

Black Hawk County

Employee Handbook

Prepared by: Human Resources
Approved by the Board of Supervisors

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*This policy is also included in the Black Hawk County Board of Supervisors' General Board Policies Manual.

GOVERNMENT EMPLOYEE CODE OF ETHICS

Any person in government service should:

- Put loyalty to the highest moral principle and to the County above loyalty to persons, party, or department.
- Uphold the Constitution, laws, and legal regulations of the United States and of all governments therein and never be a party to their evasion.
- Give a full day's labor for a full day's pay; giving to the performance of his duties his earnest effort and best thought.
- Seek to find and employ more efficient and economical ways of getting tasks accomplished.
- Never discriminate unfairly by the dispensing of special favor or privileges to anyone, whether for remuneration or not; and never accept, for him or herself or his/her family, favors or benefits which might be construed by reasonable persons as influencing the performance of his governmental duties.
- Make no private promises of any kind binding on the duties of office since a government employee has no private word which can be binding on public duty.
- Engage in no business with the government, either directly or indirectly, which is inconsistent with the conscientious performance of his governmental duties.
- Never use any information coming to him confidentially in the performance of governmental duties as a means for making private profit.
- Expose corruption whenever and wherever discovered.
- Uphold these principles, ever conscious that public employment is public trust.

FOREWORD

Whether you have just joined our staff or have been with Black Hawk County for a while, we are confident that you will find your employment here challenging and rewarding. We have many accomplished and committed employees who, through teamwork, serve the citizens of our community. We believe that local government is a trust, and public employees are its trustees.

This Employee Handbook has been written to serve as a guide for the employer/employee relationship. This handbook is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described herein. For that reason, if you have any questions concerning eligibility for a particular benefit, or the applicability of a policy or practice to you, you should address your specific questions to the Human Resources Department.

Neither this handbook nor any other County document confers any contractual right, either express or implied, to remain in the County's employ. Nor does it guarantee any fixed terms and conditions of your employment. No supervisor or other representative of the County (except the Board of Supervisors) has the authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the above.

The policies, procedures, practices, and benefits described herein may be modified or discontinued from time to time. We will try to inform you of any changes as they occur.

Board of Supervisors