

# Utah County Human Resource Management Policy 2-100: Administration of Human Resource Management

## Purpose

The purpose of this policy is to set forth the responsibilities for administration of the Utah County Human Resource Management Policies.

## I. Policy

There is hereby created an Office of Human Resource Management, administered by a Director of Human Resource Management. All references to office of personnel management in state law shall refer to Office of Human Resource Management for purposes of Utah County Government. The Utah County Office of Human Resource Management (OHRM), under the direction of the Director of OHRM (Director), shall be responsible for the administration of the Utah County Human Resource Management Policies as set forth below.

## II. Procedures

### A. Applicability

1. The Utah County Human Resource Management Policies apply to all departments and employees holding Career Service positions in Utah County. Additionally, County employees holding positions designated as exempt from Career Service including, but not limited to, Appointed, Seasonal, and Time Limited employees are covered by the policies and provisions expressly applicable regarding discrimination and harassment; standards of conduct; ethics and conflict of interest: fitness for duty; drug and alcohol-free workplace; incompatible outside employment; political activity; sexual harassment; employment of relatives; social media and usage of electronic communication devices and services.
2. Notwithstanding the foregoing, rights of appeal and procedural protections contained in these Rules and Regulations are not applicable to employees exempt from career service, who may be terminated at any time for any reason.

### B. The role of Office of Human Resource Management is to serve as staff support to the County Commission in the management of human resources. The Director and the Office of Human Resource Management, are responsible for the following:

1. Establishment of, and monitoring compliance with, policies, rules, standards, and procedures governing employment with Utah County.
2. Comprehensive human resource support of all departments of Utah County; and
3. Duties as outlined in the County Personnel Management Act (Chapter 33 of Title 17, UCA 1953).