

## **010 EMPLOYEE WELCOME MESSAGE**

### ***WELCOME NEW EMPLOYEE!***

On behalf of your colleagues, I welcome you to Hall County and wish you every success here.

We believe that each employee contributes directly to Hall County's growth and success, and we hope you will take pride in being a member of our team.

This handbook was developed to describe some of the expectations of our employees and to outline the policies, programs, and benefits available to eligible employees. Employees should familiarize themselves with the contents of the employee handbook as soon as possible, for it will answer many questions about employment with Hall County.

We hope that your experience here will be challenging, enjoyable, and rewarding.

Again, welcome!

## **020 INTRODUCTORY STATEMENT**

This handbook is designed to acquaint you with Hall County and provide you with information about working conditions, employee benefits, and some of the policies affecting your employment. You should read, understand, and comply with all provisions of the handbook. It describes many of your responsibilities as an employee and outlines the programs developed by Hall County to benefit employees. One of our objectives is to provide a work environment that is conducive to both personal and professional growth.

No employee handbook can anticipate every circumstance or question about policy guidelines. As Hall County continues to grow, the need may arise and Hall County reserves the right to revise, supplement, or rescind any policies or portion of the handbook from time to time as it deems appropriate, in its sole and absolute discretion. Employees will, of course, be notified of such changes to the handbook as they occur.

These guidelines are set forth to ensure that the employees of Hall County are treated equitably, and to ensure that the citizens of the County may benefit from the work of a productive and competent staff. Violation of these guidelines may subject the employee to discipline up to and including termination in accordance with the provisions of these guidelines, County ordinances, and federal and state laws.

These policy guidelines express what is expected from you as an employee of Hall County. They are guidelines for working together for the benefit of the other employees, management and the Citizens of Hall County as stated in Hall County's Mission Statement: ***The primary goal of the organization is to promote, encourage and develop a strong, viable community and ensure that all citizens share in prosperity by providing efficient, accessible and responsible public service.***

These guidelines are based on the guiding principles and practices that have developed through years administering personnel policy and procedures. These rules and regulations are not intended to create rights for employees otherwise not provided by law and are subject to change by the County Commission as circumstances may warrant. The three general principles that guide County officials and management in making personnel decisions are:

- Employees are individuals worthy of trust, dignity and respect.
- Employees will do their best if their rewards are based on individual merit and group achievements, and if they have the opportunity for useful employment and personal security.
- Hall County's long-term success and effectiveness depends on the efforts, achievements, and teamwork of all employees.