

## **SECTION 102: OBJECTIVES AND SCOPE**

**102.1 PURPOSE:** It is the purpose of these policies, by the authority of a resolution of the Black Hawk County Board of Supervisors, to establish a system of personnel administration based on merit principles and adapted to the requirements of Black Hawk County. They strive to ensure that the individuals best qualified to perform the functions of the County will be employed and that an effective career service will be encouraged, developed, and maintained whenever possible.

**102.2 SCOPE:** This Employee Handbook includes a compilation of policies that govern and affect personnel administration for all departments of Black Hawk County as defined by the Code of Iowa and interpreted by the Attorney General, and as defined by the Iowa Public Employment Relations Board. These policies govern unless contravened by contracts negotiated under provisions of the Iowa Public Employment Relations Act, by provisions of the Civil Service Code, or provisions of a state or federal law or regulation.

The Federal Standards for a Merit System of Personnel Administration are applicable to all Black Hawk County employees engaged in the administration of grant-in-aid programs. In acknowledgment and acceptance of the 1983 Federal Standards, Section 20.27 of the Iowa Public Employment Relations Act contains the following edict:

"If any provision of this Chapter jeopardizes the receipt by the State or any of its political subdivisions of any federal grant-in-aid funds or other federal allotment of money, the provisions of this Chapter shall, insofar as the fund is jeopardized, be deemed to be inoperative."

**102.3 OBJECTIVES:** The objectives of this Employee Handbook include, but are not limited to:

- A. Informing employees of their rights and obligations with regard to employment with the County.
- B. Informing elected officials, department heads, and supervisors of their obligations toward subordinate personnel, and their rights to assign, instruct, and discipline subordinate personnel in accordance with the guidelines of these policies.
- C. Ensuring employee and County compliance with applicable rules and statutes.

**102.4 MERIT PRINCIPLES:** The system established herein shall be consistent with the following merit principles:

- A. Recruiting, selecting, and advancing employees on the basis of their relative ability, knowledge, and skills, including open consideration of qualified applicants

for initial appointment.

B. Providing equitable and adequate compensation.

C. Training employees as needed to assure quality performance.

D. Retaining employees on the basis of the adequacy of their performance, correcting inadequate performance, and discharging employees whose inadequate performance is not corrected.

E. Assuring fair treatment of applicants and employees in selection, promotion, training, and all other aspects of personnel administration without regard to political affiliation, race, creed, color, national origin, citizenship status, religion, age, sex, pregnancy, mental or physical disability, military or veteran status, sexual orientation, gender identity, or any other characteristic protected by law.

F. Assuring that employees are protected against coercion for partisan political purposes and are prohibited from using their official authority for the purpose of interfering with or affecting the result of a nomination for office or an election.

G. Assuring that employees who have acquired regular status will not be subject to layoff, suspension, or termination, except for cause, curtailment of work, or lack of funds.

**102.5 NO CONTRACTUAL RIGHTS CONFERRED:** This Employee Handbook is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described. For that reason, if you have questions concerning the applicability of a policy or practice to you, you should address your specific questions to the Human Resources Department. **This handbook does not confer any contractual right, either expressed or implied, to remain in the County's employ, nor does it guarantee any fixed terms and conditions of your employment.**

**102.6 AMENDMENTS:** The policies, procedures and practices described in this Employee Handbook may be modified or discontinued from time to time. Such modifications will supersede their predecessors. Amendments to this Employee Handbook shall be approved by the Board of Supervisors and posted on the County's Intranet.