

SALT LAKE COUNTY HUMAN RESOURCES POLICY & PROCEDURE

HUMAN RESOURCES POLICIES

PURPOSE

To explicitly advise employees that neither language contained on any of the Human Resources Policies and Procedures nor any representation made by a member of management may be construed as a guarantee of employment or of any employment-related benefit.

PROCEDURE

- 1.0 Salt Lake County Human Resources Policies and Procedures and any other County documents or handwritten materials regarding pay, merit awards, insurance, employee benefits and any other aspect of employment are subject to change and are not to be construed as an express or implied contract between the County and its employees.
 - 1.1 Oral or written promises about promotions, pay raises or other employment related matters have no legal affect and are not binding on the County unless the promised action is in full compliance with applicable personnel laws and Salt Lake County Human Resources Policies and Procedures.
- 2.0 Human Resources Policies and Procedures undergo periodic revisions based upon changes in the law, salary surveys, management philosophies, or any other reason for the betterment of County government and in the public interest.
- 3.0 The Human Resources Division is responsible for all changes and revisions to County Human Resources Policies & Procedures. Policy revisions may be reviewed by the Human Resources\Benefits Advisory Committee, Steering Council, Mayor, Legislative Committee or the Council.
 - 3.1 Upon review and approval of the policies by all or some of these committees, the policy shall be forwarded to the County Council for final approval.
 - 3.2 Policies approved by the County Council become effective the same day in which they were approved.
 - 3.3 County divisions, sections or work units may develop internal policies that differ from the general requirements of human resource policies and procedures so long as those policies comply with state and federal law, county ordinance, and have been reviewed by the Mayor and the Office of the District Attorney, and approved by the Salt Lake County Council.

APPROVED AND PASSED THIS 20TH DAY OF OCTOBER, 2009