

## **Welcome to Pottawattamie County!**

Pottawattamie County is founded on the principle of public accountability and teamwork. We hope you will find your employment with the County enjoyable.

This handbook has been prepared to welcome you and help you understand the County's policies, procedures, and benefits. The terms and conditions of employment summarized in this employee handbook are the same for all union (collectively bargained) and non-union employees. Employees who elect to join a union or whose job classification is represented by a union will follow the provisions of this policy manual except where these provisions are in conflict with the union's collective bargaining agreement. In such cases where a conflict exists, the collective bargaining agreement shall take precedence over the provisions of this manual.

The contents in this employee handbook are presented as a matter of information only. While we follow the policies and procedures described herein, this manual is not intended nor shall it be considered a contract of employment. The County reserves the right to modify, revoke, suspend, terminate, or change any or all of such plans, policies, or procedures, in whole or in part, at any time, with or without notice. Only the Board of Supervisors has the authority to enter into an employment contract with County employees. Employment contracts must be in writing and signed by both the Board and the employee. All other employees are considered "at will"; meaning employees may be terminated at any time for any lawful reason or may terminate their employment at any time.

You may utilize this employee handbook as a continuing source of reference during your career with Pottawattamie County. If you have questions which have not been answered in this handbook, please feel free to discuss them with your supervisor, Elected Official/Department Head or the Human Resources Department.

Once again, welcome and we wish you every success here at Pottawattamie County.

Sincerely,

Pottawattamie County Board of Supervisors