

SECTION I - PERSONNEL SYSTEM PROVISIONS

A. Purpose: Millard County is a political subdivision operating under the laws of the State of Utah and administering public funds. The policies and procedures relative to the personnel working for the county are set forth in this manual for the following purposes:

1. This manual, or any portion hereof, does not create an employment contract.
2. This manual is provided for informational purposes only.
3. This manual, or any portion hereof, may be altered or amended at any time at the sole discretion of Millard County.
4. Any policies expressed in this manual do not alter the at-will nature of the employment relationship between Millard County and any employee.
5. To give employees clear, concise information as to their rights, privileges, obligations, and responsibilities.
6. To provide administrative officials and elected officers direction in dealing fairly, consistently, and justly with all employees.
7. Millard County reserves the right to apply the procedures and terms in this manual with its own discretion.

B. Applicability of Policies and Procedures: The policies and procedures, rules, and regulations of this document shall apply to all employees of Millard County except where specifically excluded in this manual and excepting elected officials who are responsible to apply and enforce such provisions but are not subject thereto. Employees of the Millard County Sheriff's Office, which has its own separate manual of policies and procedures, shall be subject to the policies and procedures, rules, and regulations of this document except where a conflict occurs between the two manuals, then those of the Sheriff's Office shall apply. These policies and procedures do not apply to members of boards and commissions, persons engaged under contract to supply professional or technical services, and volunteer personnel who receive no or nominal compensation from the county.

C. System Standards: The system standards subscribed to by the county shall conform to the following:

1. Recruiting, selecting, and advancing employees on the basis of their relative ability, knowledge, and skill levels, including open consideration of qualified applicants for initial appointment
2. Providing equitable and adequate compensation
3. Training employees as needed, to assure high quality performance and

- justify reasonable performance standards
4. Retaining employees on the basis of the adequacy of their performance, correcting inadequate performance, and separating employees whose inadequate performance cannot be corrected or corrected in a timely manner
 5. Assuring non-discrimination for applicants and employees in all aspects of personnel administration without regard to political affiliation, race, color, national origin, sex, religious creed, age, or disability and with proper regard for their privacy and constitutional rights as citizens
 6. Providing information to employees regarding their political rights and prohibited practices under the Hatch Act or related legal guidelines
 7. Providing a formal procedure for processing the appeals and grievances of employees without discrimination, coercion, restraint, or reprisal

