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INTRODUCTION

Welcome Statement

Welcome to Rosebud County employment and your important role in efficiently conducting the business of local government. You will be joining a dedicated group of individuals who have also chosen to serve the County with a career in public service. This Handbook is a general reference which will assist you in becoming familiar, as quickly as possible, with benefits and services available to you as a County employee and the policies and standards covering your employment.

Nothing in this Handbook should be construed as an expressed or implied employment agreement. We cannot anticipate every situation or answer every question about employment, and this Handbook is designed to provide guidance only.

In some places you will note citations to applicable state and federal laws, such as Montana Code Annotated (MCA) and the Code of Federal Regulations (CFR), which will lead you to further relevant information if you so desire it. If you need more information on any policy, you can contact the Clerk & Recorders office or the Commissioners.

We are happy to have you with us in providing essential civic services, and we look forward to our working relationship.

Statement of Management Rights

In order to achieve its mission, goals and objectives, the County retains the exclusive right to exercise the customary functions of management. These include, but are not limited to, the rights to manage and control County buildings, property, grounds, and equipment; to contract out work; to select, hire, promote, assign, layoff, and discipline employees; to determine and change starting times and quitting times; to transfer employees within programs/services to other departments and other classifications; to train employees; to determine and change the size, composition, and qualifications of the workforce; to establish and adopt new policies, rules and regulations; to determine and modify job descriptions and classifications; to establish or change criteria for performance appraisals according to the performance appraisal policy; and to carry out all other ordinary functions of management.

Severability Statement

If any part of this Handbook is found to be unenforceable, invalid, or in conflict with the law, the other provisions of this Handbook are still applicable and valid.

Changes to Personnel Policies and Procedures

The County provides all employees with general information regarding employee benefits and established personnel policies and procedures through the issuance of this Handbook. However, it is not a contract and is subject to change at any time. Policies and procedures shall be added to, updated, or deleted as determined appropriate by the County. The County specifically reserves the right to repeal, modify or amend these policies at any time, with or without notice. The policies are also not to be interpreted as promises of specific treatment.
Collective Bargaining Agreements

If you are a member of a collective bargaining unit subject to a Collective Bargaining Agreement (CBA), the CBA primarily governs your employment with the County. If your CBA does not address an issue, the personnel policies and procedures in this Handbook shall apply. In the event of conflict between provisions in this Handbook and any CBA, state or federal law, or resolution or rule of the County, the terms and conditions of such CBA, law, or County resolution, or rule shall prevail.