

# BOX ELDER COUNTY PERSONNEL POLICIES AND PROCEDURES

<b>1.</b>	<b>INTRODUCTION</b>
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**1-1. Purpose**

The following policies and procedures are established by the Box Elder County Commission to be used as a set of guidelines and to provide and maintain a system of equity and fairness in all personnel actions; recruitment; examinations; selections; appointments; compensations; training; promotions; retention and discipline. Individual departments may draft more specific rules not inconsistent with these policies for the efficient and orderly administration of the department subject to approval of the Commission, and must be on file in the Commission Office before they become effective. All policies will be administered as prescribed by law.

The plans, policies, and procedures described herein are not conditions of employment. The County reserves the right to modify, revoke, suspend, terminate, or change any or all such plans, policies and procedures, in whole or in part, at any time, with or without notice. The language used in this manual is not intended to create, nor is it to be construed to constitute a contract between the County and any one or all of its employees.

**1-2. Equal Employment Opportunity**

It is the express policy of Box Elder County to:

- Recruit, select, hire, train, and promote the most qualified persons available without regard to race, color, religion, sex, age, disability or national origin.
- Base selection, hiring, placement and promotion decisions on valid requirements and criteria that are job related, essential and necessary functions of the job.
- Administer all employment practices including compensation, benefits, promotion, training, tuition assistance, termination, transfer, demotion and reduction-in-force objectively and without regard to race, color, national origin, religion, creed, sex, age or disability.
- Provide, when necessary, reasonable accommodations to applicants and/or employees disabilities, when doing so will enable them to successfully perform the essential functions of the job or benefit from training.

- Prohibit retaliatory actions against employees or applicants for employment who make a charge of employment discrimination, testify, assist or participate, in any manner, in a hearing, proceeding or investigation of employment discrimination.
- Assure a work environment free from harassment and discrimination.

**1-3. Employee Rights**

As an employee you have the following rights:

- a) equal pay for equal work based on job related factors, such as skill, effort, responsibility, and working conditions, not on worker's gender or race;
- b) opportunity to join or refrain from joining an employee association or other like organizations;
- c) opportunity to review your own personnel records with assurance of their confidentiality;
- d) a fair and impartial hearing of any grievance;
- e) a safe working environment.