

# KINGMAN COUNTY, KANSAS

## PERSONNEL POLICIES MANUAL

### INTRODUCTION

The purpose of this Personnel Policy Manual is to inform employees of the personnel policies governing the County organization including the privileges and benefits afforded employees, the expectations the County has for its employees and the general policies and procedures for addressing common personnel matters.

The following personnel policies and other administrative provisions are established to:

- (a) Promote and increase efficiency and economy in County services.
- (b) Facilitate uniform, fair and consistent administration of personnel practices within the County.
- (c) Provide equal employment opportunity to all qualified individuals to enter County employment in all occupations on the basis of demonstrated merit and fitness as ascertained through appropriate and practical methods of selection without unlawful discrimination.
- (d) Create and maintain a uniform and consistently applied system of evaluation and compensation based upon the relative duties and responsibilities of positions in the County to assure a fair and equitable wage or salary for all employees.
- (e) Support and promote high morale by providing good working relationships, provide clear understanding of duties and responsibilities of both the employee and the County.

**This Policy Manual does not constitute a contract between the County and its employees and should not be construed as such. Employment by the County is At-Will and is not for a definite term and may be terminated by the County or the employee at any time for any reason. No supervisor of the County or any other person, except the County Commissioners, has any authority to enter into any agreement for employment for any specified period of time or make any binding representations or agreements inconsistent with this Personnel Policy Manual.**