

## **1.0 INTRODUCTION, STATEMENT OF POLICY, & RIGHTS OF MANAGEMENT**

### **1.1 INTRODUCTION**

The policies contained in this Employee Handbook have been developed to help employees of Sac County understand benefits, working conditions, what is generally expected of them, and is for informational purposes only. Each employee of the County should read, understand, and comply with all provisions of the handbook. Some of the policies and benefits described in this handbook, such as the health insurance plan, are covered in greater detail in other policy documents. The County has tried to make this policy handbook complete, but if you have any questions about it or any aspect of your employment, please feel free to contact your supervisor.

This handbook and any of the policies contained herein are not a contract of employment and should not be construed as such. Employment can be terminated at any time at the will of the employee or the County for any reason, except those certain reasons specifically prohibited by law.

*IMPORTANT NOTE: The Sac County Public Health Department, the Sac County Assessor Department, and the Sac County Conservation Department are governed by separate administrative boards, and as such may set their own personnel policies, which will supersede the County Personnel Policy. Similarly, personnel policies negotiated within the context of a union bargaining contract will supersede County policies contained herein. The Sac County Sheriff, Jail, and Communication Center Departments will follow policies set forth for departments that require essential personnel.*

*At the time of employment with Sac County, you will receive any and all policies that govern your position.*