

Lake County Board of County Commissioners

Office of Employee Services

Employment Policies & Procedures

Applicability and Authority

These policies and procedures are applicable to all Lake County BCC employees and may be modified over time by the Board of County Commissioners and the County Manager.

These policies do not apply to the members of Lake County Board of County Commissioners, to members of Lake County boards who are not County employees, and depending on an employee's particular Employee Status (e.g., Regular versus Temporary) some of the policies may be inapplicable. *For example, a temporary employee would be subject to the ethics and workplace standards sections of the handbook however the annual or sick leave sections would not apply.*

The Office of Employee Services is charged with developing, implementing and updating policies and procedures supporting employment standards, programs and benefits as delegated by the Lake County Board of County Commissioners and the County Manager.

Those practices not specifically covered in this handbook will be interpreted by the County Manager or Employee Services Director, with all interpretations in keeping with the intent and purposes of these employment standards and workplace practices.