



INTRODUCTION TO PERSONNEL POLICIES AND PROCEDURES

Policy: POL-100-10-HR • Effective Date: 3/21/2011 • Res. #: 071728
Cancels: Res. 060865 & B1 • Reference: None

The personnel policies and procedures guide shall govern and affect the personnel administration of all employees and departments within the jurisdiction of Whitman County. In cases where these policies conflict with collective bargaining agreements or Civil Service rules (where applicable), the provisions of the labor contract or Civil Service rule shall govern. These matters relate to matters of personnel management and may or may not cover all departmental procedures, standard practices, standing orders, or other technical matters. These policies apply to all employees of the County except:

- Elected Officials
- Positions on appointed board, commissions, and committees
- Persons under contract to provide expert, professional, or technical services
- Volunteer personnel who receive no regular compensation
- ~~Classifications of employment for which these rules establish as exemptions from the provisions of these rules~~

1. Whitman County Uses Personnel Policies and Procedures as a Guide

These policies and procedures are designed to provide a guide for the administration of Whitman County's personnel policies, work rules, and benefits. The information provided in this guide is only an outline for purposes of personnel management and therefore cannot be used as a legal document or an implied employment contract, nor is it intended to cover every situation or answer every question about employment. These policies and procedures are not to be interpreted as promises of specific treatment.

2. Whitman County Reserves the Right to Change Policies as Needed

The personnel policies, work rules and benefits set forth in this document are subject to modification. The County reserves the right to modify, rescind, delete, or add to the provision of this policy as well as any other personnel policy from time to time as it deems necessary and appropriate in its sole and absolute discretion.

3. Human Resources Will Make Available a Current Copy of these Policies

A current copy of these policies and procedures, work rules, and benefits are available and accessible to each employee at the Human Resources Office for review and reference.

4. General Definitions

Definitions have been created for the general use of this manual. Additional definitions are listed with the appropriate policy. The list is not intended to be all inclusive and may be updated at the County's discretion.

Appeal: a complaint filed by an employee or group of employees pertaining to employment conditions or personnel practices based on specific provisions of these rules.

BOCC: Board of Whitman County Commissioners

Department Head: elected or appointed officials vested with the authority to administer the functions of a County Department.

Disciplinary Action: action taken to correct the improper conduct or inadequate performance of an employee.

Elected Official: an individual placed in a position of authority by a majority popular vote and being subject to the provisions of the office as set forth by Washington State law.

Full-time Regular: an employee who works an average of one hundred seventy-three (173) hours per month.

Lay-off: separation from county service because of a shortage of funds or materials, abolishment of the position or for other reasons not reflecting discredit on an employee and for reasons outside of the employee's conduct.

Leave Without Pay: an absence from work while on a non-paid status.

Part-time Regular: an employee who normally works fewer than one hundred seventy-three (173) hours per month. A part-time employee who regularly works eighty (80) hour or more per month will be entitled to pro-rated benefits as set forth by County policy.

Personnel Action: any action taken with reference to appointment, compensation, promotion, transfer, layoff, dismissal or any other action affecting status of employment.

Regular Employee: an employee who has satisfactorily completed his/her probationary period and is employed to fill a regularly funded position. The term regular shall not be interpreted to mean permanent, as no positions or employees are guaranteed permanency.

Temporary or Seasonal Employee: an employee hired for an intermittent or specified period of time, for a season, for a job of limited duration or for a non-recurring work project. Temporary employees are not eligible for benefits except those required by law.

Volunteers: individuals who have chosen to offer their services to perform any assigned or authorized duty. Volunteers are not employees of the County as such receive no compensation, are not benefit eligible, and have not claim for continued service with the County.

Work Day: any day which an employee is employed in his/her duties as a County employee regardless of the number of hours that day.

Work Week: Five eight hour days within a seven day period beginning on Monday at 12:00 a.m. and ending Sunday at 11:59 p.m. unless otherwise approved by the department head and/or a collective bargaining agreement.