

Uintah County Employee Policies & Procedures Manual

October 1, 2007

Introduction:

The contents of this manual outline the Uintah County's employee policies & procedures. Questions regarding the interpretation of these policies are to be directed to the Human Resource Director.

Uintah County reserves the right to change, cancel, or amend the policies, procedures, practices, and benefits at any time, with or without advance notice. Since the County has the unilateral right to make changes, this manual does not form the basis of an employment contract between the employee and the County.

The policies in this manual should not be viewed as a guarantee of a fixed term, condition of employment, or a contract of any sort (expressed or implied). The County Commissioners and the Human Resource Director reserve the right to develop employment-related contracts or agreements, which shall be conducted outside the terms of this manual, on an individual basis. Statements made by supervisory personnel should not be viewed as official policy. This written policy manual supersedes any contractual or otherwise job-related statements made by supervisor and managerial personnel. The employee has every right to request interpretation of such statements to Human Resources.

Masculine/feminine specific words used herein are intended to include both genders, the single to include the plural, and the plural to include the single, unless otherwise indicated. The term "we" refers to Uintah County Management and the term "you" refers to each individual employee, regardless of classification.

Some Appointed employees and all Elected Officials are commonly referred to as Department Heads throughout this manual. The reference, in no uncertain terms, implies that an Elected Official or an appointed employee is a career service employee.

In general, the terms and conditions of this manual apply to the various types of employees that serve the County (listed below). Please refer to the specific policy to determine if any of the employment categories are exempted from the respective policy. If no exception is designated in the specific policy, it is safe to assume that the policy applies to all categories.

County Employment Categories

Elected Officials

Appointed Employees

Regular Full Time Career Service Employees (100%)

Regular Part Time Career Service Employees (80% and 60%)

Temporary Full Time/Seasonal Employees (to include time-limited status)

Temporary Part Time/Seasonal Employees (to include time-limited status)

Disregard of the information outlined in this manual may result in disciplinary action, up to and including termination.