

GENERAL POLICY STATEMENT

County employees are a valuable resource and an integral part of the system established to provide governmental services and without them the mission of the County Government could not be accomplished. The following policies are intended to ensure equal treatment of all employees and to serve as a written statement of the importance the Board of Supervisors of Gloucester County assigns to the well-being of the County's workforce.

In understanding the relationships between the County and its' employees, it is important that employees understand that all employees are employed at-will for an indefinite period and that no employment contract exists. County employment may be ended at any time, for any reason, with or without cause or notice, except as described in these policies or as otherwise provided by law. At the same time, employees may terminate their employment at any time and for any reason, subject only to the conditions contained in these policies. The County of Gloucester maintains the right to change the policies, procedures and benefits set forth herein at any time through action of the Board or other Board designated authority.

It is further the policy of the County of Gloucester that a uniform personnel management system be established for its employees. The Board of Supervisors has assigned to the County Administrator the authority to maintain a Personnel Administration System including, but not limited to, recruitment, testing, development, and placement of new employees; the establishment of equal employment opportunity, employee relations, and personnel records programs; and the administration of the classification and pay plans. Such authority is to be exercised in a manner consistent

with the approved budget, any policies adopted by the Board of Supervisors, and all other applicable laws and regulations. The County Administrator may delegate such responsibility as deemed appropriate to assist in the management of the personnel system.

The specific objectives of the Personnel Administration System are to:

a. assure fair treatment of applicants and employees in all aspects of personnel management in accordance with the County's equal employment opportunity/affirmative action policy;

b. recruit, screen, select, and advance employees on the basis of their ability, knowledge, and skills;

c. determine and meet training needs to ensure quality performance and to enable employees to realize their maximum potential;

d. assure each employee a performance review at specified intervals;

e. establish and maintain a sound classification and compensation plan which will attract and retain qualified employees; and

f. maintain competitive pay within the labor market in which the County competes.

Except as stated in this policy, no County representative or written materials shall modify this policy for any employee or create any agreement, oral or written, contrary to this policy. Supervisory and management personnel are not to make any representations to employees or applicants concerning the terms or conditions of employment which are not consistent with County policies. No statements made in

pre-hire interviews or discussions, or in recruiting materials of any kind, are to alter the at-will nature of employment.

Similarly, County policies or practices with respect to any matter are not to be considered as creating any contractual obligation on the County's part or as stating in any way that termination will occur only for "just cause." Statements of specific grounds for termination or discipline set forth in this Policy or in any other County documents are for emphasis or provided as examples. They are not all-inclusive and are not intended to restrict the County's right to discipline or terminate employees. Completion of a probationary period or conferral of regular status does not change an employee's status as an employee-at-will.