



Grant County, Washington Policies & Procedures

POLICY NUMBER 100

Introduction

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101 – Welcome to Grant County

Each employee plays a role towards the success and continued growth of the County, and we encourage your intellectual curiosity and welcome reasonable suggestions for the continued improvement and growth of our organization.

Grant County is committed to providing quality services and protection to its citizens and visitors in a professional, courteous, respectful, and honest manner. We encourage maintaining high standards of ethics and integrity.

Communication is the key to effective services. We encourage professional communication, whether it is with a citizen, visitor, fellow employee, your supervisor, another member of management, or an Elected Official or Department Head.

102 – Mission Statement, Vision Themes, Values

102.1 Grant County's Mission statement is: *"To meet current and future needs, serving together with public and private entities, while fostering a respectful and successful work environment."*

102.3 Our Vision Themes are:

- 102.3.1 To enhance Grant County's core value of serving others with integrity, good stewardship, and common sense.
- 102.3.2 To foster excellent working relationships with Elected Officials, Department Heads, and all County employees by empowering all levels of Grant County government with tools, facilities, equipment and educational opportunities which, in turn, will lead to highly motivated and successful employees serving the public.
- 102.3.3 To develop a Financial Plan in order to carry out the County mission and take advantage of technology by providing employees with the necessary tools, education, and facilities.

102.4 Grant County's Values are:

- 102.4.1 Integrity: Trust, fairness, honesty.
- 102.4.2 Stewardship: Resource-effective, caretaker.
- 102.4.3 Common Sense: Flexibility, practicality.
- 102.4.4 Respect: Courtesy, consideration.
- 102.4.5 Accountability: Responsibility, Reliability.
- 102.4.6 Professional: Accurate, dependable.

103 – About Grant County Policies & Procedures

- 103.1 The Grant County Policies & Procedures – posted on the County's Intranet under the Human Resources tab – are a compilation of current employment practices at Grant County that will see updates and changes over time. Grant County reserves the right to suspend, revise, or revoke any of the policies at any time and without prior notice. Any such changes made by Grant County will be made available to its employees and immediately supersede any previous Grant County policies or policy memos and/or practices.
- 103.2 To the extent that any policy may conflict with existing Grant County labor contracts or local, state, or federal laws, the County will abide by the applicable existing labor contract, local, state, or federal law. Where labor contracts establish limitations on employee rights, those limitations shall supersede the provisions of these policies.
- 103.3 Nothing contained in this Policy & Procedure series is intended to create, nor does it create, an employment contract between Grant County and any of its employees.
- 103.4 All Grant County employees (including Elected Officials) are responsible to read and familiarize themselves with the Grant County Policies & Procedures as posted on the Intranet and carefully read all County releases of updated and/or new policies and procedures.