

## **INTRODUCTION**

### **JEFFERSON COUNTY, TEXAS PERSONNEL POLICIES/PRACTICES AND PROCEDURES MANUAL**

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The information contained in this manual constitutes guidelines only. It does not in any way constitute an employment contract, nor are these guidelines intended to make any commitment to any employee concerning how individual employment action(s) can, should, or will be handled.

This information applies to all employees and department heads that work for Commissioners' Court. The majority of these benefits, policies/practices, and procedures also apply to employees of elected officials, especially where there is an effect on budgeted funds. These policies/practices/procedures are provided as a tool to assist department heads and elected officials in the day-to-day operations of their departments. However, the Commissioners' Court may not mandate that other elected officials adopt any policies/practices/procedures not having budgetary impact. Therefore, some officials may have elected not to adopt all of the policies/practices/procedures and any such adoption may commence or be terminated at any time.

Jefferson County is an employment-at-will employer. An employer-at-will is not required to have cause for termination. The County retains the right to terminate any employee at any time, with or without notice, for legal reason or no reason. The County offers no employment contract nor does it guarantee any minimum or maximum length of employment. A supervisor of the County has no authority whatsoever to make any contrary representations to any employee.

This manual serves as the primary means of communication on broad/general administrative policies, operational procedures, rules and regulations. The content herein is not all-inclusive and will not cover every conceivable personnel matter or administrative situation that may arise. These policy guidelines are not intended to be inflexible; therefore, it is expected that amendments and revisions will be made as necessary to meet the ever-changing conditions and business needs of the County. As such, the Commissioners' Court shall be the final authority on interpreting policy, approving amendments or granting exceptions to policy guidelines in order to more efficiently promote the interests of the County. In addition, since County government and our business environment are constantly changing, Jefferson County expressly reserves the right to change any condition, policies, procedures, benefit or privilege of employment, including those addressed in this manual, at any time. Employees will be notified of these changes through supervisors or department heads/elected officials or by other appropriate means. Changes will be effective on dates determined by the Commissioners' Court and will supercede prior policies. No supervisor or manager other than Commissioners' Court has any authority to alter the foregoing.

The policies set forth and accepted within this manual supersede all previous written and unwritten Jefferson County personnel policies and procedures. This policy can be viewed at [co.jefferson.tx.us](http://co.jefferson.tx.us) under Human Resources.