

Grant County Personnel Policy

DATE ISSUED: 03/30/2017	EFFECTIVE DATE: 03/30/2017
APPROVED:  Cindy Cartel, Chair, Board of County Commissioners	03-27-17 Date Signed
LAST REVISED: 10/12/16	CONTACT: Human Resources

1101 – Introduction

- 1101.1 It is the policy of Grant County to provide, to the best of its ability with available resources, a safe, healthy, and secure environment for its employees, volunteers, interns, customers, vendors, contractors, and the general public in Grant County government's places of business/employment. It is intended that this policy be implemented through training and education regarding safe work practices for all County employees, including Elected Officials and Department Heads (EOs and DHs), and the requirement that EOs, DHs and employees follow County directives, communications, plans and policies/procedures designed to assist in creating and maintaining a safe, healthy, and secure working/business environment.
- 1101.2 For the purpose of this policy, employees include full time, part time, hourly, temporary/seasonal, intern and all other employees, unless otherwise restricted.
- 1101.3 Every employee has a valuable role in contributing to work health, safety, and security at the County and is responsible to learn and practice safe methods for conducting his/her work. Employees should consult with their supervisors with any work safety, health, or security questions they may have.
- 1101.4 If an employee sees a potentially hazardous condition, he/she is required to notify his or her supervisor immediately. All incidents and accidents must be reported immediately and as set forth in this policy: please see Section 1102, Reporting Process, for specifics.