

## WELCOME!

We are excited to have you as part of our team. You were hired because we believe you can contribute to the success of our organization and share our commitment to achieving our goals as stated in our mission statement. The County is committed to quality and unparalleled customer service in all aspects of our organization. As part of the team, we hope you will discover that the pursuit of excellence is a rewarding aspect of your career here.

Our employees are partners in our success and make our mission statement come alive in the way they work with every customer. Your continued support will enable the County to be an excellent place to live, work and play. With the entire County staff participating in making our vision of distinctive quality and unparalleled customer service real, we are headed for even greater success.

The success of the County is determined by our success in operating as a unified team. We have to earn the trust and respect of our customers and community every day. Your job, and every job, is essential to fulfilling our mission. The primary goal of the County, and you, as one of its employees, is to live our mission statement and continue to lead by example. We achieve this through dedicated hard work and commitment from every employee. It is the desire of the County to have every employee succeed in their job and be part of achieving our goals.

Welcome aboard!

## INTRODUCTION TO THE EMPLOYEE HANDBOOK

This Employee Handbook has been written to serve as a basic guide for your employment relationship with the County. The policies contained in this Handbook have been adopted by the Allegan County Board of Commissioners and apply to all County employees and officials. To the extent that policies in this Handbook conflict with the terms of a collective bargaining agreement or certain policies duly adopted by elected co-employers or the Allegan County courts, the latter terms will govern the covered employees. This Handbook replaces all previous Handbooks and personnel policies. The policies in this Handbook are subject to change by the County as it deems necessary. Employees will be notified of such changes and are responsible to verify policies in their latest form through the designated website.

Except as may be provided by a collective bargaining agreement, your employment is “at will,” meaning that you have the right to terminate your employment with or without cause or notice at any time, and the County retains the same right. The terms of this Handbook are not intended to be construed as contractual, except as may be explicitly provided for elsewhere in the Handbook.

Some of the subjects described in this Handbook are covered in detail in official insurance policy or benefit plan documents. You should refer to those documents for specific information, since this Handbook only briefly summarizes those benefits. Please note that the terms of the written insurance policies and benefit plan documents are controlling.

In this Handbook, as in all our memos and other communications, the pronouns he, she, his, her, him, etc. are used only for convenience. These should in no way be interpreted as referring to any particular gender.