

# Utah County Human Resource Management Policy 2-200: County Department/Office Compliance Responsibility

## Purpose

The purpose of this policy is to set forth the applicability of and responsibilities for department compliance with the Utah County Human Resources Management Policies.

## I. Policy

County Department Compliance Responsibility. Individuals are employed by Utah County but directed in their assignments by departments, which have the responsibility to manage their own personnel staff in compliance with these Policies.

## II. Procedures

- A. The Director may authorize special exceptions to provisions of these Policies when permitted by law and when justified by unique and compelling circumstances in a department.
- B. Department employment records, practices, policies and procedures are subject to audit by the Office of Human Resource Management.
- C. Department policies and procedures manuals may be adopted to address internal department operations. Any department policies and procedures which conflict with the Utah County Office of Human Resource Management Policies, or which concern employment matters addressed in the Utah County Office of Human Resource Management Policies, or which are assigned to the Director by the County Personnel Management Act, 17-33-1 et seq., U.C.A. 1953, as amended are hereby rescinded. The determination as to whether the departmental policy is in conflict with the Office of Human Resource Management Policies shall be made by the Director.
  1. For departments supervised by an appointed or merit employee department head, departmental policies and procedures and subsequent modifications will have effect after approval by the Director of Human Resource Management and the County Commission after legal review by the County Attorney.
  2. For departments supervised by an elected department head, departmental policies and procedures and subsequent modifications must be approved as follows, after legal review by the County Attorney:
    - a. Policies and procedures concerning employment matters will have effect after approval by the Director of Human Resource Management and the County Commission.
    - b. Policies and procedures concerning matters of general county administrative ordinances, rules or policies or the legislative powers, duties or functions of the county will have effect after approval by the County Commission.
    - c. Policies which pertain to the performance of the elected officer's functions, duties, and responsibilities specifically provided for by law may be established by the elected department head consistent with existing law.

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3. Utah County departments shall revise department policies and procedures manuals consistent with paragraph II.C.1. and 2. and shall promptly update their policies and procedures manuals consistent with changes in policies and procedures approved by the Director of Human Resource Management.
4. All department policies and procedures manuals shall contain disclaimer language approved by the County Attorney as to form, content and placement in departmental policies and procedures manuals which advise County employees that the terms of the manual are not intended to form the basis of a contractual relationship between the County and the employee and may be revised or changed at any time.