



NEW CASTLE COUNTY OFFICE OF HUMAN RESOURCES

Personnel Policies

The policy manual contains the New Castle County personnel policies which have been promulgated in order to provide fair, consistent, and non-discriminatory human resources administration throughout New Castle County in accordance with existing laws and the applicable collective bargaining agreements. These policies will constitute the authority for human resources related decisions with respect to the subject matter covered by the respective policies. In many cases, these policies represent a combined responsibility of the department, row office, employee, and the Office of Human Resources to act so as to effectively execute the terms of the policy. New policies and changes to existing policies will be sent to employees, and each employee is responsible for keeping his or her manual updated.

In order to keep Personnel Policies and Procedures current, the Office of Human Resources transmits new or revised policies electronically by posting them on the New Castle County Portal.

To access the policies – go to the NCC Portal (<http://nccportal/default.aspx>) on the left side of the page under **County Links** - click the link titled Personnel Policies.

IMPORTANT TELEPHONE NUMBERS:

New Castle County Office of Human Resources (302) 395-5180