

Title: Code of Employer-Employee Relations  
Policy Number: 103  
Effective Date: July 1, 2009  
Revision Date:  
Authorized by: Board of Supervisors

Policy:

It is the policy of the Board of Supervisors to attempt to implement effective personnel policies and to require all employees to support the best interests of the citizens of Pottawattamie County.

Comments:

- (1) The County is committed to a mutually rewarding and direct relationship with its employees and as a result attempts to:
  - (a) Provide equal employment opportunity and treatment regardless of race, religion, color, sex, age, national origin, disability, political affiliation, military status, sexual orientation, gender identity or other legally protected status;
  - (b) Provide compensation and benefits commensurate with the work performed;
  - (c) Establish reasonable hours of work;
  - (d) Monitor and comply with applicable federal, state, and local laws and regulations concerning employee safety;
  - (e) Offer training opportunities for those whose talents or needs justify the training;
  - (f) Be receptive to constructive suggestions about job duties, working conditions, or personnel policies; and
  - (g) Establish appropriate means for employees to discuss matters of concern with their immediate supervisor or Department Head.

- (2) The County, as part of its commitment to providing taxpayers with excellent service, and to creating a productive work environment, expects all employees to:
  - (a) Deal with customers and suppliers in a professional manner;
  - (b) Represent the County in a positive and ethical manner;
  - (c) Perform assigned tasks in an efficient manner;
  - (d) Be punctual and have excellent attendance at work;
  - (e) Demonstrate a considerate, friendly, and constructive attitude toward fellow employees and the general public;
  - (f) Follow the policies adopted by Pottawattamie County.
  
- (3) The County retains the sole discretion to exercise all managerial functions, including the rights to:
  - (a) Dismiss, assign, supervise, and discipline employees;
  - (b) Determine and change starting times, quitting times, and shifts;
  - (c) Transfer employees within departments or into other departments and other classifications;
  - (d) Determine and change the size and qualifications of the workforce;
  - (e) Determine and change methods by which its operations are to be carried out;
  - (f) Determine and change the nature and location of services rendered; and
  - (g) Assign duties to employees in accordance with the departmental needs and requirements and to carry out all ordinary administrative and management functions.

- (4) Public employees are employed at-will and Pottawattamie County has the right to terminate an employee at will for any lawful reason. Nothing in this Employee Handbook changes the employment-at-will relationship or creates an express or implied contract or promise concerning the County's policies or practices, including policies or practices it will implement in the future. Accordingly, the County retains the right to establish, change, and abolish its policies, practices, rules, and regulations at will and as it sees fit in accordance with federal, state, or local laws. *Policy modifications shall be posted for a minimum of ten (10) calendar days prior to becoming effective.*