

MADISON COUNTY, VIRGINIA PERSONNEL POLICIES MANUAL

EXPECTATIONS OF COUNTY EMPLOYEES AND EMPLOYER-EMPLOYEE RELATIONS

POLICY NO. 1.2 **EFFECTIVE:** 01/02/2024

It is the policy of Madison County Board of Supervisors:

To establish reasonable rules of employment conduct (i.e., guidelines for management and employees to follow) and to ensure compliance with these rules through a program consistent with the best interests of the County and its employees. THIS MANUAL IS NOT, AND SHALL NOT BE CONSTRUED AS, AN EXPLICIT OR IMPLIED CONTRACT, SHALL NOT MODIFY ANY EXISTING AT-WILL STATUS OF ANY COUNTY EMPLOYEE, AND SHALL NOT CREATE ANY DUE PROCESS REQUIREMENT IN EXCESS OF FEDERAL OR STATE CONSTITUTIONAL OR STATUTORY REQUIREMENTS. THE TERM AT-WILL MEANS EMPLOYEES CAN TERMINATE OR BE TERMINATED AT WILL. EXCEPTIONS ARE EMPLOYEES HAVING WRITTEN CONTRACTS SIGNED BY THE COUNTY ADMINISTRATOR OR BOARD OF SUPERVISORS.

Additionally, it is the policy of the County to strive for safety in all activities and operations and to carry out the commitment of compliance with health and safety laws applicable to the County by enlisting the help of all employees to ensure that public and work areas are free of hazardous conditions.

To provide equitable conditions of employment for County employees;

To establish and maintain uniform standards of employment and compensation;

To aid Department heads and supervisors in their administration of personnel matters.

To provide equal employment opportunity and treatment regardless of race, religion, color, sex, age, marital status, national origin, disability, genetic information, or military status;

To monitor and comply with applicable federal and state laws and regulations concerning employee safety;

To be receptive to constructive suggestions which relate to the job, working conditions, or the personnel policies;

To establish appropriate means for employees to discuss matters of interest or concern with an appropriate party.