

St. Andrews Parish Parks & Playground Commission
Policy Manual

Section:	1	Topic:	Provisions
Policy Number:	1		
Page:	1 of 2		

Welcome! Whether you have just joined our staff or have been at St. Andrews Parish Parks and Playground Commission (SAPPPC) for a while, we hope you'll find our agency a progressive and friendly place to work.

There are several things to keep in mind about this policy manual. First, this policy manual is intended to serve as a guide. IT IS NOT ISSUED AS A CONTRACT, NOR IS IT TO BE CONSIDERED A CONTRACT. Every attempt has been made to provide policies governing foreseeable matters, but unforeseen situations may arise which are not covered by a specific policy. The Executive Director retains discretion in dealing with each situation.

While we value our staff members and hope they enjoy their employment with us, South Carolina is an "employment-at-will" state.

AS SUCH, ALL EMPLOYEES OF SAPPPC ARE EMPLOYEES AT WILL. THIS SIMPLY MEANS THAT BOTH SAPPPC AND THE EMPLOYEE HAVE THE RIGHT TO TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, WITH OR WITHOUT CAUSE OR REASON FOR TERMINATION, AND WITH OR WITHOUT NOTICE. THIS AT-WILL RELATIONSHIP EXISTS DESPITE ANY OTHER PROVISIONS OF THIS MANUAL OR ANY OTHER SAPPPC MANUAL OR DOCUMENT.

Only SAPPPC's Commission has the authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the above. Such an agreement must be in writing. No other representative of SAPPPC may do so.

Only SAPPPC's Executive Director has the authority to enter into any vendor employment contract. Such an agreement must be in writing. No other representative of SAPPPC may do so. The Executive Director alone serves at the pleasure of the Commission. All other staff members report up through the Executive Director.

All policies in this manual will remain in effect until amended or a new policy takes its place. Proposed policies and revisions to existing policies must be approved by SAPPPC's board of commissioners (the Commission). However, the Commission Chairman is authorized to make necessary interim changes to current policies in advance of the Commission's approval.

Approved 10/23/2008

Each department head possesses a copy of this manual and will make it available to any staff member upon request. Copies of this manual are also kept in the general staff area at SAPPPC's two main facilities: Family Fitness Plus at 1642 Sam Rittenberg Boulevard and St Andrew's Parks & Playground administrative office at 1095 Playground Road. All staff members receive a web link to the policy manual upon hire. When policies are revised or a new policy is approved, staff member will receive the new information via e-mail. Staff member are responsible for accessing the site as to familiarize themselves with the policies.

In the event a policy manual cannot be found or the link is not accessible, a policy manual can be requested from the Human Resources Director.

In cases of possible contradictions between this manual and any other SPPPC document, this manual rules.

This manual has been written using the male pronoun (he, rather than he/she) solely for the sake of grammatical clarity and convenience. Both males and females are intended in all instances.

Unless otherwise specifically stated, all policies pertaining to the operation of this agency and conduct of staff will also apply to members of the Commission.

Approved 10/23/2008