

WALLACE COUNTY PERSONNEL POLICIES AND PROCEDURES MANUAL

1.0

GENERAL PROVISIONS

1.1 Purpose

It is the purpose of this document to define the employment policies of Wallace County and the benefits to which employees are entitled. All employees are expected to abide by these policies. Failure to comply will result in disciplinary action, up to and including termination.

1.2 Interpretation and Amendment

In the event of the amendment of any resolution, rule or law incorporated in this document or upon which these provisions rely, these rules shall be deemed amended in conformance with those changes.

Wallace County specifically reserves the right to repeal, modify or amend these policies at any time, following the proper procedure.

The proper procedure shall be as follows:

1. **Proposal.** A policy proposal shall be presented at an official meeting of the county commission. All proposals shall have the date of proposal, brief language regarding the purpose of the proposal, author, a copy of the current policy section language (if modifying or repealing), and the proposed policy section language. A policy proposal is not considered an action of business, therefore does not need a formal motion to approve or reject. Complete copies of the policy proposal shall be presented to each commissioner and the county clerk.
2. **Hearing.** After official presentation of a policy proposal, a hearing shall be scheduled during an official county commission meeting, with notification of said hearing complying with all rules and regulations of the Kansas Open Meetings Act.
3. **Testimony.** A hearing for the policy proposal shall be held, upon which any interested parties may present their testimony, either in writing or in person, on the policy proposal. The format of the hearing is at the discretion of the chairman of the board, but all parties shall be given an equal opportunity to present their testimony.
4. **Action.** After hearing all testimony on the policy proposal, the Board of County Commissioners may at that time take action on the proposal. Further amendments may be made to the policy proposal following the hearing, with the original author of

the policy proposal, at their discretion, having full authority and privileges to call for another hearing before action can be taken. Action may also be tabled pending approval of the final policy proposal language from the County Counselor.

Authority for Interpretation. The Board of County Commissioners shall be the final authority for rendering official interpretation of these personnel policies and guidelines. If personnel matters not covered in these personnel policies and guidelines arise, the Board of County Commissioners shall be asked to render a written interpretation. Such interpretations shall be considered final.

Amendments. The Board of County Commissioners may at any time amend these personnel policies and guidelines as necessary to ensure their efficient administration. These amendments will be made effective by formal resolution, added to the personnel policies and guidelines, and distributed to all employees who are at-will employees.

Repeal. Any personnel policies and guidelines adopted by resolution of the Board of County Commissioners that are in conflict with this document are repealed upon official adoption. This Employee Handbook supersedes all previous employee handbooks and memos that may have been issued on subjects covered herein.

Severance Clause. If any article or section thereof is held to be invalid, the remainder of these personnel policies and guidelines, other than which has been held invalid, shall not be affected by that section's invalidity.

1.3 Representations

None of these provisions shall be deemed to create a vested contractual right in any employee not to limit the power of the Wallace County Board of Commissioners to repeal or modify these rules. The policies are not to be interpreted as promises of employment or of specific treatment.

1.4 Employment at Will

All employees of Wallace County are considered to be employees “at will” unless they have a written employment contract to the contrary subscribed and dated by the employee and the Wallace County Board of Commissioners. **Such contracts will be indicated whether or not the Wallace County Policies and Procedure Manual apply to the employee.**

“At will” means that employees are hired with the understanding that their employment may be terminated any time at their will or at the will of their employer. The employee may choose to terminate his/her own employment at will without reason or cause.

1.5 Responsibility of Supervisory Employees

It is the responsibility of Wallace County supervisory employees to read and be familiar with the contents of this Policies and Procedure Manual. The information contained herein

applies to all employees of Wallace County. It is presented as a matter of information only and its contents should not be interpreted as a contract between the County and any of its employees. This manual is not intended to and does not constitute any sort of contract of employment, either expressed or implied.

1.6 Departmental Guidelines

The head of any County department may formulate in writing guidelines for the conduct of the operations of his/her department, such as those relating to safety or operational procedures that shall be available to all departmental employees. Such department procedures shall not be less stringent than, in violation of or in conflict with any personnel guidelines adopted by the Board of County Commissioners. If a conflict arises, the policies contained in this Handbook will govern unless the Board of County Commissioners issues a written approval to the contrary.

1.7 Appointing Authority

Employees of the County shall be selected by their respective office or department head with prior approval of the County Commissioners.