

# Lake County Board of County Commissioners

## Office of Employee Services

### Employment Policies & Procedures

#### **Introduction and Purpose**

Lake County Board of County Commissioner's (BCC) Employment Policies and Procedures are designed to provide employees with guidelines and expectations regarding their employment with Lake County. These expectations also assist employees in better understanding their rights and responsibilities as a County employee.

The information contained herein addresses and promotes employment related policies, procedures, standards for professionalism, respectful employee conduct, and a commitment to high quality service. Specific goals of the documents are as follows:

- To provide a uniform personnel management system throughout Lake County.
- To assist management in the development of sound policies and practices.
- To ensure effective and consistent use of Lake County's workforce.
- To promote effective communication and expectations among management and staff.
- To clarify the rights and responsibilities of both the County and its employees.

The Employment Policies and Procedures are not intended to be part of a contract between the County and any of its employees. None of the provisions contained within these policies and procedures shall be deemed to create a vested contractual right in any employee and the County reserves the right to repeal or modify these documents. These policies and procedures are not to be interpreted as promises of specific treatment. They provide guidance with respect to the policies and procedures which have been developed pursuant to federal, state and local laws and regulations governing employment matters, and consistent with Lake County's vision, mission and values.