

A. PRIDE PHILOSOPHY AND POLICY ACKNOWLEDGMENT

Welcome to Scott County employment. We hope you will find a great deal of challenge and personal satisfaction in your employment with Scott County. You have an important role in accomplishing the goals of your department and the County government. The County has a long tradition of PRIDE in its workforce - the foundation is the County PRIDE philosophy:

P: Professionalism means **Doing it Right** by:

- Knowing the job
- Maintaining integrity
- Being responsible
- Setting high standard

R: Responsiveness means **Doing it Now** by:

- Serving others
- Being action-oriented
- Listening and acting accordingly
- Meeting needs
- Getting the job done

I: Involvement means **Doing it Together** by:

- Teamwork
- Working together for best results
- Setting the example
- Being willing to participate
- Acting rather than reacting

D: Dedication means **Doing it with Commitment** by:

- Wanting to do it
- Maintaining a positive attitude
- Being determined to follow through
- Believing in what you are doing
- Putting yourself into the job
- Enjoying public service

E: Excellence means **Doing it Well** by:

- Ongoing commitment to improve
- Setting and striving for goals
- Reaching for full potential
- Willingness to take risks
- Not tolerating mediocrity
- Being the best

This is your employee manual. The purpose of this manual is to set forth the Human Resource and General Policies of Scott County. Each policy sets forth which employees it is applicable to. All policies are available to employees on the intranet and internet. On the footer of the page it will list the date the policy was approved by the Board of Supervisors. When a change is made to the policy an e-mail notification will go out to all employees. Clerical staff will post notice on the employee bulletin board for those employees without regular computer access. A hard copy of the policies will be maintained in the office of each department.

The materials in the Human Resource and General Policies are not exhaustive, although there is an attempt to cover matters of general applicability to all employees. Some of the information contained in these policies may be covered by a collective bargaining agreement. Where there are differences between a policy and a collective bargaining agreement, the collective bargaining agreement will prevail for employees covered by that agreement. If you do not understand the specific policy or its applicability to current circumstances you are encouraged to speak to your supervisor or Human Resources. The County reserves the right to make changes from time to time with or without notice and to interpret these policies. No provision in these policies is intended to create a contract between the County and any employee or to limit the rights of the County and employees to terminate the employment relationship at any time with or without cause. All employees except civil service or those subject to a collective bargaining agreement are considered at-will employees in the state.

Welcome to the County's workforce.

Appendix A



SCOTT COUNTY
ACKNOWLEDGMENT
OF HUMAN RESOURCES AND GENERAL POLICIES

By signing below I acknowledge that it is my responsibility to have read and understood the policies outlined in this employee Manual including but not limited to the Affirmative Action, Equal Employment Opportunity, Workplace Harassment, Workplace Violence, and Drug Free Workplace policies. I understand that the Manual is intended only as a general reference, and not as a full statement of County procedures or a legal contract. I have been directed to read these documents and have been offered an opportunity to ask questions about their contents. I am also aware that from time to time these policies will be updated and I am expected to be familiar with those updates.

I understand that as an employee of Scott County, I am responsible for compliance with County and departmental rules of conduct and for achieving an acceptable level of work performance. I will do my best to responsibly execute the duties of my position.

Signature

Date

Witness

Date