

FUNCTIONS/PURPOSE OF THE EMPLOYEE HANDBOOK

Policy:

It is the policy of the Board of Supervisors that this Employee Handbook be used as an outline of the basic personnel policies, practices, and procedures within Pottawattamie County. The rules and regulations outlined in this Employee Handbook apply to all offices, positions and employees of Pottawattamie County. The employee handbook is not intended to alter the employment-at-will relationship in any way.

Comments:

- (1) This handbook contains statements of County policy and should not be interpreted as forming an express or implied contract of employment. The information contained in this handbook reflects a general description of the policies, procedures, and benefits of the County currently in effect. The Board of Supervisors retains the right to modify or abolish these policies, procedures, and benefits. The County has the exclusive right and authority to exercise the customary functions of management, including, but not limited to, the right to manage and control the premises and equipment, the right to select, hire, promote, discipline, discharge, assign, and supervise employees, and the right to determine, effectuate and implement the objectives and goals of the County.
- (2) A Personnel Policy Committee, which includes the Human Resources Director, has been established to review and authorize changes to the Employee Handbook. Department Heads, supervisors and employees are encouraged to recommend changes or new policies. The Board of Supervisors shall have the authorization to approve final changes for inclusion in the Employee Handbook. The Human Resources Director is responsible for disseminating new policy information for the Board of Supervisors.

The Employee Handbook will be distributed as follows:

- (a) New hires shall receive a copy of the Employee Handbook upon hire which will be returned to Human Resources.
- (b) Employees will have access to a complete and up-to-date Employee Handbook at all times. Copies will be located in each individual department and on the county intranet. Employees are encouraged to review these copies on a periodic basis to ensure that they are familiar with County policies.

- (c) New and/or revised policies shall be distributed by the Human Resources Director. As new policies are issued or policies change, it is the responsibility of the employee to become familiar with the new and/or revised policy.
- (3) The provisions of this Employee Handbook apply except where these provisions are in conflict with existing and current Iowa law, union collective bargaining agreements and/or any individual employment contracts. In such instances where a conflict exists, the current law, bargaining agreements, and/or individual employment contracts shall take precedence over the provisions of this employee handbook.
- (4) The personnel management system of Pottawattamie County, of which these rules are a part, is designed to bring to the County service a high degree of understanding, cooperation, efficiency and unity through systematic, uniform application of modern personnel practices. The objectives of these rules include the following:
 - (a) to inform employees of Pottawattamie County of their rights and obligations in relation to the County;
 - (b) to inform Department Heads and supervisors of their obligations toward, and their rights to assign, instruct, and discipline subordinate personnel;
 - (c) to ensure compliance with applicable rules.
- (5) Departmental personnel rules may be established for the purpose of handling personnel matters applicable to a specific department. These rules shall not conflict with the rules set forth in the Employee Handbook as established by the County. The Department Head, upon establishing these rules, will distribute a copy to the Board of Supervisors and all current departmental employees. All newly hired employees must be made aware of any special departmental rules at the time of hire.
- (6) As used in the Manual:
 - (a) The masculine gender should be interpreted to include the feminine gender;
 - (b) "Supervisor" means an individual with the authority to assign, direct, and review the work of one or more subordinates;
 - (c) "Department Head" means an elected or appointed official that is in charge of a department or office and is responsible for its operation;
 - (d) "County" means the employer, Pottawattamie County.