

**RESOLUTION ADOPTING THE ASHTABULA COUNTY PERSONNEL POLICY MANUAL, INCLUDING THE FOLLOWING POLICIES: TRAVEL REGULATIONS, CREDIT CARD, PROCUREMENT AND INVENTORY AND SURPLUS PROPERTY, INCLUSIVE OF ALL REVISIONS AND AMENDMENTS FOR 2025**

WHEREAS, On December 16, 1982, the Board of Commissioners adopted a personnel policy manual to govern the employees and management of Ashtabula County, and

WHEREAS, Some offices are governed by bargaining agreements and/or personnel manuals peculiar to the operations of their own department; and

WHEREAS, The Ashtabula County Personnel Policy is designed to govern those offices not covered by bargaining agreement or specialized personnel manuals, however, in the areas where those agreements, or manuals are silent, then this manual shall be deemed the authority; and

WHEREAS, Said approval includes: the Ashtabula County Personnel Policy Manual, travel regulations, credit card, procurement and inventory and surplus policies, inclusive all revisions and amendments for 2025; now

THEREFORE, BE IT RESOLVED, By the Board of Commissioners of Ashtabula County, Ohio, that the Ashtabula County Personnel Policy and other policies outlined above are adopted for use during 2025, inclusive of all revisions and amendments for 2025.

**ASHTABULA COUNTY COMMISSIONERS  
CERTIFICATION PAGE**

Resolution No. 2025-14

January 07, 2025

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Upon the motion of Kathryn L. Whittington, seconded by Casey R. Kozlowski.

**VOTE:**

J.P. Ducro IV

Aye

Casey R. Kozlowski

Aye


Kathryn L. Whittington

Aye

**CERTIFICATE OF CLERK**

IT IS HEREBY CERTIFIED that the foregoing is a true and correct transcript of a resolution acted upon and duly passed by the Board of County Commissioners of Ashtabula County, Ohio, on the date noted above.

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Crystal Sturgill, Clerk of the Board  
Board of County Commissioners *Acting*  
Ashtabula County, Ohio