

## **Introduction to the County of Orangeburg**

County voters selected the Council-Administrator form of government in a 1976 referendum. Key personnel-related concepts of the Council-Administrator form of government are as follows:

- Council is the governing body of the County and is composed of seven members who are elected from single member districts. Council sets County policy. As the County's policymaker, Council enacted this Employee Handbook. Council has the power to change the contents of the Employee Handbook. To change a policy in the Employee Handbook, Council must approve the change during a Council meeting duly noticed and held in accordance with the South Carolina Freedom of Information Act.
- Council employs a County Administrator who is the County's chief executive officer responsible for implementing Council's policies, including those contained in the Employee Handbook.
- The County uses a system of divisions and departments to complete implementation and enforcement of County policies. The Human Resources Department is one such department. The Human Resources Department is responsible for training the County workforce on the Employee Handbook and being the custodian of personnel records for County employees, including application, interview, hiring, performance and disciplinary records.
- Generally, County employees are to comply with all Employee Handbook policies while carrying out their employment duties. Notwithstanding this general rule, the policies in the Employee Handbook may not apply to every employee in every situation. When following these policies is not practical, the County Administrator will handle special situations as s/he deems appropriate.