



EMPLOYEE POLICY MANUAL

REVISED AUGUST 2023

BELMONT COUNTY ENGINEER'S OFFICE

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Dear Fellow Employee:

The Belmont County Engineer's Office has a responsibility to meet the growing needs of our county residents. As employees of the Engineer's Office, we can take pride in the accomplishments of our organization in rendering essential services to the public. At the same time, we must continually be involved in preparing for the challenges of the future because each of us has an important responsibility in the day-to-day operations that make this service possible.

More often than not, we are the Belmont County Engineer's Office to our friends, neighbors, and the general public which we serve. For this reason, the manner in which we conduct ourselves in public and the manner in which we perform our jobs become extremely important to the continued success of the Office and to the service we provide. That is why it is my firm belief that the more each of us knows about the Engineer's Office and our job the better equipped we are to discharge our responsibilities. With that thought in mind, this Personnel Manual was prepared to provide you with a handy reference of our organization and policies affecting your work.

The manual also includes information on numerous benefits you and your family may participate in, and other services available to you, suggestions to make your job more pleasant, and to answer questions that seem to arise most frequently.

I think you will find this manual both informative and helpful. I suggest you read it carefully and keep it handy. If you have any questions which may not be addressed or explained to your satisfaction, ask your supervisor, who will be happy to either answer your questions or get answers for you.

Sincerely,

Terry D. Lively, P.S., P.E.
Belmont County Engineer