RESOLUTION AMENDING RESOLUTION NO. 2023-17 REGARDING THE EMPLOYEE COMPLAINT PROCEDURE POLICY, SECTION 10.1 OF THE ASHTABULA COUNTY PERSONNEL MANUAL

WHEREAS, the Ashtabula County Personnel Manual was adopted on January 5, 2023 by Resolution 2023-17, which includes Section 10.1 labeled Employee Complaint Procedure; and

WHEREAS, Jessica Brundage, H. R. Director has presented an amendment to Resolution No. 2023-17 regarding the Employee Complaint Procedure Policy; and

WHEREAS, the proposed amendment is intended to provide non-bargaining-unit employees with a fair and orderly process to raise and resolve workplace complaints while encouraging concerns to be addressed at the lowest appropriate level and preserving access to BOC Human Resources when the departmental process has been exhausted or cannot reasonably be used; and

WHEREAS, the amended procedure establishes employee responsibilities and a three-step complaint process consisting of informal resolution, departmental review, and BOC Human Resources review; and

WHEREAS, the amended procedure provides exceptions to the normal chain of command when a person in the chain of command is the subject of the complaint, a conflict exists, the department does not respond within the stated time limits, or use of the normal process is not reasonably practicable; and

WHEREAS, the Ashtabula County Board of Commissioners has reviewed the proposed amendment and finds that updating Section 10.1 of the Ashtabula County Personnel Manual is appropriate and in the best interests of Ashtabula County and its employees; and

WHEREAS, this Board of Commissioners has reviewed the proposed changes and agree with the amendment to Resolution No. 2023-17 regarding the Employee Complaint Procedure Policy; now

THEREFORE, BE IT RESOLVED, By the Board of Commissioners of Ashtabula County, Ohio, that Section 10.1 of the Ashtabula County Personnel Manual is hereby replaced in its entirety with the attached Section 10.1, effective upon adoption of this resolution.

ASHTABULA COUNTY COMMISSIONERS

CERTIFICATION PAGE

Resolution No. 2026-414 **September 29, 2026**

RESOLUTION AMENDING RESOLUTION NO. 2023-17 REGARDING THE EMPLOYEE COMPLAINT PROCEDURE POLICY, SECTION 10.1 OF THE ASHTABULA COUNTY PERSONNEL MANUAL

Upon the motion of Kathryn L. Whittington, seconded by J.P. Ducro IV.

VOTE:

Casey R. Kozlowski	**Aye**
Kathryn L. Whittington	**Aye**
J.P. Ducro IV	**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.

Crystal Sturgill

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