminate an interim amendment effective to a maximum of forty-five (45) calendar days. Within this period, the County Administrator shall bring the circumstances to the attention the Washington County Board of Supervisors and recommend a permanent amendment changing these Policies. An interim amendment once issued may not be extended or subsequently reissued by the County Administrator.