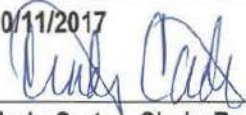


# Grant County Personnel Policy

DATE ISSUED: 10/11/2017	EFFECTIVE DATE: 10/11/2017
APPROVED:  Cindy Carter, Chair, Board of County Commissioners	10-09-17 Date Signed
LAST REVISED: 07/25/17	CONTACT: Human Resources

**501 – General**

501.1 As contained within Policy 400, Section 401, Grant County is an at will employer. Nothing in this section shall be construed to create an employment contract, nor shall it be construed to alter the fact that employment is at will.

501.2 To meet the County's current and future needs while serving together with public and private entities in a manner that fosters a respectful and successful work environment is the essence of Grant County's mission. Employees are expected to represent the County in a professional manner, which is courteous, efficient, and helpful. Grant County expects the highest standards of integrity, honesty, and ethical conduct from its employees.

501.3 Grant County strives to provide superior service to its citizens and visitors. Employees are an integral part of providing these services. It is essential that all citizens and visitors, co-workers, and members of management be treated courteously at all times. Employees can, in turn, expect the same courtesy from their co-workers and members of management.

501.4 Integrity is a firm adherence to a set of moral values or standards. In employment matters, integrity emphasizes consistency; following the goals, values, policies and procedures of the County at all times, even when the outcome is unpleasant.

501.5 Honesty means to be free from fraud and deception. At work, being honest means telling the truth, but also not withholding information in order to deceive or protect personal interests or the interests of others.

501.6 Ethical means the use of a moral code, to distinguish between right from wrong or fair from unfair. In employment matters, it may generally refer to a conflict between personal interests and job requirements. Unethical behaviors include those in which the "professional" role is used to pursue a personal interest. County Policy No. 200, Section 201, Code of Ethics, sets forth what is acceptable and unacceptable behavior for Grant County employees.